The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)

FY 2024 Citizenship and Integration Grant Program
Citizenship and Integration Training Academy

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the System for Award Management (SAM) system.

UEI Updates in Grant Application Forms:
On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, SAM.gov. This new identifier is the UEI. Entities that had a DUNS Number were automatically assigned a UEI. New entities needing a UEI must register in SAM.gov at: https://sam.gov/content/entity-registration.

Additional Information can be found on Grants.gov:
https://www.grants.gov/web/grants/forms/planned-uei-updates.html.

Grants.gov registration information can be found at: https://www.grants.gov/web/grants/register.html.

Contents

UEI Updates in Grant Application Forms: 1

A. Program Description 4

1. Issued By 4
2. Assistance Listing Number 4
3. Assistance Listing Title 4
4. Funding Opportunity Title 4
5. Funding Opportunity Number 4
6. Authorizing Authority for Program 4
7. Appropriation Authority for Program 4
8. Announcement Type 4
9. Program Overview, Objectives, and Priorities 4
10. Performance Measures 7

B. Federal Award Information 8

1. Available Funding for the NOFO 8
2. Projected number of Awards 8
3. Maximum Award Amount 8
4. Period of Performance 8
5. Projected Period of Performance Start Date 8
6. Projected Period of Performance End Date 8
7. Funding Instrument Type 8

C. Eligibility Information 9

1. Eligible Applicants 9
2. Applicant Eligibility Criteria 9
3. Subawards and Beneficiaries 10
4. Other Eligibility Restrictions 10
5. Cost Share or Match 11

D. Application and Submission Information 11

1. Key Dates and Times 11
2. Address to Request Application Package 11
3. Steps Required to Obtain a UEI, Register in SAM.gov, and Submit an Application 12
4. Electronic Delivery 12

5. How to Register to Apply through Grants.gov 12
6. How to Submit an Application to DHS via Grants.gov 14
7. Timely Receipt Requirements and Proof of Timely Submission 15
8. Content and Form of Application Submission 15
9. Funding Restrictions and Allowable Costs 15
E. Application Review Information 18
1. Application Evaluation 18
2. Review and Selection Process 19
F. Federal Award Administration Information 21
1. Notice of Award 21
2. Administrative and National Policy Requirements 21
3. Reporting 22
4. Monitoring and Oversight 24
5. Program Evaluation 25
G. DHS Awarding Agency Contact Information 25
1. Contact and Resource Information 25
2. Systems Information 25
H. Other Information 25
1. Period of Performance Extensions 26
2. Appendices 26
APPENDIX A: ADDITIONAL REQUIRED FORMS 27
APPENDIX B: FY 2024 USCIS GRANT PROGRAM REQUIREMENTS……..…….36
APPENDIX C: FY 2024 APPLICANT CHECKLIST 40
APPENDIX D: FY 2024 GRANT GLOSSARY 42

A. Program Description

1. Issued By

U.S. Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), External Affairs Directorate (EXA), Office of Citizenship, Partnership and Engagement (OCPE)

2. Assistance Listing Number

97.010

3. Assistance Listing Title

Citizenship Education and Training

4. Funding Opportunity Title

FY 2024 Citizenship and Integration Grant Program: Citizenship and Integration Training Academy

5. Funding Opportunity Number

DHS-24-CIS-010-002

6. Authorizing Authority for Program

H.R. 2617 – Consolidated Appropriations Act, 2023 (Pub. L. 117-328) Division F, Title IV

7. Appropriation Authority for Program

H.R. 2617 – Consolidated Appropriations Act, 2023 (Pub. L. 117-328) Division F, Title IV

8. Announcement Type

Initial

9. Program Overview, Objectives, and Priorities

a. Overview

OCPE is charged with promoting instruction and training on the rights and responsibilities of citizenship. USCIS recognizes that naturalization is a key milestone in the civic integration of immigrants. Naturalization requirements, such as knowledge of English, U.S. history, and government, encourage civic learning and build a strong foundation upon which immigrants can fully integrate into American society. Through preparing for naturalization, immigrants gain tools to become successful citizens and meet their responsibilities as United States citizens.

The goal of the Citizenship and Integration Grant Program is to expand the availability of high-quality citizenship preparation services for lawful permanent residents (LPRs) across the nation and to provide opportunities for immigrants to gain the knowledge and skills necessary to integrate into the fabric of American society.

Since it began in 2009, the Citizenship and Integration Grant Program has awarded more than $55 million through 644 competitive grants to immigrant-serving organizations in 41 states and the District of Columbia. Now in its 16th year, the program has helped more than 300,000 LPRs prepare for citizenship.

The Citizenship Integration Training Academy (CITA) funding opportunity aims to train a new cadre of citizenship instructors and oversee the development of new citizenship programs. This funding will provide support to organizations that have not previously received USCIS grant funding. In year one of the grant, the CITA will provide twelve months of rigorous, mandatory virtual training for grant recipient staff designed to impart the requisite technical skills, knowledge, and capacity to enable them to establish and implement a high-quality citizenship education program for LPRs in years two and three. During years two and three, program implementation will be closely followed and supported by USCIS staff, who will provide technical assistance to grant recipients.

This grant also offers an *optional* component for funded organizations to pursue and establish a naturalization application services program staffed by two Department of Justice (DOJ) Accredited Representatives. Interested organizations may independently pursue status as a Department of Justice (DOJ) Recognized Organization during year one, with the cost of this training and designated staff time reimbursed through Citizenship and Integration Training Academy (CITA) grant funding. During years two and three, participating grant recipients will begin offering naturalization application services in conjunction with their citizenship education program.

b. Goals, Objectives, and Priorities

In Fiscal Year (FY) 2024, up to $2.4 million in federal funding is available for eligible organizations to participate in the Citizenship and Integration Training Academy. USCIS encourages new organizations to apply as part of USCIS' effort to fulfill our mandate of expanding the availability of high-quality citizenship education preparation services in underserved areas and eventually increasing the pool of organizations eligible to apply for other USCIS grant funding opportunities.

USCIS anticipates awarding up to six grants of up to $400,000 each under this funding opportunity.

During Year 1, grant recipients MUST participate fully in all required academy training activities. These activities include, but are not limited to, webinars, in-person training seminars, in-person field trips to established citizenship education programs, roundtables, and a capstone program development plan. The program development plan will guide program implementation during years two and three. Full and active participation in the twelve-month training program is a non-negotiable condition of continued funding.

Grant recipients that elect to establish a naturalization application services program will also work during year one to complete all trainings required to apply for status as a DOJ Recognized Organization. USCIS will not provide the training required for this program. For the purposes of this grant, naturalization application services are defined as assisting eligible program participants in preparing and submitting a Form N-400, Application for Naturalization, preparing for the naturalization interview, and providing ongoing case management as needed. Grant recipients will be expected to independently identify and pursue appropriate training opportunities. Grant funds may be used to pay for training fees and staff time (up to 0.25 FTE per staff member or the equivalent for part-time staff members). By the end of year one, the awardee must submit an

application to become a DOJ Recognized Organization AND applications for at least two staff members to become DOJ Accredited Representatives.

According to the DOJ, "Federal regulations at 8 C.F.R. § 1292.1(a)(4) allow non-attorney "Accredited Representatives" to represent immigrants before the Department of Homeland Security (DHS) and the Executive Office for Immigration Review (EOIR), which includes the immigration courts and the Board of Immigration Appeals (BIA). These representatives are accredited through the Recognition and Accreditation (R&A) Program, which aims to increase the availability of competent immigration legal representation for low-income and indigent persons, thereby promoting the effective and efficient administration of justice. Accredited Representatives may only provide immigration legal services through Recognized Organizations. Only non-profit, federally tax-exempt entities may apply to be recognized."[1] Additional information about the DOJ Recognition and Accreditation Program is available at: https://www.justice.gov/eoir/recognition-and-accreditation-program.

During Year 2, grant recipients MUST launch a citizenship education program, applying the knowledge and expertise learned in year one and in accordance with their program development plan. USCIS defines citizenship education as educational services that provide enrolled LPRs with the skills and knowledge needed to prepare for citizenship, including instruction in civics-based English as a Second Language (ESL), U.S. history and government, and the naturalization process. USCIS staff will provide on-going citizenship education technical assistance for the duration of the grant performance period. As the program progresses, it must develop in accordance with USCIS program requirements, as outlined in Appendix B. All grant recipients are expected to fully participate in classes; any exceptions to class attendance will be at the discretion of USCIS. Grant recipients who did not participate fully in all required academy training activities during year one are in violation of program requirements and will not receive funding during year two or three of the program.

