**Section VIII. COMPLETING THE APPLICATION**

1. **Experience**
2. Describe applicant’s experience working with new American populations. Indicate whether applicant has five or more years providing naturalization application service within the proposed service region. Provide data showing at least 100 applications (any combination of N400, N600, N648 - Medical Certification for Disability Exceptions, TPS – Temporary Protected Status, DACA - Deferred Action for Childhood Arrivals, DACA- Deferred Action for Childhood Arrivals Renewal, DED - Deferred Enforced Departure, Green Cards – Permanent Resident Card) were completed by the applicant in the last year.
3. Describe applicant’s experience in providing citizenship preparation services to new American populations. Describe the curriculum utilized by applicant including topics related to the citizenship exam, how often classes meet, and qualifications of instructors. Demonstrate ability to register 8-10 students a quarter.
4. Describe applicant’s experience in conducting community workshops for new American populations. Describe the types of seminars applicant organization has offered in the past, the seminar’s applicability to the new American population, and the average number of attendees per seminar. Demonstrate the ability to recruit a minimum of eight clients per workshop.
5. **Capacity**
6. Demonstrate applicant’s capacity to integrate the proposed program into its overall operations. Describe how the proposed program and program staff will relate to the overall organization. Indicate whether applicant has at least two DOJ accredited staff members or an immigration attorney on staff. Include an organizational chart showing applicant’s organization and proposed program with the submitted application. **Submit organizational chart as Attachment 6: “Organizational Chart.”**
7. Describe applicant’s internal monitoring system and demonstrate how the system is utilized to effectively identify program, personnel, and fiscal issues.
8. Prepare a timeline to delineate when crucial stages of preparation for the provision of the requested services will begin (e.g. hiring of staff, acquisition of necessary technology, outreach to new American communities, official start of citizenship preparation classes, etc.). The timeline should indicate the start date for citizenship preparation classes including client registration and the date classes will begin. Applicant should indicate if they are able to start services on or about May 1, 2022.
9. In an attachment to the application include a job description, including required qualifications for each proposed staff position, demonstrating that the key staff have the ability to carry out all required activities under the grant. Job description includes requirement to either be an immigration attorney or the provision that individual become DOJ accredited with applicant’s DOJ recognized organization. Submit this attachment as **Attachment 7: “Job Descriptions of Key Staff.”**
10. Describe proposed location(s) in which services will be held. Describe how the location will adequately and appropriately accommodate the program activities. If services are held in person, describe health precautions taken to keep teachers and students safe from COVID. For in person services, demonstrate accessibility of the facilities for new American populations, including proximity to public transportation. If services are held remotely via an online platform, applicant described the platform used, the security measures to keep classes and workshops secure, and user accessibility consistent with New York State IT policies regarding accessibility of information communication technology.
11. Describe applicant’s outreach capacity within the new American community in the applicant’s proposed service region describing events regularly attended, dedicated outreach staff, and methods through which the agency regularly promotes programming.
12. Describe if volunteers will be used under this grant. Describe the volunteer training plan, including how volunteers will become familiar with the organization, with ONA, their jobs and responsibilities, and demonstrated safeguards in place to ensure volunteers will maintain client confidentiality.
13. **Program Description**

1. Describe how the proposed ONA Opportunity Center will provide application assistance by DOJ accredited representatives or an immigration attorney to best accommodate the needs of the new American communities in applicant’s geographic area. Applicant should describe how they will complete at least 100 applications a year.
2. Describe the process for conducting fee assistance lotteries. Demonstrate that lotteries will be run quarterly at a minimum.
3. Describe how the proposed ONA Opportunity Center will host at least 20 immigration law consultation days with the assigned ONA Legal Counsel to best accommodate the needs of new American communities in applicant’s geographic area. Include in the proposal the plan to promote consultation days within the new American communities.
4. Describe the proposed topics for the 15 workshops to be offered by applicant organization. Describe proposed partners to assist with facilitating or co-hosting these seminars. If immigration law workshops are being proposed, include how an immigration attorney will be utilized.
5. Describe the process for determining how workshop topics will meet the needs and interests of the new American population in the proposed service region.
6. Describe proposed schedule for citizenship classes. Include description of how applicant will offer Citizen Participation classes quarterly for two hours a week for a minimum of 10 weeks in a quarter, to 8-10 students per class.
7. Provide a sample curriculum with topics that allow for sufficient preparation for the naturalization exam and indicate opportunities for interview preparation.
8. Describe the plan to assist new American clients connect with resources and information related to the U.S. job market and specific employment opportunities in their region. Include in this plan proposed partnerships with existing ONA workforce programs.
9. Describe the plan in which the proposed ONA Opportunity Center will advise clients of the Office for New Americans’ multi-lingual, toll-free immigration assistance hotline in their community and include how the hotline will be incorporated into outreach and promotion of the ONA program.
10. Describe staff who will attend ONA monthly webinars and described a process in which information will be relayed to appropriate program staff.
11. **Budget**

All applicants must submit their proposed budget using the budget template found in Appendix D. This should be submitted with the application as **Attachment 8: “Budget Summary”** with the following:

1. A detailed and realistic budget for the first year for $112,000 or less, containing allowable, reasonable, allocable and necessary costs that directly support program activities, using the ONA Opportunity Center budget summary form. Administrative rates must not exceed 10% of direct costs. Of the proposed budget, at least $12,000 must be set aside for fee assistance. Applicants may not propose any amount of funding that is below this amount. Applicants are asked to review the budget prior to submission to make sure the budget adds up correctly.
2. A narrative description within the budget template clearly linking costs to specific proposed services and activities. Justify how each proposed cost will directly support activities under this grant.