Citizenship and Integration Grant Program
Quarterly Report

I. Grant Information

Organization:	
Sub-Awardee Organization:	
Name of Person Completing Report:	
Quarter:	
Date:	

II. Goals

Have you met your quarterly target for your core goals? (You can find your goals in your Program Goals Chart.)

Yes	No	Core Goals
☐	☐	1. Number of newly enrolled non-duplicated LPRs to enroll in citizenship instruction classes
☐	☐	2. Number of LPRs for whom you provide naturalization eligilbity screening
☐	☐	3. Number of LPRS for whom you prepare and submit Form N-400 with Form G-28

If you did not meet one or more of your goals, describe actions you have taken to improve performance and how you plan to meet your goals in the future:

III. Accomplishments and Challenges

Identify specific accomplishments and challenges during the quarter. Place a checkmark in the appropriate column and then provide an explanation of the accomplishment or challenge. You do not need a checkmark for each topic; choose the most relevant topics for this quarter.

Topics	Accomplishments	Challenges	Explanation
Citizenship Instruction			

Student recruitment	☐	☐	
Student retention	☐	☐	
Student assessment	☐	☐	
Student improvement	☐	☐	
Curriculum development	☐	☐	
Managing different student levels	☐	☐	
Citizenship instruction	☐	☐	
Development of citizenship materials (Please attach any new resources)	☐	☐	
Following up with students on naturalization outcomes	☐	☐	
Special events (field trips, USCIS visit, celebrations, etc.)	☐	☐	
Other citizenship instruction topic	☐	☐	
Naturalization Application Services			
Client recruitment	☐	☐	
Client intake	☐	☐	
Client eligibility for naturalization	☐	☐	
Naturalization application preparation and filing	☐	☐	
Complex naturalization cases	☐	☐	
BIA recognition and accreditation	☐	☐	

Following up with clients on naturalization outcomes	☐	☐	
Special events (info sessions, workshops, etc.)	☐	☐	
Other naturalization application services topic	☐	☐	
Personnel			
Hiring new staff	☐	☐	
Staff turnover	☐	☐	
Staff training/development	☐	☐	
Volunteer recruitment, retention, placement	☐	☐	
Other personnel topic	☐	☐	
Program Administration			
Outreach and advertising	☐	☐	
Partnerships	☐	☐	
Budget	☐	☐	
Data management and reporting	☐	☐	
Library initiatives	☐	☐	
Press about the grant program	☐	☐	
Other topics	☐	☐	

IV. Staff Changes

Have you made any staff changes during the quarter?

☐ Yes

☐ No

If yes, please explain:

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
│                                                                     │
└─────────────────────────────────────────────────────────────────────┘
```

V. BIA Recognition and Accreditation

Indicate your progress towards BIA recognition and/or accreditation. Place a checkmark next to the appropriate response, and provide additional detail if requested.

☐ Received BIA recognition/accreditation during the quarter. Provide employee name, title, and date accreditation expires:

```
┌──────────────────────────────────────────────────────────┐
│                                                          │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

☐ Renewed BIA accreditation during the quarter. Provide employee name, title, and date accreditation expires:

```
┌──────────────────────────────────────────────────────────┐
│                                                          │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

☐ Pursuing BIA recognition/accreditation. Describe progress made during the quarter:

```
┌──────────────────────────────────────────────────────────┐
│                                                          │
│                                                          │
│                                                          │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

☐ Already BIA recognized and accredited. No changes to report.

☐ N/A, only attorneys provide naturalization application services.

FY 2014 Individuals Served Data Table

GranteeOrgName	Quarter	AlienNumber	CountryofBirth	DateEnrolled	ClassNumber	ClassLevel	HoursIn Class	PrePostTestUs ed	PreTestS core	PostTestS core

FY 2014 Individuals Served Data Table

DateScreenedbyGrantee	PreviouslyFiledN400	DateN400FiledByGrantee	DateG28FiledbyGrantee	N648FiledbyGrantee	FeeWaiverFiledbyGrantee	DateRFERespFiledbyGrantee	GranteeLegalRepatInterview	Date1stNatzTestPassed	Date1stNatzTestFailed	Date2ndNatzTestPassed	Date2ndNatzTestFailed

FY 2014 Individuals Served Data Table

DateOathTaken

FY 2014 Citizenship and Integration Grant Program
Class Data Table

Grantee Org Name	Class Name	Class Number	Class Level	Name of Instructor(s)	# of Aids/ Tutors	Date Class Started	Date Class Ended	Schedule (Days/Hrs)	# of Class Hours per Week	# of Weeks per Class Cycle	Total Instructional Hours Offered	Total Enrolled Students
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
											0	
TOTALS											0	0