Awardees that elect to establish a naturalization application services program MUST launch this program during year two of the grant, in accordance with their program development plan. USCIS defines naturalization application services as legal services, provided within the scope of the authorized practice of immigration law, that help immigrants navigate the naturalization application and interview process. Services include naturalization eligibility screening, providing legal advice, Form N-400 preparation and submission, and naturalization interview preparation. Services may also include filing other related immigration forms or documents, such as Form N-648, Medical Certification for Disability Exceptions, and Form I-912, Request for Fee Waiver. All grant-funded naturalization application services programs must develop in accordance with USCIS program requirements, as outlined in Appendix B.

Individuals trained to become Accredited Representatives may not provide naturalization application services while their application is pending approval from the DOJ. However, USCIS grant funds may still be used to pay up to 0.25 FTE of these individuals if they use their time to conduct naturalization-related outreach to LPRs on behalf of their program, conduct site visits to other DOJ Recognized Organizations, take additional immigration law trainings, or pursue other work relevant to establishing a new naturalization application services program. Organizations must plan to begin offering naturalization application services as soon as their DOJ application is approved.

[1] https://www.justice.gov/eoir/recognition-and-accreditation-program

During Year 3, grant recipients are expected to have a fully operational citizenship education program and, if applicable, a fully operational naturalization application services program. USCIS staff will continue to provide on-going technical assistance in response to program performance challenges or deficiencies. Technical assistance can be requested by grantees or initiated by USCIS in response to performance issues.

c. Alignment to Program Purpose and DHS Strategic Plan

The Citizenship and Integration Grant Program supports the objectives of Executive Order 14012, Restoring Faith in Our Legal Immigration Systems and Strengthening Integration and Inclusion Efforts for New Americans and the U.S. Department of Homeland Security's Strategic Plan for Fiscal Years 2020-2024 by promoting integration, inclusion, and citizenship. Furthermore, the goals of the Citizenship and Integration Grant Program address the DHS mission to enforce and administer our immigration laws (captured in the Third Quadrennial Homeland Security Review) and USCIS' mission and values, as the program provides immigrants instruction on the rights and responsibilities of U.S. citizenship and information and support on how to apply for naturalization within the authorized practice of immigration law.

10. Performance Measures

For this grant program, performance will be evaluated based on the following metrics:

a. Year 1: Training and Preparation

1) Two staff members attend 100% of all required Citizenship Academy events and activities;
2) Two staff members achieve a passing score of 80% or better on all module assessments;
3) Two staff members successfully complete a program development plan by the end of year one;
4) Two staff members[2] complete of all trainings needed to successfully apply for DOJ Recognition and Accreditation by the end of year one (if applicable); and
5) The grant recipient submits an application to become a DOJ Recognized Organization and two staff members concurrently submit applications to become DOJ Accredited Representatives by the end of year one (if applicable).

b. Year 2: Program Start-Up

1) The grant recipient offers at least two citizenship classes and enrolls a minimum of 50 total LPRs in its citizenship classes by the end of year two;
2) All elements of the citizenship program are in compliance with the USCIS grant program requirements outlined in Appendix B by the end of year two;
3) The grant recipient successfully becomes a DOJ Recognized Organization with two Accredited Representatives on staff as soon as DOJ accreditation processing allows, ideally by the end of year two (if applicable); and
4) The Accredited Representatives prepare and file a minimum of six Form N-400's, Applications for Naturalization, each accompanied by a Form G-28, Notice of Entry of Appearance as an Attorney or Accredited Representative, per month until the end of year two (if applicable).

[2] USCIS does *not* recommend having the same two staff members train as citizenship instructors and legal services providers. Ideal candidates for these two positions will have different skills and experiences. Additionally, once programs are fully operational, one person would not likely have sufficient time to teach classes and provide legal services. The goal of requiring two staff members to receive training in both areas is to expand organizational capacity and buffer against potential staff turnover.

c. Year 3: Full Program Implementation

1) The grant recipient enrolls a minimum of 80 non-duplicated LPRs in citizenship classes by the end of year three;
2) A minimum of 70% of all enrolled citizenship students complete a post-test using CASAS Assessments by the end of year three (See Appendix B, #4 for more information on the assessments);
3) A minimum of 70% of post-tested citizenship students demonstrate educational gains as measured by the increase between pre- and post-test scores by the end of year three.
4) The grant recipient prepares and files a minimum of 80 Form N-400's, Applications for Naturalization, accompanied by Form G-28's, Notice of Entry of Appearance as an Attorney or Accredited Representative, by the end of year three (if applicable).

B. Federal Award Information

1. Available Funding for the NOFO

$2.6 million

2. Projected Number of Awards

7

3. Maximum Award Amount

$400,000

4. Period of Performance

36 months

Note: extensions are permitted. Grant recipients may request a no-cost extension in order to complete all project activities. See Section H, Additional Information, Period of Performance Extensions, for more information.

5. Projected Period of Performance Start Date

10/01/2024

6. Projected Period of Performance End Date

09/30/2027

7. Funding Instrument Type

Grant

C. Eligibility Information

1. Eligible Applicants

The following entities are eligible to apply to this announcement:

a. County governments
b. City or township governments
c. State governments
d. Special district governments
e. Independent school districts
f. Public or state-controlled institutions of higher education
g. Indian/Native American tribal governments (federally recognized)
h. Indian/Native American tribal organizations (other than federally recognized)
i. Indian/Native American Tribally Designated Organizations
j. Public/Indian Housing Authorities
k. Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
l. Historically Black Colleges and Universities (HBCUs)
m. Tribally Controlled Colleges and Universities (TCCUs)
n. Alaska Native and Native Hawaiian Serving Institutions

2. Applicant Eligibility Criteria

Applicants must demonstrate a minimum of one year of experience within the past three years providing adult education, English as a Second Language (ESL) instruction, or other services to adult immigrants. Applicants must also demonstrate extensive knowledge of the community they propose to serve.

Proposals **must** include:

a. Community Needs Assessment
A description of the geographic boundaries of the community to be served; data on the estimated size of the LPR population in the community; the need for citizenship education services (and naturalization application services, if applicable) within the defined geographic area; information on other local citizenship providers and the services they offer.

b. Organizational Capacity
A detailed description of the applicant's interest in and ability to create a citizenship program, including information on the organization's experience working with adult immigrants, the organization's experience providing adult education (if applicable), and specific staff members with skills or experience in these areas.

c. Statement of Intent to Establish a Naturalization Application Services Program, if applicable
All applicants must indicate in their application if they intend to establish a tandem naturalization application services program, including the pursuit of DOJ recognition and accreditation under this grant.

3. Subawards and Beneficiaries

a. Subaward allowability

Subawards will not be permitted under this grant opportunity.

b. Beneficiaries or Participants

This NOFO and any subsequent federal awards create no rights or causes of action for any participant or beneficiary.

Participants are entities or individuals that partner with a recipient but do not receive any funding under the award (whether through a subaward or contract) or any direct benefit. For example, entities who agree at no cost to help a recipient or subrecipient by sharing information or providing training.

4. Other Eligibility Restrictions

For-profit law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity (See the Glossary in Appendix D for the definitions of "representation" and "employee").

Applicants for the CITA grant may not apply to multiple USCIS funding opportunities nor currently be funded under the USCIS Citizenship and Integration Grant. Applicants may not have received previous USCIS grant funds, as a primary grant recipient, subrecipient, or contractor.

Applicants that fail to demonstrate a minimum of one year of experience within the past three years providing adult education, English as a Second Language (ESL) instruction, or other services to adult immigrants are not eligible to receive funding under this funding opportunity.

Any applicant that does not propose to achieve the minimum performance goals outlined in section A.10 of the funding opportunity announcement is not eligible to receive funding under this funding opportunity.

Any application that does not include all forms listed as required on the Applicant Checklist, located in Appendix B, is not eligible to receive funding under this funding opportunity.

If DHS determines at any point during the review process that an application does not meet these eligibility requirements, the application will be removed from further consideration.

