

**The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
FY 2023 Citizenship and Integration Grant Program
Citizenship Instruction and Naturalization Application Services**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI (Sam.gov) information can be found at: <https://sam.gov/content/entity-registration>.

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

Planned 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, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI). Additional Information can be found on Grants.gov: <https://www.grants.gov/web/grants/forms/planned-uei-updates.html>

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 Listings Number

97.010

3. Assistance Listings Title

Citizenship Education and Training

4. Funding Opportunity Title

FY 2023 Citizenship and Integration Grant Program: Citizenship Instruction and Naturalization Application Services (CINAS)

5. Funding Opportunity Number

DHS-23-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 and 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 \$132 million through 579 competitive grants to immigrant-serving organizations in 39 states and the District of Columbia. Now in its 15th year, the program has helped more than 300,000 LPRs prepare for citizenship. 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.

The *Citizenship Instruction and Naturalization Application Services (CINAS)* funding opportunity provides support to organizations that offer citizenship preparation services to LPRs. Additional activities that support this goal include identifying, implementing, and sharing best practices in citizenship preparation; increasing the use of and access to technology in citizenship preparation programs; working with local libraries and museums which serve as vital resources for immigrant communities; and incorporating strategies to foster welcoming communities as part of the citizenship and civic integration process.

b. Objectives

In fiscal year (FY) 2023, approximately \$16.5 million in federal funding is available for

eligible organizations to provide direct citizenship preparation services to LPRs through this funding opportunity. USCIS anticipates awarding up to 55 grants of up to \$300,000 each.

Proposed services **must** include the following two components:

1.) Citizenship Instruction Services:

Educational services that provide enrolled LPRs 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.

2.) Naturalization Application Services:

Within the scope of the authorized practice of immigration law, grant recipients must assist qualified program participants in preparing and submitting Form N-400, Application for Naturalization, preparing for the naturalization interview, and providing ongoing case management as needed.

For detailed information on the two mandatory program components, see below Section C.2, Eligibility Information.

Partnerships

Partnerships are encouraged. Applicants may include partnerships with other public or non-profit organizations in their proposal. The principal applicant must directly provide either citizenship instruction or naturalization application services, or both. A partner organization is a “subrecipient” if the organization will receive a portion of the grant funding to provide additional or complementary direct citizenship instruction or naturalization application services.

The principal applicant must complete a Memorandum of Understanding (MOU) with the prospective subrecipient and submit it with the application. The principal applicant must clearly demonstrate how it will monitor the prospective subrecipient’s performance and ensure that the prospective subrecipient complies with all grant award conditions and data reporting requirements. The MOU must state the minimum number of students to whom the subrecipient will provide services and how grant funding will be allocated to fund the services. Prospective subrecipients must have their own individual UEI number and will be responsible for financial and performance reporting. Subrecipients must submit their reports to the principal applicant for submission to DHS.

If the principal applicant partners with an organization that does not receive a portion of the grant funding, the principal applicant should still complete an MOU. However, the principal applicant does not need to include the other required information listed above for subrecipients and the partner organization does not need an individual UEI.

10. Performance Measures

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

- a. Cumulative percentage of enrolled students who post-test using nationally normed standardized tests of English language proficiency (minimum goal of 80%);
- b. Cumulative percentage of post-tested students demonstrating measurable educational gains (minimum goal of 80%); and
- c. Three performance metrics for which the minimum goals vary based on funding level, as described in the chart below:
 - 1.) Number of newly enrolled non-duplicated LPRs in citizenship instruction classes;
 - 2.) Number of LPRs for whom your organization will provide naturalization eligibility screening;
 - 3.) Number of LPRs for whom your organization will prepare and file a Form N-400, Application for Naturalization, and Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative.

Minimum Performance Goals for Two-Year Period of Performance				
Funding Level		Newly enrolled non-duplicated LPRs in citizenship classes	LPRs receiving naturalization eligibility screening	LPRs filing Forms N-400 and G-28
from	To			
\$270,000	\$300,000	200	200	200
\$240,000	\$269,999	180	180	180
\$210,000	\$239,999	160	160	160
\$180,000	\$209,999	140	140	140
\$150,000	\$179,999	120	120	120

B. Federal Award Information

1. **Available Funding for the NOFO:** \$16,500,000
2. **Projected Number of Awards:** 55
3. **Maximum Award Amount:** \$300,000
4. **Period of Performance:** 24 months

Note: extensions are permitted. See Section H, Additional Information, Period of Performance Extensions, for more information.

5. **Projected Period of Performance Start Date:** 10/01/2023
6. **Projected Period of Performance End Date:** 09/30/2025

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. Special district governments
- d. Independent school districts
- e. Public or state-controlled institution of higher education
- f. Indian/Native American tribal governments (federally recognized)
- g. Indian/Native American tribal organizations (other than federally recognized)
- h. Indian/Native American Tribally Designated Organizations
- i. Public/Indian Housing Authority
- j. Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
- k. Special district governments
- l. State governments

2. Applicant Eligibility Criteria

Applicants must demonstrate experience with, and extensive knowledge of, the community they propose to serve and should describe how the proposed program design will address the specific needs of this community. Through citizenship instruction and naturalization application services, the LPRs served under the program will gain skills and knowledge required to become successful citizens.

