



April 3, 2009

# FAQs

## FISCAL YEAR 2009 CITIZENSHIP GRANT PROGRAM

Through the Consolidated Security, Disaster Assistance and Continuing Appropriations Act of 2009 (Public Law 110-329), Congress created the Fiscal Year 2009 Citizenship Grant Program. This competitive grant program provides approximately \$1.2 million of federal funding—in the form of 12 \$100,000 individual awards—to support citizenship preparation programs for legal permanent residents (LPRs).

Following are answers to the most frequently asked questions USCIS has received thus far. This document will be updated as deemed appropriate.

### PERSONNEL COSTS AND PROJECT STAFFING

**Q1: The RFP states that personnel costs will not exceed 30 percent of the budget.**

Please note that the 30 percent limitation applies to personnel providing other than direct services, such as administrative or management staff, to one of the priority immigrant groups. Costs associated with direct services are not subject to the 30 percent cap.

Direct services include, but are not limited to, English as a Second Language (ESL) instruction, English Language (EL)/Civics instruction, citizenship instruction, educational resources (textbooks, language software, computers, etc), assistance with preparing and completing the naturalization application process (including case management), citizenship-focused community outreach, and staff and volunteer training.

Please note that program sustainability is one of the selection criteria for this funding opportunity and was one of the highest priorities during the development of the Citizenship Grant Program. When a major portion of the budget of a time-limited grant program is used to hire new staff, programs often find they are forced to terminate such positions due to a lack of funds once the life of the grant has ended.

**Q2: Can consultants or subcontractors be hired to provide direct services?**

Yes.

## **ELIGIBLE ORGANIZATIONS AND ALLOWABLE ACTIVITIES**

**Q3: Are public schools and state and local governments eligible and/ or considered to be part of a community-based organization for the purpose of this grant?**

Public schools, local public education agencies (LEAs) and state and local governments meet the definition of a CBO and are considered eligible for this funding opportunity as long as they have demonstrated experience in providing citizenship and/or immigration-related services to legal immigrants and are representative of a community or significant segments of a community and provide educational or related services to individuals in the community. These organizations must also be able to supply documentation of non-profit or public status in the application.

**Q4: Is our organization able to fill out the N-400 and N-648 forms?**

Yes. These activities fall under assisting and completing applications as part of the naturalization process.

**Q5: How many applications can one organization submit?**

Organizations may only submit one application.

**Q6: Does the single application limit per organization apply to national organizations?**

No. All eligible affiliates may apply on their own and will be reviewed as individual applicants.

**Q7: Are there limitations if an organization already receives Federal funding?**

No.

## **GRANTS SELECTION CRITERIA**

**Q8: Is USCIS able to publish the points by which applicants will be judged?**

See Section V, B of the Funding Opportunity Announcement.

**Q9: Which factors are considered the most important as related to the selection criteria?**

See Section V, B of the Funding Opportunity Announcement.

For additional information on the grant program, please contact the USCIS Office of Citizenship at (202) 272-1310 or by e-mail at [citizenshipgrantprogram@dhs.gov](mailto:citizenshipgrantprogram@dhs.gov).

To learn more about applying for federal funding opportunities, please visit <http://www.grants.gov/> or contact the Grants.gov support line at 1 (800) 518-4726.

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