Non-Responsive Applications

An application will be deemed non-responsive and will be removed from further consideration if:

a. Form SF-424 – Application for Federal Assistance is missing.
b. Form SF-424A – Budget is missing.
c. Form SF-424B – Assurances – Non-Construction Programs is missing.
d. The applicant's Authorized Organization Representative (AOR) is not registered in SAM.
e. The application does not include a Budget Narrative and Budget Table.
f. The application does not include a Project Narrative.

5. Cost Share or Match

There is **no cost share requirement for this program.**

D. Application and Submission Information

1. Key Dates and Times

a. Application Start Date **05/15/2024**

b. Application Submission Deadline **07/12/2024** *at 11:59PM EST*

All applications must be received by the established deadline.

c. Anticipated Award Date *No later than 09/30/2024*

NOTE: The application must be received in Grants.gov by the date and time listed above. If an application is received after the deadline, it will not be considered. Applicants will receive a confirmation from Grants.gov once the application is successfully submitted.

All applications are time stamped by the Grants.gov system when submitted and recipients are notified accordingly. The federal office will download all applications that are received by the deadline date and time as indicated on the NOFO. **Late applications will not be accepted.**

d. Other Key Dates

Event	Suggested Deadline for Completion
Initial Registration at SAM.gov (includes UEI issuance)	Four weeks before actual submission deadline
Obtaining UEI Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week before actual submission deadline

2. Address to Request Application Package

Application forms and instructions are available at Grants.gov. To access these materials, go to https://www.grants.gov/ and select "Applicants" then "Apply for Grants." To obtain the application package, select "Download a Grant Application Package." Enter the Assistance Listing and/or funding opportunity number located on the cover of this NOFO, select "Download Package," and then follow the prompts to download the application package.

For a hard copy of the full NOFO, please email a request to:
Jacqueline Greely
Grants Officer
CISMailbox@hq.dhs.gov

If you use assistive technology and are unable to access any materials on Grants.gov, please email the Support Center at support@grants.gov.

Applications will be processed through the Grants.gov portal. If you experience difficulties accessing information or have any questions, please call 1-800-518-4726.

3. Steps Required to Obtain a UEI, Register in SAM.gov, and Submit an Application

To apply for a federal award under this funding opportunity, all applicants must:

a. Have an account with https://login.gov/;
b. Register for, update, or verify their SAM account and ensure the account and EIN are active before submitting the application;
c. Create a Grants.gov account;
d. Add a profile to a Grants.gov account;
e. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
f. Submit application in Grants.gov; and
g. Continue to maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable UEI and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

4. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, DHS requires applicants to submit applications through Grants.gov.

5. How to Register to Apply through Grants.gov

Instructions: Registering in Grants.gov is a multi-step process. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Unique Entity Identifier (UEI) Number with an active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this grant funding opportunity, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but UEI and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

a. **Register with SAM:** All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

   For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html.

b. **Create a Grants.gov Account:** The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html.Do we

c. **Add a Profile to a Grants.gov Account:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI Number for the organization in the UEI field while adding a profile.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

d. **Ebiz POC Authorized Profile Roles:** After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the Ebiz POC. The Ebiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

   For more detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

e. **Track Role Status:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

f. **Electronic Signature:** When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The Ebiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

6. How to Submit an Application to DHS via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a Workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html.

a. Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

b. Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

d. Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

e. Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and UEI number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

f. Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

g. Track a Workspace Submission: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the

tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html.

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant to which you are applying.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist DHS with tracking your issue and understanding background information on the issue.

7. Timely Receipt Requirements and Proof of Timely Submission

*Online Submission***.** All applications must be received by 11:59 PM Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

8. Content and Form of Application Submission

See Appendices A and B for a list of required documents for this application, forms, and formats. No pre-applications or letters of intent are required to apply.

9. Funding Restrictions and Allowable Costs

a. General Requirements

All costs charged to federal awards (including both federal funding and any non-federal matching or cost sharing funds) must comply with applicable statutes, rules and regulations, policies, this NOFO, and the terms and conditions of the federal award. They must also comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200 unless otherwise indicated in the NOFO or the terms and conditions of the federal award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered within the budget period. 2 C.F.R. § 200.403(h).

b. Funding Restrictions

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

1) 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) USCIS application fees.
3) Payments to for-profit law firms and attorneys in private practice.
4) Providing citizenship services to non-LPRs.
5) 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.
6) Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations.
7) Foreign travel.
8) Construction costs and purchase of real property under this funding opportunity.
9) Pre-award costs.
10) Funding for direct reimbursement of proposal development.
11) Costs for food or refreshments.
12) Incentive items or gift cards.
13) General volunteer stipends.
14) Living allowances for any national volunteer service program participants.
15) Fees for conferences that are not considered training events.

c. Allowable Costs

DHS grant funds may only be used for the purposes 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:

1) Providing services to LPRs only, regardless of race, color, religion, sex, or national origin.
2) Resources to support citizenship instruction, including staff salaries, textbooks/materials, nationally normed standardized assessment tests, software, etc.
3) Professional development and training for staff and/or volunteers related to the provision of citizenship instruction and/or naturalization application services.
4) Facility rental costs not to exceed more than 20% of the total approved budget.
5) Resources to support naturalization application services including staff salaries, case management systems, costs associated with DOJ recognition of organizations and accreditation of staff. This includes training costs related to DOJ recognition and accreditation.
6) Transportation costs for students attending grant-funded classes and/or class field trips.
    a) Transportation funds provided to students must match the student's individual transportation costs.
    b) Applicants must have a system to track how transportation funds are used.

7) Reimbursement of transportation costs for volunteers participating in grant-funded activities. Volunteers may not receive a general transportation stipend.
   a) Transportation funds provided to volunteers must match the volunteers' individual transportation costs.
   b) Applicants must have a system to track how transportation funds are used.
8) Childcare costs to assist eligible participants to attend grant-funded classes.
9) Travel costs to attend training with pre-approval from USCIS.
10) Equipment purchases directly related to the provision of services.
11) Costs associated with the use of computers for citizenship services (e.g., computer equipment, internet access, electronic tablets, etc.).

d. Management and Administration (M&A) Costs

Management and Administration Costs are allowable for the grantee and any proposed sub-awardee (if applicable). For more information on allowable costs, please see Funding Restrictions (above).

e. Indirect (Facilities and Administrative (F&A)) Costs

Indirect Costs (IDC) are allowable by the recipient and subrecipients as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to an award must provide a copy of their IDC rate agreement at the time of application. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement but are required to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the Program Office and the Grants Office for further instructions.

f. Evaluation Costs

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards the outcomes proposed. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) defines evaluation as "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 C.F.R. §200).

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) for six months after the period of performance.

E. Application Review Information

1. Application Evaluation

a. Programmatic 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 Citizenship Services (45 Points)**
The extent to which the applicant demonstrates a community need for citizenship services by describing:
   a) The specific geographic area to be served, including zip codes (10 points);
   b) The characteristics and estimated size of the LPR population in the defined geographic area (5 points). Applicants are encouraged to use the USCIS Eligible to Naturalize Dashboard, which displays data on populations of LPRs who may be eligible to naturalize on an interactive map: https://www.uscis.gov/tools/reports-and-studies/immigration-and-citizenship-data/eligible-to-naturalize-dashboard;
   c) The need for citizenship education services (and naturalization application services, if applicable) within the defined geographic area (20 points); and
   d) Other citizenship education providers within the defined geographic area, including information on wait lists and numbers served (5 points).
   e) Naturalization application service providers within the defined geographic area, including information on wait lists and numbers served (required for all applicants, even those that do not plan to offer the optional naturalization application services portion) (5 points).

2) **Organizational Capacity to Manage a Citizenship Program (45 points)**
The extent to which the applicant demonstrates capacity to manage a citizenship program by describing:
   a) The organization's administrative capacity (10 points);
   b) The qualifications of the organization's participating staff (15 points); and
   c) The organization's current or past experience with any of the following activities (20 points):
      - Providing adult education instruction, ESL instruction, or other types of educational programing;
      - Providing orientation and intake to students and managing an enrollment system;
      - Developing or using a curriculum, creating class schedules, or selecting textbooks or class materials;
      - Administering and scoring standardized testing with students;
      - Applying recruitment and retention strategies for students;
      - Conducting outreach to promote organizational services;
      - Delivering services to immigrants;
      - Providing immigrant integration activities;
      - Hiring, training, and supervising instructors or legal experts;
      - Providing case management to program participants, including tracking data; or
      - Other related experience that demonstrates the organization's capacity to manage a citizenship education program, and if applicable, a naturalization application services program.