Applicants and any proposed subrecipients **must** demonstrate recent experience with the provision of citizenship preparation services. Specifically, at least one year of experience within the past three years:

- a. Providing citizenship instruction in a classroom setting that follows a curriculum and utilizes a textbook; and
- b. Preparing and filing Forms N-400 and G-28 on behalf of qualified LPRs and within the authorized practice of immigration law. See Appendix D for definitions of these terms.

Proposed services **must** include the following two mandatory components:

- a. **Citizenship Instruction Services** to prepare LPRs for the naturalization process. Programs must include:

- 1.) **Citizenship Instruction**, which must include the following content areas:

- a.) ESL instruction in reading, writing, and speaking;
- b.) U.S. history and government instruction delivered in English for test preparation and the promotion of civic integration,¹ and
- c.) The naturalization process and eligibility interview, with instruction delivered in English.

2.) Course Curriculum, which must include 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.) ESL instruction in reading, writing, and speaking for the naturalization test, naturalization process, and to conduct required integration activities;
- 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. 3009-546.²

3.) Course Textbooks, which must 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.

4.) Nationally Normed Standardized ESL Assessments, which must be used to place and assess progress of all students enrolled under this program, and verify that:

- a.) At least 80% of enrolled students participate in post-testing; and
- b.) At least 80% of post-tested students demonstrate educational gains as evidenced by increased standardized test scores.

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 the ESL assessment.

¹ Some instruction in languages other than English may be provided under the program to immigrants who qualify for exemptions to the English language naturalization requirements. Grant recipients who provide such instruction must still provide the minimum number of permanent residents with grant-funded citizenship instruction in English over the two-year period of performance.

² <https://www.congress.gov/104/plaws/publ208/PLAW-104publ208.pdf>

- 5.) 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) low beginning to advanced ESL levels (NRS Levels 2-6);
- a.) Students who pre-test at the NRS literacy level (1) are not eligible to participate in grant-funded classes;
 - b.) Additional information about NRS levels is available on the [National Reporting System for Adult Education](#) website; and
 - c.) Tutoring services do not count toward the minimum 40 hours of classroom instruction.
- 6.) Qualified Instructors:** 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. 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.
- 7.) 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.) Service Delivery:** 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. Additionally, applicants should be prepared to pivot to virtual or hybrid instruction if public health restrictions limit in-person gatherings.

For more detailed information on the content and competencies that applicants are required to address in grant-funded classes, please review the [USCIS Guide to Creating an Adult Citizenship Education Curriculum](#) and the [Adult Citizenship Education Sample Curriculum for a High Beginning ESL Level Course](#).

- b. Naturalization Application Services,** within the scope of the authorized practice of immigration law, to support LPRs in the naturalization application and interview process. Grant recipients are encouraged to use and promote the use of [MyUSCIS](#) for filing Forms N-400. Programs must include:

1.) Qualified Legal Service Providers:

A qualified legal service provider includes 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.

The organization must demonstrate an established process to refer individuals with complex immigration matters beyond the scope of the services provided under this grant to a qualified attorney.

- 2.) Eligibility Screenings** must 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](#).

3.) Case Management must include:

- a.) The preparation and submission of Form N-400, Application for Naturalization;³
- b.) The preparation and submission of Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative;⁴
- 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 applicable⁵; and
- f.) Responding to any Requests for Evidence (RFEs) when applicable.

4.) Service Delivery: Organizations should plan to provide in-person naturalization application services. However, should public health restrictions limit the ability of applicants to offer in-person services, they should have a plan in place to pivot to virtual or hybrid naturalization application services.

3. 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 B for the definitions of “representation” and “employee”).

Applicants may apply to multiple funding opportunities, with exceptions noted below. USCIS reserves the right to only fund one award.

Current recipients and subrecipients under the FY 2022 Citizenship Instruction and Naturalization Application Services funding opportunity (DHS-22-CIS-010-002) are not eligible to apply. Similarly, nor are awardees under the Community and Regional Integration Network Grant Program (DHS-22-CIS-010-003).

Subrecipients to DHS-22-CIS-010-01 (Regional Hub Grants) are not eligible to receive funding under this funding opportunity. Regional Hub subrecipients may not separately apply as the

³ 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.

⁴ At grant-supported group processing events, a Form G-28 may not be required if the *pro bono* attorney filling out the Form N-400 determines that the services provided would not be considered “practice” or “preparation”, as those terms are defined in 8 C.F.R.CFR 1.2. Such *pro bono* attorneys, however, will be required to complete the preparer section of the Form N-400.

⁵ 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.

principal applicant under any of the FY 2023 Citizenship and Integration Grant Programs, as subrecipients are potentially eligible for the Regional Hub grant based on their demonstrated need for capacity building and support developing or expanding citizenship education services.

Any applicant that does not possess the mandatory required minimum of one year experience in the past three years with *both* citizenship instruction and naturalization application services (independently or in partnership with a qualified potential subrecipient), is not eligible to receive funding under this funding opportunity.

Any applicant that does not propose offering both required services – citizenship instruction and naturalization application services (independently or in partnership with a qualified potential subrecipient), in accordance with the above-described programmatic requirements is 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.

4. Cost Share or Match

There is a **minimum cost share requirement for this program of 10%** of the total requested funding amount. Applicants should clearly identify which budget items are to be supported by federal grant funding and which are to be supported by in-kind contributions and/or other funding sources, along with an estimate of the value of these non-federal funding sources. All proposed cost share contributions must be clearly described in the budget portion of the proposal. Applicants will be scored on this during the technical review.

Acceptable forms of cost share items include:

- Volunteer services: Rates for volunteer services must be consistent with those paid for similar work.
- Employee time: Employee's regular rate of pay.
- Supplies: Fair market value of the supplies at the time of donation.
- Cash contributions: Cash value.
- Equipment, building, or land: Fair market value or rental value at the time of application, as established by an independent appraisal.
- Project co-funding: Actual cost incurred.

D. Application and Submission Information

1. Key Dates and Times

- a. Application Start Date:** 06/09/2023
- b. Application Submission Deadline:** 07/28/2023 at 11:59PM EST
All applications must be received by the established deadline.
- c. Anticipated Award Date:** No later than 09/30/2023

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. Agreeing to Terms and Conditions of the Award

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.

3. 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 write or fax a request to:

Jacqueline Greely

Grants Officer

CISMailbox@hq.dhs.gov

Fax: 202-447-5600

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.

4. Unique Entity Identifier and System for Award Management (SAM)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

- a. Be registered in Sam.Gov before application submission.
- b. Provide a valid unique entity identifier in its application.
- c. Continue to always maintain an active SAM registration with current information during the Federal Award process.

5. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

To apply for an award under this program, 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.

6. 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.

7. 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>.
- 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.**

8. 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.

9. 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.

10. 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.

As discussed in the eligibility section of this NOFO, current awardees and sub-awardees under the FY 2022 Citizenship and Integration Grant Program (funding opportunities DHS-22-CIS-010-002 and DHS-22-CIS-010-003) are not eligible to receive funding under this funding opportunity. Additionally, proposed subrecipients to DHS-23-CIS-010-01 (Regional Hub Grants) are not eligible to receive funding under this funding opportunity.

11. Other Submission Requirements

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 requires applicants to submit their applications online through Grants.gov. Applications that are not submitted through Grants.gov by the deadline will not be considered.

12. Funding Restrictions

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

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

13. Allowable Costs

- a. 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 qualified 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 (or renewal) of staff. This includes training costs related to DOJ recognition and accreditation.
 - 6.) Transportation costs for students attending grant-funded classes.

- 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 for two staff members to attend a mandatory two-day grant recipient training in the Washington, D.C. area during the first year of the grant, and costs for one teacher or coordinator to attend a USCIS teacher training (or another professional development training with approval from USCIS) during the second year of the grant.
- 10.) Equipment purchases directly related to the provision of services.
- 11.) Costs associated with the use of computers for citizenship instruction (e.g., computer equipment, internet access, electronic tablets, etc.).

b. 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).

c. 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.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

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

1) Capacity and Need to Provide Comprehensive Citizenship Instruction (15 Points)

The extent to which the applicant demonstrates:

- Experience providing citizenship instruction (a minimum of 1 year of experience within the past 3 years is required) (5 points);
- Experience providing ESL instruction (for a minimum of 1 year experience within the past 3 years is required) (5 points); and
- The need for citizenship instruction within the immigrant community that the applicant serves (5 points).

2) Quality of the Proposed Citizenship Instruction Program (30 points)

The extent to which the applicant proposes a high-quality citizenship instruction program to meet the citizenship education needs of the community, including:

- Attainable citizenship instruction program goals (2 points);
- Detailed outreach, orientation, intake, and student retention plans (4 points);
- Plans to use a nationally normed standardized ESL assessment test for pre and post testing of citizenship students (4 points);
- Well-developed and appropriate curriculum and class structure, including the use of managed enrollment, integration activities, and textbooks for all students (10 points); and
- Qualified and experienced instructors (as described in the project narrative requirements) (10 points)⁶.

3) Capacity and Need to Provide Comprehensive Naturalization Application Services (15 points)

The extent to which the applicant demonstrates:

- Recent experience preparing and filing Forms N-400 and G-28 for qualified LPRs within the authorized practice of immigration law⁷ (10 points); and
- The need for naturalization application services within the immigrant community that the applicant serves (5 points).