3) **Proposed Budget (10 points)**

The extent to which the applicant's proposed budget includes:

a) Funding for required program elements, such as citizenship textbooks, pre-and post-testing materials, and all other items required (5 points);
b) Expenses to address potential barriers to participation (e.g., transportation, bus passes, tutoring, childcare) (5 points);

b. Financial Integrity Criteria

Prior to making a federal award, the DHS Grants and Financial Assistance Division (GFAD) is required by 31 U.S.C. §3321 note, 41 U.S.C. §2313, and 2 C.F.R. §200.205 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

1) Financial stability.
2) Quality of management systems and ability to meet management standards.
3) History of performance in managing federal award.
4) Reports and findings from audits.
5) Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Criteria and Review

Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M-18-18.pdf):

1) DHS GFAD is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the sam.gov website.
2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) DHS GFAD will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 C.F.R. §200.206.

2. Review and Selection Process

DHS will conduct an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible (see section C. Eligibility Information) or an application is determined to be non-responsive, DHS will notify the applicant. All responsive and eligible applications will be reviewed as described below:

a. DHS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted by remote review.

b. Teams of technical reviewers will review each eligible application against the evaluation criteria. The reviewers will assign a score and provide summary comments based on the evaluation criteria identified above.

c. An application may be selected for post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.

d. An internal review panel consisting of DHS 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 strategic program priorities, which are identified below.

e. DHS may perform an additional review of the applicant organization and/or its key personnel. This may include reviewing audit reports, publicly available materials, and/or government data which may have a bearing on award outcome. DHS may request additional materials from the applicant as part of this review, including:
   1) The summary letter from the applicant's most recent audit report;
   2) Documentation of previous grant award completion that includes the name of the grantor, amount awarded, and whether the grant recipient sufficiently completed the requirements of the grant award (e.g., a final close-out report, certification of grant award completion, etc.);
   3) A pre-award site visit or investigation to determine and validate current services and proposed activities; and
   4) A site visit conducted in the case of a contingent award to evaluate the organization's ability to satisfy the programmatic and administrative requirements of the grant. DHS reserves the right to not pursue the completion of the award process if preliminary investigations and/or site visits do not provide sufficient evidence of organizational capacity to successfully administer the proposed grant.

f. 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. This may include, but is not limited to, the following: negotiations on the curriculum content, staffing, budget, and activities.

g. Confidentiality and Conflict of Interest. Technical and cost proposals submitted under this NOFO 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 conflict 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 three years following the funding decision.

h. DHS strongly discourages, and will not consider, any supplementary materials submitted by or on behalf of the applicant (e.g., letters of support) other than those materials specifically requested in this NOFO.

i. DHS will notify all applicants electronically of funding decisions.

j. Strategic Program Priorities: Based on the recommendations of the Internal Review Panel, DHS may consider the following factors when making an award:

1) Program Balance Factors, including (in descending order of importance)
   a) Whether an application shows prioritization for marginalized, vulnerable, or underserved populations (e.g., populations that have historically not benefitted from USCIS funding);
   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 and existing Citizenship and Integration Grant Program recipients, represents a diverse population to be served.

F. Federal Award Administration Information

1. Notice of Award

Notice of award will be sent by DHS to the awardee's Authorized Organization Representative (AOR). Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

A grant award will be executed by a DHS Grants Officer authorized to obligate DHS funding. Organizations that are being funded for the first time under this grant program will be placed on restricted drawdown until quarterly performance goals are met. Unsuccessful applicants will be contacted as well and will be encouraged to apply for future grant award programs. Announcements for future grant opportunities will be listed on Grants.gov.

2. Administrative and National Policy Requirements

a. DHS Standard Terms and Conditions

All successful applicants for DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: DHS Standard Terms and Conditions. In addition, awardees are required to comply with the prohibitions on certain telecommunications equipment and services under Section 889 of the John. S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019.

Post-award program income: In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the DHS Grants Officer to explain how that development occurred, as part of their request for guidance and/or approval. The Grants Officer will review approval requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 C.F.R. Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grants Officer. If approval is granted, an award modification will be issued with an explanatory note in the remarks section of the face page concerning guidance and/or options pertaining to the recipient's approved request. All instances of program income must be listed in the progress and financial reports.

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

3. Reporting

a. Federal Financial Reporting (FFR) Requirements

The recipient must submit a Form SF-425, Federal Financial Report (FFR), to the DHS Grants Officer no later than 30 days after the end of the reporting period end date. The FFR is available online at https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html. The FFR shall be submitted via GrantSolutions using the guidance found here: www.grantsolutions.gov/support/public/pdf/FederalFinancialReport-RecipientsFinalv2.pdf.

The Federal Financial Report (FFR) form is available online at: SF-425 OMB #4040-0014

b. Programmatic Performance Reporting Requirements

The recipient is required to submit quarterly performance reports to the USCIS Program Office and 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 must be submitted via the USCIS Grantbook platform and GrantSolutions.gov using the guidance found here: https://www.grantsolutions.gov/support/pdf/GrantRecipientProcessPerformanceProgessReport.pdf

Grant recipients must collect and report data on each program participant served with grant funding, which may include:

1) Alien registration numbers. USCIS may use these numbers to track naturalization outcomes during and after the period of performance;
2) Class of admission for program participants;
3) Countries of birth;
4) When specific services were provided, including:
    a) Dates participants were enrolled in citizenship courses;
    b) Dates classes are held;
    c) Dates pre- and post- tests were conducted, and scores achieved;
    d) Classes attended, including the number of hours in class;
    e) Dates naturalization eligibility screenings were conducted, if applicable; and
    f) Dates Forms N-400 and G-28 were filed, if applicable.
5) Assessment data, including pre- and post-test scores;
6) Class proficiency levels;
7) Names of instructors(s) teaching each class;
8) Changes to key grant-funded personnel (this must be pre-approved by the program officer)
9) Number of instructional hours provided per class;
10) Number of students enrolled per class;
11) Number of Forms N-400 filed by the grant organization to USCIS, if applicable. Note, Forms N-600 shall not be counted towards the number of N-400s filed.

In addition to collecting these data, grant recipients must also provide quarterly narrative reports. The narrative report may include the following topics:

For Year 1: Attendance at required Academy activities, related outside learning undertaken, participation in Academy roundtables and field trips, program development accomplishments, informal partnerships formed, practicum assignments completed, training and application progress for DOJ Recognition and Accreditation (if applicable), and other related information. In addition to programmatic performance reports, all grant recipients will be required to submit a program development plan as part of their coursework.

For Years 2-3: Program accomplishments, progress meeting goals, challenges in meeting goals, staff and/or organizational development activities, student assessment and progress, outreach activities, volunteer recruitment and training, staff changes, outreach conducted, promising practices, naturalization eligibility screenings conducted (if applicable), and number of Forms N-400 and G-28 files (if applicable).

These data are used to measure and track grantee performance and assess the success of individual programs as well as the collective performance of all grantees. All grantee performance data can be used to determine continued and future USCIS grant funding.

c. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, or after an amendment has been issued to close out a grant, recipients must submit the following:

1) The final request for payment, if applicable;
2) The final FFR (SF-425);
3) The final progress report detailing all accomplishments;
4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other DHS FAO guidance.

After these reports have been reviewed and approved by the DHS Financial Assistance Office, a closeout notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. §200.334, Retention Requirements for Records.

Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS FAO during the closeout of their prime grant award.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

d. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with DHS GFAD, the recipient must notify DHS GFAD if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

1) Are presently excluded or disqualified;
2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4) Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to DHS GFAD in accordance with 2 C.F.R. § 180.350.

e. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10,000,000 for any period of time during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

f. Single Audit Report

A recipient that expends $750,000 or more during the recipient's fiscal year in federal awards (as defined by 2 C.F.R. § 200.1) must have a single audit conducted in accordance with 2 C.F.R. § 200.514 except when it elects to have a program-specific audit conducted in accordance with 2 C.F.R. § 200.501. The audit must be conducted in accordance with 2 C.F.R. Part 200, Subpart F and, as required by 2 C.F.R. § 200.514, in accordance with the U.S. Government Accountability Office (GAO) Generally Accepted Government Auditing Standards, which can be found on the Yellow Book page of the GAO website.

g. Monitoring and Oversight

Per 2 C.F.R. §200.329, DHS GFAD, through its authorized representatives, has the right, at all reasonable times, to conduct desk reviews, make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits or desk reviews, DHS GFAD will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant

recipients must permit DHS GFAD, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS GFAD requests for information relating to the grant program.