4) Quality of the Proposed Naturalization Application Services Program (30 points)

The extent to which the applicant proposes a high-quality naturalization application services program, including:

- Attainable naturalization application services program goals (4 points);
- Detailed outreach and intake plans (4 points);

⁶ Please see USCIS' Professional Development Guide for Adult Citizenship Educators for competencies USCIS would expect qualified and experienced personnel to demonstrate in the citizenship instruction classroom. Programs whose instructors 1) hold a degree in TESOL; and/or 2) hold TESOL certifications from a state licensing agency; and/or 3) have a minimum of two years of experience in TESOL instruction in a classroom setting for a program that utilizes a textbook and a structured curriculum are more likely to receive funding.

⁷ DHS requires that all applicants demonstrate experience providing naturalization application services within the authorized practice of immigration law. Applications that fail to demonstrate this experience will not be scored on criteria 3 and 4 and, as a result, will be deemed ineligible.

- High-quality service delivery and case management (10 points); and
- Qualified and experienced legal service provider(s) (as described in the project narrative requirements) (12 points).

5) Integration of Services (4 points)

The extent to which the applicant:

- Demonstrates a plan to provide integrated citizenship preparation services. A well-defined cross-referral plan is required, that ensures priority access for enrolled students seeking legal services, and for legal applicants interested in citizenship instruction (2 points); and
- Includes all required information and supporting documentation (2 points).

6) Cost and Program Effectiveness and Balance (6 points)

The extent to which the applicant's:

- Proposed budget is tied to the delivery of programmatic services and demonstrates a balance between funding dedicated to citizenship instruction and naturalization application services (2 points);
- Proposed budget demonstrates an effort to satisfy the 10% cost share requirement (2 points); and
- Proposed budget includes funding for student textbooks, pre-and post-tests, site visits to subrecipients (if applicable), travel to USCIS interviews, and all other items required to effectively offer a high-quality citizenship preparation program (2 points).

b. Financial Integrity Criteria

Prior to making a federal award, the DHS 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 any sub-awardees 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 negotiations on the curriculum content, staffing, budget, and activities. If an application includes a proposed subrecipient that will provide additional or complementary direct grant-funded services in partnership with the main applicant, DHS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.
- 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. Unfunded applicants may send a written request to citizenshipgrantprogram@uscis.dhs.gov to receive a written summary of comments related to the evaluation criteria, along with the points awarded to the application for each of the evaluation criteria. DHS will send the written summary to the applicant within 120 days of receipt of the request. Additional information beyond that described here will not be provided.
- 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 received 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; and
- d.) Whether an application, when balanced against other potential awards with similar scores, incorporates use of technology in the citizenship instruction program that would help immigrant students to gain sufficient digital literacy skills to navigate USCIS' educational resources and online application system.

2.) Past performance of a previous Citizenship and Integration Grant Program recipient (if applicable), including:

- a.) Whether a previous grant recipient achieved their core program goals;
- b.) Whether a previous grant recipient had major findings during a monitoring visit and failed to resolve them in the prescribed time period;
- c.) Whether a previous grant recipient was placed on restricted drawdown status for cause, and if so, whether they were able to meet the conditions to have this restriction removed; and
- d.) Whether a previous grant recipient demonstrated an ability to file accurate and timely quarterly performance reports.

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](https://www.dhs.gov/grants).

2. Administrative and National Policy Requirements

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 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](http://www.grantsolutions.gov/support/public/pdf/SF-425%20OMB%20#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/GrantRecipientProcessPerformanceProgressReport.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:
 - Dates participants were enrolled in citizenship courses;
 - Dates classes are held;
 - Dates pre- and post- tests were conducted, and scores achieved;
 - Classes attended, including the number of hours in class;
 - Dates naturalization eligibility screenings were conducted; and
 - Dates Forms N-400 and G-28 were filed.
- 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; and
- 11) Number of N-400s filed by the grant organization to USCIS.

In addition to collecting these data, grant recipients must also provide quarterly narrative reports. The narrative report may include questions on the following topics: program accomplishments, progress meeting goals, progress of the subrecipient organization (if applicable), challenges in meeting goals, staff and/or organizational development activities, student assessment and progress, outreach activities, volunteer recruitment and training, staff changes, progress made toward DOJ accreditation, and promising practices.

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.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. §200.344, Closeout. 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. 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.

g. Program Evaluation

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.

G. DHS Awarding Agency Contact Information

1. Contact and Resource Information

USCIS Program Office (Office of Citizenship):

- Send all questions to citizenshipgrantprogram@uscis.dhs.gov.
- USCIS Office of Citizenship staff will respond within five business days.

DHS Grants Office: Send all questions to the Grants Officer at CISMailbox@hq.dhs.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 in order 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 checklist of documents to submit with each application. Appendix C contains list of USCIS citizenship education resources. For definitions of frequently used terms in this NOFO, see the FY 2023 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 fields which are highlighted.