If the monitoring visit results in a determination that basic, minimum requirements as outlined in the Notice of Funding Opportunity are not being met, DHS may require corrective actions and/or initiate termination of the award.

h. Program Evaluation

Recipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards the outcomes proposed. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) defines evaluation as "an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency." Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 C.F.R. §200).

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting grant funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the grant, and provide access to program operating personnel and participants, as specified by the evaluator(s) for six months after the period of performance.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

USCIS Program Office (Office of Citizenship, Partnership and Engagement)
Send all questions to citizenshipgrantprogram@uscis.dhs.gov. USCIS staff will respond within five business days.

DHS Grants Office: Send all questions to the Grants Officer at CISMailbox@hq.dhs.gov.

2. Systems Information

For technical assistance with Grants.gov, call the customer support hotline 24 hours per day, 7 days per week (except federal holidays) at (800) 518-4726 or e-mail at support@grants.gov.

H. Other Information

Applicants can obtain NOFO overviews and announcement information from Grants.gov where the full NOFO is posted. Applications will be processed through the Grants.gov portal.

1. Period of Performance Extensions

Grantees may request a no-cost extension to complete all project activities. The request must be submitted 45 days prior to the expiration of the performance period. Grantee requests for extension will be evaluated based on performance to date and potential for meeting programmatic requirements within the proposed extension period. Requests for extensions are subject to approval by the DHS Grants and Financial Assistance Grants Officer.

2. Appendices

For information on additional required documents and the format of the narrative application please see Appendix A. Appendix B provides a list of USCIS Grant Program Requirements, which all grant recipients will be required to adhere to. Appendix C provides a checklist of documents to submit with each application. For definitions of frequently used terms in this NOFO, see the FY 2024 Glossary in Appendix D.

APPENDIX A: ADDITIONAL 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

This form must be completed within the application package on Grants.gov. You must download and install Adobe Reader to view this form. Applicants are only required to complete highlighted fields.

2. Form SF-424A – Budget

This form must be completed within the application package on Grants.gov. You must download and install Adobe Reader to view this form. Applicants are only required to complete highlighted fields. Provide budget amounts by object class (personnel, fringe benefits, travel, etc.). Include second year budget amounts in Section E. Funds may be requested if the item and amount are necessary to perform proposed work and are not precluded by the cost principles or program funding restrictions.

3. Certifications/Assurances

These forms must be completed within the application package on Grants.gov. You must download and install Adobe Reader to view these forms. Applicants must submit:

1) **Form SF-424B – Assurances – Non-Construction Programs;** and
2) **Certification Regarding Lobbying:** If paragraph two of the certification applies, then complete and submit 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; Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions; and Certification that the applicant is not delinquent on any federal debt.

4. Project Abstract

Provide the information requested below. Please address each question in the order outlined in the table below. The project abstract must not include any proprietary or confidential information. Attach the Project Abstract to the application package.[3]

[3] See the Grants.gov Applicant User Guide for instructions on how to attach forms and documents.

Project Abstract *Complete the following table.*		
1.	Organization's legal name	
2.	Organization's legal address (Number and street, city, state, zip code)	
3.	Head of the organization (Name, title, address, phone number, email address)	
4.	Authorized Organizational Representative (AOR), the person at the organization authorized to sign and receive award (Name, title, address, phone number, email address and website)	
5.	Grant Project Manager, the person who will manage 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)	
7.	Annual Organizational Budget	
8.	Total federal funding requested (up to $400,000)	
9.	Geographic area/community where services will be provided, including zip codes	
10.	Congressional district of the applicant (the legal address of the applicant organization)	
11.	Congressional district(s) where services will be provided	
12.	Number of grant-funded full-time equivalents (FTEs)	
13.	Fees charged for citizenship instruction (if applicable)	
14.	Fees charged for naturalization application services (if applicable)	
15.	List any grants received by the applicant in the past three years focused on adult education or services to immigrants. Include: • Awarding agency • Date received • Dollar amount	

5. **Project Narrative (16 double-spaced page maximum)**

In a separate document, provide a response for each item in the chart below following the order listed. **The items and attachments listed in each section below are required.** Any item or attachment that is omitted will result in a points deduction.

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 line spacing.
- 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 **16 pages**.
- Do not include any marks from the "Track Changes" tool in your word processing program.
- Attach the completed Project Narrative to the application package.

Information to Include in Project Narrative
A. Community Need for Citizenship Services
1. Describe the specific geographic area to be served
• Include the names and zip codes of any community your organization plans to serve under this grant program. Why do you plan to serve these communities?
2. Describe the characteristics and size of the LPR population in the communities you plan to serve
• Approximately how many LPRs reside in the geographic area you plan to serve? What are the primary countries of origin of this population? What languages does this population speak? What are the most common barriers to naturalization among this specific LPR population?
3. Describe the need for citizenship services in the defined geographic area
• What factors have led your organization to believe that there is a need for citizenship services in this geographic area?
4. List citizenship education providers in the defined geographic area
• What types of citizenship classes, if any, are already offered in the area you intend to serve? Include information on the type of citizenship classes offered (e.g. multilevel, beginners, etc.), the class schedule, and whether the organization has a wait list for classes, etc.
5. List naturalization application providers in the defined geographic area

- What types of naturalization application services are currently offered in the area you intend to serve? Are these services offered by an immigration attorney or a DOJ Accredited Representative? Does the organization charge a fee to clients? Are there wait lists for these services?

B. Organizational Capacity to Manage a Citizenship Program

1. Describe your organization's administrative capacity

- Provide an overview of your organization, including information on its mission and goals, budget, key programs or services, staffing size and structure, and use of volunteers. Also describe your organization's experience managing grants.

2. Describe the qualifications of participating staff

- Using the below sample staff table as a template, please provide information on paid staff members who will participate in the Academy. At least two staff members are required. At least one must be the program director or coordinator. If your organization plans to also offer naturalization application services, please provide information on the two staff members who will pursue status as DOJ Accredited Representatives. Include resumes for each staff member included in the chart. Applicants are permitted to charge up to 0.25 FTE per person, or the part-time equivalent, for the first year. Applicants may increase the percentage FTE during years two and three, commensurate with the time expected for the services that will be provided.

Name	Title and Position Description	FTE Charged to Grant	Relevant experience, qualifications, and training
Jill Brown	Education Program Coordinator – manages adult education programs	0.25 FTE	TESOL degree, 5 years of experience as a program manager, 10 years of experience teaching ESL

- For vacant positions, please include the position description that will be used the hire.
- Any changes to key personnel must be pre-approved by the program officer.

3. Describe your organization's current or past experience with any of the following activities:

- Providing adult education or ESL instruction, or other types of educational programing
- Providing orientation and intake to students and managing an enrollment system
- Developing or using a curriculum, creating class schedules, or selecting textbooks
- Administering and scoring standardized testing with students
- Applying recruitment and retention strategies for students
- Conducting outreach to promote organizational services
- Delivering services to immigrants
- Providing immigrant integration activities
- Hiring, training, and supervising instructors or legal experts
- Providing case management to program participants, including tracking data
- Other related experiences that demonstrate your organization's capacity to manage a citizenship program

Project Narrative Attachments

<u>NOTE:</u> The attachments will not count toward the page limit for the Project Narrative. These items should be attached to the application package.

a. Attach **résumés** and/or **position descriptions** (if the position is vacant) for all key personnel, including program managers and coordinators, instructors (paid and volunteer), intending DOJ accredited representatives, and other legal support staff. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates.

b. **Organizational chart** for the applicant.

c. **Statement of Intent to Establish a Naturalization Application Services Program, if applicable.** All applicants must indicate if they intend to establish a tandem naturalization application services program, including the pursuit of DOJ recognition and accreditation under this grant.

6. Program Goals

Each grant recipient will spend one full year in training, and then two years implementing a citizenship program. All grant recipients will be required to develop individualized program goals as part of their coursework during year one.

7. Budget Table and Narrative

Include a proposed budget table and narrative with your grant application. Your budget narrative should explain or justify the estimated costs by line item or category from your budget table. Please review allowable expenses and funding restrictions outlined above in Sections D.9.b and D.9.c.

If any fees are proposed that will result in program income, describe in the budget how this income will be used to support the program.

<u>Budget Table</u>

Provide your budget request in a table format in addition to the budget narrative. Include all budget categories, as listed in the budget narrative section. Under each category list the line items requested. See sample table below. Note: Applicants must provide information on all budget categories for all three years.

	Year 1			**Year 2**			**Year 3**			**TOTAL**		
Category and Item	In-kind	DHS	Total	In-kind	DHS	Total	In-kind	DHS	Total	In-kind	DHS	Total
1. Personnel												
J. Smith, Program Manager – 1 FTE	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X
B. Diaz, Instructor – 0.5 FTE	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X

L. Santiago, Attorney – 1 FTE	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X
K. Brown, Assistant – 0.25 FTE	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X
TOTAL Personnel	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X	$X

The Budget Table may be provided either in the same document as the budget narrative or attached to the application package.

Budget Narrative (Five-page limit)

Attach your budget narrative to the application package. Please limit the information provided in this section to budget relevant information only.

Include costs for the first, second and third performance years. Separate the performance costs of each year. Show a total of all requested federal grant funds. Budget categories **b – h** 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.

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."

b. **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, **attach a copy of the negotiated fringe benefit 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. (Attach the agreement to the application package.)

c. **Travel:** Costs of project-related travel by employees of the applicant organization. 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 two staff members to attend a **mandatory** two-day grant recipient training

in Washington, D.C. the first year of the grant, and costs for a teacher/coordinator to attend a USCIS teacher training on activities and methods that promote linguistic and civic assimilation during the second year of the grant.

d. **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 must be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

NOTE 2: Before purchasing equipment in the amount of $5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. For equipment purchased with grant funds (or received under a grant) and having a $5,000 or more per unit cost, the Recipient must maintain an annual inventory, which will include a brief description of the item, serial number, and amount of purchase. 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.

e. **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. Grantees should calculate the cost of assessments as well as printing the USCIS required assessment.

f. **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 U.S.C. § 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 demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management. **Private law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity.**

g. **Other Direct Costs**: Any other items proposed as direct costs. Provide an itemized list with costs and state the basis for each proposed item.

Attach a copy of the latest indirect cost 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.

Any non-federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in Appendix VII to Part 200 States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in §200.403 Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non- federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see 2 CFR Part 200.414.

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

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

a. 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.
b. A copy of a currently valid IRS tax exemption certificate.
c. 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.
d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
e. 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.
f. A signed statement on official letterhead by an official authorized to apply for grant funds on behalf of the public entity will suffice.

Attach documentation of non-profit and/or public status to the application package.

APPENDIX B: USCIS GRANT PROGRAM REQUIREMENTS

Under the Citizenship Education Academy grant, awardees will be required to develop their programs in accordance with specific USCIS program requirements which will be explained during year one of the grant. With technical support from USCIS, all awardees will be expected to comply with the below requirements by the end of the second performance year.

Citizenship Education Program Requirements

1. **Hiring Qualified Citizenship Instructors** who have degrees in education (K-12 Social Studies, English Language Arts, History, Linguistics, Teaching English to Speakers of Other Languages [TESOL], or Adult Education) or who have at least one year of experience as the lead teacher in a class for adult immigrants. Any changes to key personnel must be pre-approved by the program officer.

2. **Following a Course Curriculum** which includes all components outlined in the USCIS Guide to Creating an Adult Citizenship Education Curriculum:
   a. Instruction in U.S. history and government for test preparation and the promotion of civic integration;
   b. Activities that promote civic and linguistic integration;
   c. Civics-based ESL instruction in reading, writing, and speaking for the naturalization test, naturalization process;
   d. Instruction on the naturalization interview and Form N-400; and
   e. Instruction on the rights and responsibilities of citizenship, including information on voting rights and responsibilities, how to register to vote after becoming a citizen, the basics of becoming an informed voter, and the penalties for voting before becoming a citizen under Division C of PL 104–208, 110 Stat. 3009-546.[4]

3. **Providing Course Textbooks to Enrolled Students** that align with the skill level of the students in the class:
   a. Published hardcopy textbooks only, compilations of worksheets or handouts will not be accepted; and
   b. All students must be issued a textbook for their own personal use to keep. These textbooks are an allowable expense under the grant.

4. **Utilize student assessments, which will include the following**.
   a) A standardized CASAS locator to determine appropriate test forms and student English skill level.
   b) CASAS Citizenship Assessment to pre- and post-test students to gauge acquisition of civics knowledge and content.
      i. At least 80% of enrolled students participate in post-testing; and
      ii. At least 80% of post-tested students demonstrate an educational gain.
      iii. USCIS provides grant recipients and subrecipients with free copies of the Assessment for Adult Citizenship Education (AACE). We strongly encourage, but do not require, recipients to use the AACE to assess civics learning gains in addition to an ESL assessment.
   c) For organizations who receive funding from USCIS commencing on October 1, 2024, you will need to do the following when directed by USCIS:

[4] https://www.congress.gov/104/plaws/publ208/PLAW-104publ208.pdf

i. Purchase both the CASAS Reading for Citizenship Test and the CASAS Government and History for Citizenship Test. Note that you will only administer ONE of the two tests depending on the results of the screening process and pre-testing.
ii. CASAS Reading for Citizenship Test: order the administration manuals, paper test booklets and answer sheets.
iii. CASAS Government and History for Citizenship Test: order the administration manuals, paper test booklets and answer sheets.

The link to ordering these materials and pricing may be found on page 15 at: https://www.casas.org/docs/default-source/newsroom/catalog.pdf?sfvrsn=95ed59ad_231?Status=Master

For programs that choose to use eTests, check the cost for WTUs (web-test units).

5. **Adopting an Appropriate Course Structure**, which must include at least 40 hours of citizenship instruction over a 9 to 12-week class cycle with managed enrollment to students at the National Reporting System (NRS)[5] Low Beginning to Advanced ESL Levels 2-6;
   a. Students who pre-test at the NRS Beginning ESL Literacy Level 1 are not eligible to participate in grant-funded classes;
   b. Although grantees may offer Levels 2-6, primary focus must be placed on low to mid-level learners. Additional information about NRS Levels is available on the National Reporting System for Adult Education website; and
   c. Tutoring services may be counted toward the minimum 40 hours of classroom instruction under the following conditions:
      1) The student is receiving preparatory tutoring while on a waiting list for the next quarter classes;
      2) The student has been pre-tested;
      3) The student enrolls in and attends citizenship class.

   Tutoring may be provided by a volunteer if the volunteer is supervised by the paid instructor.

6. **Offering Primarily In-Person Classes:** Applicants are encouraged to primarily provide in-person instruction. However, applicants may propose to supplement in-person classes with virtual classes if it allows them to extend the reach of their services.
   a. If virtual classes are offered, the student population should be within 200 miles/3-hour drive time, so that participants are able to appear in-person if needed;
   b. Applicants should strive to serve underserved, rural students. Applicants must describe what population is being served virtually;
   c. Instructors may work from anywhere within the U.S;
   d. Instructors must meet all the same professional requirements of an in-person classroom teacher, plus one year of experience with virtual instruction;
   e. Instructors should incorporate best practice strategies in virtual classes, such as break out rooms for small group work, use of slides, chat feature, etc.;
   f. First lessons should include a thorough introduction to students on using technology needed for virtual classes;
   g. Applicants should set the expectation that students be free from distractions during class;

[5] The National Reporting System for Adult Education (NRS) levels are currently in transition. When new levels have been adopted by USCIS, USCIS will update this Notice of Funding Opportunity.

h. Outreach plan for virtual classes should reflect how and where applicants will be recruited;
i. Classes are required to be offered live, not recorded.