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 fields which are highlighted. 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 the 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:

- a. Form SF-424B – Assurances – Non-Construction Programs; and**
- b. 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 (5 pages maximum)

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.⁸

⁸ See the Grants.gov [Applicant User Guide](#) for instructions on how to attach forms and documents.

General Information <i>Complete the following table.</i>		
1.	Organization legal name	
2.	Organization legal address (Number and street, city, state, zip code)	
3.	Head of the organization (Name, title, address, phone number, email address)	
4.	Authorized Organization 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.	Total numbers organization is proposing to serve with this grant: <ul style="list-style-type: none"> • Students enrolled; • Form N-400 screenings; • Form N-400's filed 	
8.	Annual Organizational Budget	
9.	Total federal funding requested (up to \$300,000)	
10.	Total federal funding allocated for citizenship instructor salaries	
11.	Total federal funding allocated for administrative costs	
12.	Total cost share (percentage of total award amount requested; minimum of 10% required)	
13.	Geographic area/community where services will be provided	
14.	Congressional district (based on the legal address of the applicant organization)	
15.	Number of full-time equivalents (FTEs). Indicate the number of intended grant-funded FTEs.	

16.	Fees charged for citizenship instruction (if applicable)	
17.	Fees charged for naturalization application services (if applicable)	
18.	Is your organization or proposed subrecipient DOJ recognized? (yes/no)	
19.	List all employees who are DOJ Accredited or attorneys who will work on this grant	
21.	List any grants received by the applicant in the past three years focused on adult education or services to immigrants. Include: <ul style="list-style-type: none"> • Awarding agency • Date received • Dollar amount 	
Proposed Subrecipient Organization(s) (if applicable) <i>If there are multiple subrecipients, provide the below information for each.</i>		
22.	Subrecipient organization legal name	
23.	Subrecipient organization point of contact (Name, title, address, phone number and email address)	
24.	Is the subrecipient a non-profit or public organization? If not, the subrecipient is not eligible to receive funding	
25.	Subrecipient type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)	
26.	Services proposed by subrecipient organization (legal services, education services, or both)	
27.	Total federal funds allocated for the subrecipient	

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.

Project Narrative Items
A. Citizenship Instruction Program
1. Capacity to Provide Citizenship Instruction
<ul style="list-style-type: none"> • The applicants recent experience providing ESL instruction (the description must distinguish if it is the applicant or proposed subrecipient’s experience). Include: <ul style="list-style-type: none"> ○ Dates and total years of experience providing ESL instruction; ○ The number of students enrolled in ESL classes in the past year and any previous years; ○ Name of the standardized test of English language proficiency used (such as CASAS, BEST Plus 2.0, TABE CLAS-E, etc.); ○ Experience administering the standardized test(s); ○ The program’s pre- and post-test rates for the last program cycle, if applicable, as well as the percentage of ESL students that demonstrated educational gains in that same program cycle. • The applicant’s (or proposed subrecipient’s) recent experience providing citizenship instruction. Include the following: <ul style="list-style-type: none"> ○ Dates and total years of experience providing citizenship instruction; ○ The number of students enrolled in citizenship instruction in the past year and any previous years; ○ If available, the naturalization test pass rate for program participants; and ○ The textbook and other resources used. • The particular LPR population(s) that the applicant currently serves with citizenship and ESL instruction. • The need for citizenship instruction among the LPR population, including whether there are wait lists for citizenship instruction and/or ESL instruction at the applicant’s organization. Indicate whether there are other citizenship and ESL instruction service providers in the area.

2. Proposed Goals for Enrollment, Testing, and Educational Gains

- Explain how the proposed number of students to be served under the grant-funded program is attainable based on your organization's experience, past performance, and the proposed budget.
- Explain how the proposed goals for 1.) the percentage of students to be pre- and post-tested and 2.) the percentage of students demonstrating educational gains are feasible based on your organization's experience, past performance, and proposed budget.
- Describe the retention strategies employed or that will be employed to maintain a satisfactory post-test rate. Describe the strategies employed or that will be employed to assist students who are not making educational gains.
- Indicate how many additional students will be served under the grant-funded program that would otherwise not be served.

3. Program Administration

- The outreach plan to raise awareness of program services and recruit students.
- The intake procedures, including how the organization will verify and document that only LPRs will receive services funded through this funding opportunity.
- The orientation process for new students.
- The strategies you use to address barriers to student attendance (e.g., transportation, childcare, tuition and fees, etc.), and your organization's attendance policy.
- The proposed managed enrollment policy for the program, including whether students will be permitted to enroll in grant-funded classes after the start of a class cycle (and if so, the enrollment cut-off period). Include how the organization will accommodate students who desire to attend classes after the registration period has closed.
Note: Programs may not enroll students after the third class.
- The proposed plan for pivoting to virtual or hybrid services.
- Organizations may charge a nominal fee for enrollment or materials of \$50 or less. Organizations may use this fee as a deposit that may be refunded at the end of the course. Note that any fees collected and not returned to students are considered program income and would need to be re-invested into the program.

4. Class and Management Structure

- A description of the specific nationally normed standardized test or test(s) that will be used for the program to assess English language proficiency.⁹ Please also describe when the tests will be administered, who will conduct the tests, and how they will be trained to administer the tests.
- Complete the table below with information from the classes you are proposing for this grant. We have provided sample information as a guide.

Name of Class	Location	Days, Times	Length/Total Instructional Hours	Textbook	Instructor's Name
High Beginning	Main campus Building A	Mondays and Wednesdays 6:00-8:00	10 weeks each quarter/40 hours	Citizenship Tomorrow-Acme Publishing 2019 27 th edition	Jill Brown

- Provide a separate document as an attachment to the proposal summarizing your proposed grant-funded citizenship program.¹⁰ This document will not count towards your project narrative page limit and must include:
 - A course outline or syllabus. Do not attach copies of books or USCIS materials;
 - Course learning objectives (for each course); and
 - Textbook(s) and supplemental materials to be used.

⁹ The standardized tests that the Department of Education has determined to be suitable to assess English language proficiency as listed in [Federal Register Notice Tests Determined To Be Suitable for Use in the National Reporting System](#).

¹⁰ For guidance on developing a citizenship curriculum, please review the [USCIS Guide to Creating an Adult Citizenship Education Curriculum](#)

5. Personnel

- Using the below sample staff table as a template, please provide information on citizenship instruction program staff. Please also provide resumes for each staff member included in the chart.

Sample Staff Table				
Name	Title and Position Description	Paid or Volunteer	FTE Charged to Grant	Relevant experience, qualifications, and training
Jill Brown	Education Program Coordinator – manages adult education programs	Paid	0.5 FTE	TESOL degree, 5 years of experience as a program manager, 10 years of experience teaching ESL

- If applicable, explain how **volunteers** will be used for the citizenship instruction program. Describe their roles and responsibilities, the training they will receive, and the reporting structure. Volunteers must be managed by a paid lead instructor or a paid education program coordinator.
- If your organization only has one instructor on staff at the time of application, please describe your organization's **contingency plan** for the provision of citizenship instruction in the event of staff turnover.
- Any changes to key personnel must be pre-approved by the program officer.

B. Naturalization Application Services Program

1. Capacity to Provide Naturalization Application Services

- The naturalization application services provider's **recent experience providing naturalization application services within the authorized practice of immigration law**. Include:
 - Dates and total years of experience preparing and filing Forms N-400 and G-28;
 - Whether the services were provided by attorneys or by DOJ accredited representatives; and
 - The number of LPRs served in the past year and any previous years.
- Program achievements**, including the organization's record of filing successful naturalization applications.
- The **particular LPR population(s) that the applicant serves** with naturalization application services.
- The **need for naturalization application services** among the LPR population served, including whether there are wait lists for services. Indicate whether there are other naturalization application service providers in the area.

2. Attainable Naturalization Application Services Goals

- Explain how the proposed number of naturalization participants to be served under the grant-funded program is feasible based on your organization’s experience, past performance, and the proposed budget.
- Indicate how many naturalization applications you intend to file in the next two years with this grant funding that otherwise would not have been filed. Please reference your program goals table attachment.

3. Program Administration

- The coordinated **outreach plan** to raise awareness of services and recruit participants.
- **The intake procedures**, including how the organization and subrecipients (if applicable) will verify and document that only LPRs will receive services funded through this funding opportunity, and who will conduct intake.
- The proposed plan for pivoting to virtual or hybrid services.
- A nominal fee of \$75 or less may be charged for legal services. Organizations may not charge different fees to LPRs based on case complexity.

4. Service Delivery and Case Management

- The naturalization application services provided, including the forms filed on behalf of clients.
- The naturalization eligibility screening process and who will determine clients’ eligibility for naturalization.
- How your organization handles complex cases.
- The support provided to clients throughout the application process (e.g., from intake until the oath ceremony).
- How your organization prepares clients for the naturalization interview.
- How your organization keeps clients informed of their case status.
- Any plans to use grant funds to hold group application workshops, and if so, the process for following up with those clients about their cases.

5. Personnel

- The **staffing structure** for the proposed naturalization application services program.
 1. Provide a list of key personnel for the program. Key personnel include the project manager(s), the DOJ accredited representative(s) and/or attorney(s), and any additional case workers. Provide resumes for each listed staff member.
 2. For each person, provide the following information, preferably in a table format:
 - a. Name, or indicate if the position is vacant. If the position is vacant, provide a separate position description and target start date;

- b. Title and brief position description;
- c. Whether the position is paid or volunteer;
- d. FTE charged to the grant;
- e. Relevant experience, qualifications, and training. For the DOJ accredited representative(s) and/or attorney(s), indicate the level of experience providing naturalization application services; and
- f. Indicate who will sign Form N-400 as the preparer and who will sign the Form G-28 in connection with all naturalization applications filed under this grant.