7. **Incorporating Integration Activities:** The intent of this requirement is to encourage students to extend knowledge acquisition beyond traditional classroom instruction through opportunities to experience and navigate American civic life firsthand through in-depth learning activities. Applicants are encouraged to draw upon their local resources, venues, and landmarks when conceptualizing and designing these civic integration learning activities. Suggested categories for the required integration activities include but are not limited to:
   a. **Site-based civic integration activities:** Local trips outside the classroom to sites and landmarks of historical and/or cultural significance, libraries, museums, other local public entities, and organizations that promote public safety, etc.;
   b. **Classroom-based civic integration activities:** Activities that may involve guest speakers such as local civic leaders, public servants, or program alumni to provide the opportunity for student interaction and exchange, or the use of multimedia and/or materials-based methods that promote an enhanced understanding of key moments in U.S. history and/or the form and function of local, state, and federal government;
   c. **Civic participation:** Activities that encourage students to take participatory learning beyond the classroom by attending a public meeting, volunteering, or participating in local civic institutions; and
   d. **Other integration activities:** Activities that promote in-depth understanding of the student's role as a future citizen of the United States, including the rights and responsibilities of citizenship; our shared American history; government functions, structure, and laws; geography; and traditions, symbols, and holidays. These can be external or in-class.
8. **Program Fees:** Programs are encouraged to offer citizenship education services free of charge, as fees can serve as a barrier to enrollment for some students. However, programs are permitted to charge a nominal fee of up to $50 per student. Any fees collected as part of a USCIS grant program are considered program income and must be invested back into the program budget.

Naturalization Application Services Program Requirements

1. **Hiring Only Qualified Legal Service Providers**
   a. For the purposes of the Citizenship Education Academy grant, only a DOJ Accredited Representative serving a DOJ Recognized Organization may count as a qualified legal services provider. Partial accreditation is permitted. Pro bono or volunteer attorneys may be used to supplement the program but may not:
   b. Serve as the applicant's sole provider of immigration legal services; or
   c. Serve as a supervisor to staff members who provide naturalization application services but who are not qualified legal service providers.

   Any changes to key personnel must be pre-approved by the program officer.

2. **Creating a Case Referral System**
   The grant recipient must develop a process to refer individuals with complex immigration matters beyond the scope of the services provided under this grant to a qualified attorney.

3. **Conducting Naturalization Eligibility Screenings** that include an assessment of each program participant's:
   a. Ability to meet the educational requirements of naturalization; and
   b. Ability to meet other legal requirements of naturalization.

   For more information, see the USCIS Naturalization Eligibility Worksheet.

4. **Providing On-going Case Management** which must include:

   a. The preparation and submission of Form N-400, Application for Naturalization;[6]
   b. The preparation and submission of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative;
   c. Filing other related forms or documents (such as Form N-648, Medical Certification for Disability Exceptions and Form I-912, Request for Fee Waiver);
   d. Interview preparation;
   e. A representative's appearance at the naturalization interview when applicable[7]; and
   f. Responding to any Requests for Evidence (RFEs) when applicable.

5. **Offering Primarily In-Person Legal Services:** Awardees are encouraged to provide primarily in-person naturalization application services. However, applicants may propose to supplement in-person legal services with virtual legal services if doing so allows them to extend the reach of their services.
   a. If virtual services are offered, the individuals served should be within 200 miles/3-hour drive time, so that individuals are able to appear in-person if needed;
   b. Awardees should strive to serve underserved, rural LPRs with virtual services;
   c. Virtual legal services providers must meet the same professional requirements of an in-person legal services provider;
   d. Outreach plan for virtual services should reflect how and where LPRs will be recruited;
   e. Awardees will be required to verify and document LPR status and an individual's identity;
   f. Awardees will be required to formulate a plan to collect digital signatures from LPRs.

6. **Program Fees:** Programs are encouraged to offer naturalization application services free of charge, as fees can serve as a barrier for some clients. However, programs are permitted to charge a nominal fee of up to $75 per client. Any fees collected as part of a USCIS grant program are considered program income and must be invested back into the program budget.

7. **Establishing a Cross-Referral System:** Organizations that offer both citizenship education and naturalization application services are expected to develop and implement a robust cross-referral system. Such a system ensures that all citizenship students are aware of their access to free or low-cost naturalization applications services. Similarly, this system ensures that all naturalization applicants are aware of the free or low-cost citizenship classes available to them.

[6] Grant recipients are strongly encouraged to file forms electronically whenever possible. In the case that e-filing is not a viable option, the grantee's legal service provider is required to mail the naturalization application package to USCIS on behalf of the client. Applications may not be given to the client to mail.
[7] Under the USCIS grant program, legal representatives are not required to attend all naturalization interviews. However, it is recommended that legal representatives attend interviews of clients who have a higher need for in-person representation.

APPENDIX C: FY 2024 CITA APPLICANT CHECKLIST

✓	Ineligible if Missing[11]	Non-Responsive if Missing[12]	Required or Requested Attachments
			Forms:
		X	Form SF-424, Application for Federal Assistance
		X	Form SF-424A, Budget
		X	Form SF-424B, Assurances for Non-Construction Programs
		X	Certification Regarding Lobbying, as applicable
			Other Documents:
			Project Abstract (single-spaced, 5 page maximum)
	X		Project Narrative that clearly states applicants previous experience providing adult education, English as a Second Language (ESL) instruction, or support services to adult immigrants.
			Résumés of key personnel or position descriptions for vacant key positions
			Organizational chart for the applicant
		X	Budget Table and Narrative
			Negotiated Fringe Benefit Agreement (if applicable)
			Indirect Cost Agreement (if applicable)
			Documentation of non-profit and/or public status
			Statement of Intent to Establish a Naturalization Application Services Program (if applicable)

[11] USCIS will not review if missing.

[12] DHS will not review if missing.

APPENDIX D: FY 2024 GRANT GLOSSARY

TERM	DEFINITION
Attorney	Any person who is eligible to practice law in and is a member in good standing of the bar of the highest court of any state, possession, territory, or commonwealth of the United States, or of the District of Columbia, and is not under any order suspending, enjoining, restraining, disbarring, or otherwise restricting him or her in the practice of law. See 8 CFR Part 1.2.
Authorized practice of immigration law	Occurs when an authorized and qualified individual or organization provides accurate and current legal advice on immigration-related matters. Typically, this is limited to DOJ-accredited representatives who work for DOJ-recognized organizations or to an attorney who is a member in good standing of the bar of a U.S. state. See 8 CFR Part 292, 8 CFR Part 103.2(a)(3), and 8 CFR Part 1.2.
Citizenship Instruction	Educational services that provide enrolled Lawful Permanent Residents (LPR's) with the skills and knowledge needed to prepare for citizenship, including instruction in English as a Second Language (ESL), U.S. history and government, and the naturalization process.
Citizenship Preparation Services	Services that help prepare Lawful Permanent Residents for naturalization, including citizenship instruction and naturalization application services.
Civics-based ESL	Civics-based ESL focuses more heavily on teaching the English structures needed to understand the concepts found within the naturalization test as well as those to assist students to become more integrated community members (this is targeted at program beneficiaries assessed at National Reporting System for Adult Education (NRS) Level 2 – Low Beginning ESL).
Civics-based Literacy	Civics-based literacy includes using civics and integration concepts and themes to teach low-level students basic English grammar and vocabulary preparing them for civics-based ESL (this is targeted at program beneficiaries assessed at National Reporting System for Adult Education (NRS) Level 1 – Beginning ESL).
Class cycle	The time period, such as a term or semester, when classes are held on a frequent or regular basis. This time period has a beginning and end date.

TERM	DEFINITION
Cognizant agency for indirect costs	The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this part on behalf of all Federal agencies. The cognizant agency for indirect cost is not necessarily the same as the cognizant agency for audit. For assignments of cognizant agencies see the following: (1) For Institutions of Higher Education (IHEs) (2) For nonprofit organizations (3) For State and local governments (4) For Indian tribes
Cost sharing or matching	The portion of the project costs not paid by federal funds or contributions (unless otherwise authorized by Federal statute).
Direct costs	Costs that can be identified specifically with a particular sponsored project or an institutional activity, or easily assigned to activities with a high degree of accuracy. Examples include the salaries of staff assigned to a specific project, materials and supplies, and travel. For more information, see 2 CFR Part 200.413.
DOJ accreditation	A program allowing a specially qualified non-lawyer to represent noncitizens on behalf of a recognized organization. Please refer to the links below for additional information: Recognition of Organizations and Accreditation of Non-Attorney Representatives https://www.justice.gov/eoir/recognition-and-accreditation-program
DOJ-accredited representative	A representative is "accredited" when the Executive Office for Immigration Review's (EOIR) Office of Legal Access Programs gives permission to a specially qualified non-lawyer to represent noncitizens on behalf of a recognized organization. There are two kinds of accreditation: "partial" and "full." A partially accredited representative may represent noncitizens before the Department of Homeland Security (DHS) only. A fully accredited representative may represent noncitizens before both DHS and EOIR, which includes the immigration courts and the Board of Immigration Appeals (BIA).