- Changes to key personnel must be pre-approved by the USCIS Program Office.

See below for a sample staff table.

Sample Staff Table				
Name	Title and Position Description	Paid or Volunteer	FTE charged to grant	Relevant experience, qualifications, and training
Jim Smith	DOJ accredited representative – provides immigration legal services to clients	Paid	0.3 FTE	Accredited for 5 years, 3 years of experience with naturalization application services

- If your organization has only one staff member that is DOJ accredited or an attorney, please describe your organization's **contingency plan** for the provision of naturalization application services in the event of staff turnover. You may use grant funds to cover costs associated with the DOJ accreditation of additional staff members.
- If applicable, explain **how volunteers will be used** for the naturalization application services program. Describe their qualifications, roles and responsibilities, the training they will receive, and the reporting structure.

C. Integration of Services

- The plan to provide **integrated citizenship preparation services** so that program participants are aware of the full range of grant-funded services and can easily access both types of services (citizenship instruction and naturalization application assistance). Indicate who will coordinate both components of the grant program and ensure that outreach, intake, and services are conducted in an integrated manner.
- The **communications plan** for maintaining regular contact between the service providers, including how often meetings will take place and in what manner (by phone or in-person).
- The **cross-referral process** between the citizenship instruction provider(s) and the naturalization application services provider(s).

- Plans for a **coordinated data collection system**, including how the organization and subrecipient (if applicable) will track and report on services provided and whether students and clients naturalize. Explain the system used for tracking data.
- If a **subrecipient** is proposed, describe the applicant's history working with the subrecipient organization. Describe the applicant's plan for managing the subrecipient's performance and maintaining frequent communication with the subrecipient.

6. Project Narrative Attachments

NOTE: 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), attorneys and/or 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 and any proposed subrecipient(s).
- c. If you propose a subrecipient, the applicant must include a signed **Memorandum of Understanding (MOU)** between the organizations as a required attachment to the grant application. The MOU should include the responsibilities expected of each party, performance expectations, plans for maintaining communication, and the payment and/or reimbursement process for the subrecipient(s). The MOU should be signed by both parties and dated.

7. Program Goals

Provide the following goals for grant-funded services in a table format. Include the total number over the 2-year period, as well as a breakdown by quarter. There are 8 quarters over the 2-year performance period and each quarter is 3 months long.

Goal	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
1. Number of newly enrolled (non-duplicated) LPRs to enroll in citizenship instruction classes									
2. Percentage of enrolled students who post-test (Minimum 80%)									
3. Percentage of post-tested students demonstrating measurable educational gains (Minimum 80%)									
4. Number of LPRs for whom your organization will provide naturalization eligibility screenings									
5. Number of LPRs for whom your organization will prepare and file Form N-400 and Form G-28									

8. Budget Table and Narrative

When proposing costs for this grant program, ensure that the budget shows a reasonable balance of costs between the citizenship instruction program and the naturalization application services program.

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

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

Budget Table

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: This sample table shows the Personnel category only. Applicants must provide information on all budget categories.

	Year 1			Year 2			Total		
Category and Item	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
B. Diaz, Instructor – 0.5 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
L. Santiago, Attorney – 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
K. Brown, Assistant – 0.25 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
TOTAL Personnel	\$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 (including separate budget narratives for each proposed subrecipient) to the application package. Please limit the information provided in this section to budget relevant information only.

Include costs for the first and second performance years. Separate the first performance year costs from the second performance year costs. Show a total of all requested federal grant funds. This total should match the total listed on the project abstract. Budget categories **b – 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.
- b. **Personnel:** Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time

equivalent (FTE), annual salary, and grant-funded salary. Do not include the costs of consultants. Consultants are to be included under “Contractual.”

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

NOTE 1: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation 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.

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

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

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
- Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
- Recipient may be required to make pre-award review and procurement documents available to DHS, including request for proposals or invitations for bids, independent cost estimates, etc. This may include procurements expected to exceed the simplified acquisition threshold fixed at 41 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.**

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

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.


9. 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: FY 2023 CINAS 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 and proposed subrecipients previous experience with citizenship preparation services
			Curriculum outline or syllabus
			Résumés of key personnel or position descriptions for vacant key positions
			Organizational chart for the applicant and any subrecipients
	X		Memorandum of Understanding (MOU) with subrecipient(s), signed by all parties (if applicable)
	X		Program Goals Chart
		X	Budget Table and Narrative (for applicant and subrecipient)
			Negotiated Fringe Benefit Agreement (if applicable)
			Indirect Cost Agreement (if applicable)
			Documentation of non-profit and/or public status (for applicant and proposed subrecipients)

¹¹ USCIS will not review if missing.

¹² DHS will not review if missing.

APPENDIX C: USCIS RESOURCES FOR CITIZENSHIP EDUCATION PROGRAMS

Educators and volunteers play a critical role in helping immigrants prepare for U.S. citizenship. The USCIS Citizenship Resource Center provides an array of resources and materials to support educators and programs working to prepare immigrants for the naturalization process. Below are a few key resources that all programs should be familiar with. For a full list of resources, please visit the Citizenship Resource Center at uscis.gov/citizenship.

[USCIS Adult Citizenship Education Program Development Guide: Building an Adult Citizenship Program](#)

This program development guide outlines a step-by-step process to create or sustain an adult citizenship education program and includes products and resources from U.S. Citizenship and Immigration Services (USCIS) for use at each stage of program development

[Elements of Program Quality for Adult Citizenship Education](#)

This document provides a general framework for preparing permanent residents for the civics and English components of the naturalization interview and test.

[USCIS Guide to Creating an Adult Citizenship Education Curriculum](#)

This guide assists adult education program administrators and teachers in developing a citizenship curriculum and thematic lessons, choosing textbooks and supplemental materials, and creating effective learning activities.

[Adult Citizenship Education Sample Curriculum for a High Beginning ESL Level Course](#)

This publication outlines the components, structure, and process involved with creating an adult citizenship education curriculum.

Additional Citizenship Education Resources:

- [Resources for Educators About the Naturalization Process](#)
- [Prepare Students for the Interview and Test](#)
- [Learn New Teaching Techniques](#)
- [Start a Citizenship Program](#)
- [Promote a Citizenship Program](#)
- [Train and Develop Staff](#)

APPENDIX D: FY 2023 CINAS 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, disbaring, 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 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 literacy).
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	<p>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:</p> <ul style="list-style-type: none"> (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	<p>The portion of the project costs not paid by federal funds or contributions (unless otherwise authorized by Federal statute).</p>
Citizenship Instruction	<p>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.</p>
Citizenship Preparation Services	<p>Services that help prepare Lawful Permanent Residents for naturalization, including citizenship instruction and naturalization application services.</p>
Direct costs	<p>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.</p>
DOJ accreditation	<p>A program allowing a specially qualified non-lawyer to represent noncitizens on behalf of a recognized organization.</p> <p>Please refer to the links below for additional information:</p> <p>Recognition of Organizations and Accreditation of Non-Attorney Representatives</p> <p>https://www.justice.gov/eoir/recognition-and-accreditation-program</p>

TERM	DEFINITION
DOJ-accredited representative	<p>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).</p>
DOJ-recognized organization (DOJ recognition)	<p>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.</p> <p>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.</p> <p>Visit the DOJ’s Recognition and Accreditation Program page to learn how an organization can apply for recognition and accreditation.</p>
Employee	<p>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:</p> <ol style="list-style-type: none"> The employer pays the individual; The employer may fire the individual; The employer provides the individual with tools or equipment and a place to work; The employer trains the individual; The individual is required to follow the employer’s instructions; The employer sets or can set the individual’s work hours; The employer restricts the individual from working for others; and Other applicable factors.

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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.
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-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)

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	that establishes the rate at which an organization will request reimbursement for fringe benefits under the grant program.
FY	An abbreviation for fiscal year. The federal government's fiscal year runs from October 1st to September 30th.
Indirect (facilities & administrative (F&A)) 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	<p>The value of non-cash contributions (such as property or services) that:</p> <ol style="list-style-type: none"> 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.
Memorandum of Understanding (MOU)	A formal agreement between parties that defines each party's rights and responsibilities.
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.

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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.
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: <ul style="list-style-type: none"> 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.
Partner organization	Grant applicants may include a partner organization in their proposal. The partner may provide a portion of the direct services or some other contribution to the applicant’s proposed grant project. A partner organization is considered a “subrecipient” if the organization will receive a portion of the grant funding to provide additional or complementary direct services. The partner organization may provide citizenship instruction, naturalization application services, or both.

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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.
Qualified Citizenship Instructor	<p>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:</p> <ul style="list-style-type: none"> 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	<p>Under the CIGP, a qualified legal service provider is one of the following:</p> <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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:

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	<ul style="list-style-type: none"> 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.
Quarter	<p>There are four quarters in a fiscal year. The quarterly dates are as follows:</p> <p>Quarter 1: October 1 to December 31</p> <p>Quarter 2: January 1 to March 31</p> <p>Quarter 3: April 1 to June 30</p> <p>Quarter 4: July 1 to September 30</p>
Representation	Includes “practice” and “preparation” as defined in 8 CFR Part 1.2 .
Subrecipient	An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a federal awarding agency. Under USCIS grant program applicants must include a Memorandum of Understanding signed by the applicant and potential subrecipient. Potential subrecipients must also have a UEI number.
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 <i>only</i> 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.