TERM	DEFINITION
DOJ-recognized organization (DOJ recognition)	A nonprofit organization that has permission from the Executive Office for Immigration Review's (EOIR) Office of Legal Access Programs to practice immigration law through accredited representatives. An organization is "recognized" when the Office of Legal Access Programs gives a non-profit organization in the United States permission to practice immigration law through accredited representatives before DHS only (partial accreditation) or DHS and EOIR (full accreditation). EOIR includes the immigration courts and the Board of Immigration Appeals (BIA). By regulation, a nonprofit, federal tax-exempt, religious, charitable, social service, or similar organization established in the United States that has been approved for recognition is called a recognized organization. Visit the DOJ's Recognition and Accreditation Program page to learn how an organization can apply for recognition and accreditation.
Employee	A person who provides services to an employer in exchange for compensation and who does not provide these services as part of an independent business. The term does not include board members or contracted individuals. The following factors of a job arrangement may indicate that an individual is an employee: a. The employer pays the individual; b. The employer may fire the individual; c. The employer provides the individual with tools or equipment and a place to work; d. The employer trains the individual; e. The individual is required to follow the employer's instructions; f. The employer sets or can set the individual's work hours; g. The employer restricts the individual from working for others; and h. Other applicable factors.
Employer	In the context of this notice of funding opportunity, an employer is an organization with public or non-profit status that has the ability to hire, pay, fire, supervise, or otherwise control the work of an employee.
EOIR	An abbreviation for the Executive Office for Immigration Review (EOIR), which is an agency within the Department of Justice (DOJ). Under delegated authority from the Attorney General, immigration judges and the Board of Immigration Appeals, EOIR's appellate component, interprets and adjudicates immigration cases according to United States immigration laws. Within EOIR, the Office of Legal Access Programs administers the program that grants recognition to organizations and accreditation of their representatives.

TERM	DEFINITION
Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative	The form that attorneys and accredited representatives use to provide information establishing their eligibility to appear and act on behalf of an applicant, petitioner, or respondent before USCIS. Form G-28 is available at uscis.gov/g-28.
Form N-400, Application for Naturalization	The form used to apply for U.S. citizenship. Form N-400 is available at uscis.gov/n-400.
Form N-600, Application for Naturalization	The form used to apply for a certificate of U.S. citizenship. Form N-600 is available at uscis.gov/n-600.
Form N-648, Medical Certification for Disability Exceptions	The form for applicants who seek an exception to the English and civics testing requirements for naturalization because of physical or developmental disability or mental impairment. Form N-648 is available at uscis.gov/n-648.
Form I-912, Request for a Fee Waiver	The USCIS form used by applicants and petitioners to request a waiver for certain application processing fees. Form I-912 is available at uscis.gov/i-912.
Fringe benefits	Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.
Fringe benefit rate	The value of fringe benefits expressed as a percentage of salary. Calculate the dollar amount by applying the appropriate fringe benefit percentage rate to each employee's salary to be charged to the project. For more information, see OMB Circular A-21, OMB Circular A-87, or OMB Circular A-122.
Fringe benefit rate agreement	An agreement that has been approved by a cognizant federal agency (usually the agency that provides the most funding to the grant recipient) that establishes the rate at which an organization will request reimbursement for fringe benefits under the grant program.
Full Time Equivalent (FTE)	The number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if an organization considers 40 hours per week as full-time and there are four employees who work 10 hours each per week, the hours for those four employees add up together to make 1.0 FTE.

TERM	DEFINITION
FY	An abbreviation for fiscal year. The federal government's fiscal year runs from October 1st to September 30th.
Indirect (facilities & administrative) costs	Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.
Indirect cost rate proposal	The documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost.
In-kind contribution	The value of non-cash contributions (such as property or services) that: 1. Benefit a federally assisted project or program; and 2. Are provided for free by non-federal third parties to a recipient, sub-recipient, or cost-type contractor under the award.
Key Personnel	Key personnel is defined as any person (employee/volunteer) who is paid by the grant and whose work is integral to the goals of the grant program. Key personnel may include; attorney, grant/program manager, BIA accredited representative, instructor, etc., this list is not exhaustive.
Legal advice	A legal opinion or recommendation offered as a guide to action and based on applying the law to a given set of facts.
National Reporting System (NRS)	An outcome-based reporting system developed by the U.S. Department of Education for state-administered, federally funded adult education programs. For more information, see this list of NRS test benchmarks for educational functioning levels.
Nationally normed standardized assessment test	In the context of citizenship instruction, this refers to specific tests used to determine a student's English language proficiency. The Department of Education has a list of approved standardized tests.
Naturalization application services	Legal services, provided within the scope of the authorized practice of immigration law, that help immigrants go through the naturalization application and interview process. Services may include naturalization eligibility screening, legal advice, Form N-400 preparation and submission, and interview preparation.

TERM	DEFINITION
Naturalization eligibility screening	A systematic assessment conducted by an attorney or BIA-accredited representative to determine if an individual is eligible to apply for U.S. citizenship. Eligibility screenings include legal advice.
Non-duplicated citizenship students	A student enrolled in a grant-funded citizenship class for the first time. A program cannot count a student as newly enrolled more than once during the grant performance period, even if the student enrolls in multiple classes.
Nonprofit organization	Any corporation, trust, association, cooperative or other organization which: a. Operates primarily for scientific, educational, service, charitable or similar purposes in the public interest; b. Is not organized primarily for profit; and c. Uses its net proceeds to maintain, improve and/or expand its operations.
Non-responsive application	An application that does not meet one or more of the requirements listed under **Eligibility Information – Non-Responsive Applications** in the notice of funding opportunity. We will not review applications that are non-responsive.
Period of performance	The total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the period of performance in the Federal award per § 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
Private practice	To engage in one's profession as an independent provider rather than as an employee.
Pro bono attorney	An attorney who provides legal services voluntarily and without payment as a public service.

TERM	DEFINITION
Qualified Citizenship Instructor	Under the CIGP, a qualified instructor is one with a degree in education (K-12 Social Studies, English Language Arts, History, Linguistics, Teaching English to Speakers of Other Languages (TESOL), or Adult Education) or someone with at least one year of experience as the lead teacher in a class for adult immigrants. Although not a requirement, programs whose instructors have the following education, certification, and/or experience are generally more likely to be scored higher than programs that do not: a.) Hold a degree in TESOL; b.) Hold TESOL certification from a state licensing agency; or c.) Have a minimum of two years of experience in TESOL instruction in a classroom setting for an adult education program that utilizes a textbook and a structured curriculum.
Qualified Legal Service Provider	Under the CIGP, a qualified legal service provider is one of the following: a.) A U.S. Department of Justice (DOJ) Accredited Representative serving a DOJ Recognized Organization. Partial accreditation is permitted; or b.) An attorney who is an employee of the applicant or the proposed subrecipient organization. 1.) Attorneys working under this grant must have training in immigration law and be able to provide legal representation to clients. 2.) Hours charged to the grant should be in alignment with the goals of the application. 3.) Pro bono or volunteer attorneys may be used to supplement the program but may not: i. Serve as the applicant's sole provider of immigration legal services; or ii. Serve as a supervisor to staff members who provide naturalization application services but who are not qualified legal service providers.

TERM	DEFINITION
Quarter	There are four quarters in a fiscal year. The quarterly dates are as follows: Quarter 1: October 1 to December 31 Quarter 2: January 1 to March 31 Quarter 3: April 1 to June 30 Quarter 4: July 1 to September 30
Representation	Includes "practice" and "preparation" as defined in 8 CFR Part 1.2.
Subcontract	A legal contract in which the grant recipient hires an individual, business or organization to do a specific task or set of tasks. Subcontracting is permitted under the Citizenship and Integration Grant Program, but applicants may *only* propose a subcontract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. Applicants may not enter into a subcontract with a private attorney. Applicants must demonstrate their ability to successfully manage all aspects of the grant-funded project, including financial management.
Unique Entity Identifier (UEI)	A unique nine-character identification number requested in, and assigned by, the System for Award Management (Sam.gov). Organizations must request a UEI prior to applying for this funding opportunity.