



FY 2024 Citizenship and Integration Grant Program
Script
Wednesday, May 22, 2024
2 – 3 p.m. Eastern

Slide 1: FY 2024 Citizenship and Integration Grant Program

- Hello everyone. My name is Ebony Turner. I am a Community Relations Specialist within the Public Engagement Division of the U.S. Citizenship and Immigration Services, USCIS, Office of Citizenship, Partnership and Engagement, and I will be your host today.
- Thank you for joining us for our national engagement on the **FY 2024 Citizenship and Integration Grant Program**. Today we will review the Citizenship Instruction and Naturalization Application Services (CINAS) and Citizenship and Integration Training Academy (CITA) notices of funding opportunities.
- We have a detailed presentation lined up for you today, so I would like to quickly go over a few administrative reminders, and then turn the floor over to our first speaker, **USCIS Chief of Staff Felica Escobar Carrillo** and then to **Jane Sommerville, our Grants Branch Chief** within the USCIS Office of Citizenship.

Slide 2: Administrative Reminders

- As a reminder, this is a public meeting, but it is not for press purposes.
- For any media inquiries or on the record statements, please contact the USCIS Office of Public Affairs at media@uscis.dhs.gov.
- Any staff from congressional offices who are joining us today, if you have any follow-up questions or any briefing requests, please contact our USCIS Office of Legislative Affairs at: usciscongressionalinquiries@uscis.dhs.gov.
- All lines are muted and will remain muted until the question and answer portion of the webinar.
- You may submit written questions through the “Q&A box” on the right side of your screen.



- If you have general feedback or questions regarding today’s event, please share it with us at the Public Engagement mailbox at: Public.Engagement@uscis.dhs.gov.
- And with that, I will turn the call over to USCIS Chief of Staff Felica Escobar Carrillo.

Slide 3: Opening Remarks

- *USCIS Chief of Staff Felicia Escobar Carrillo delivers opening remarks.*

Slide 4: Agenda

- Good afternoon. My name is Jane Sommerville. I am the Chief of the Grants Division within the Office of Citizenship.
- On behalf of the USCIS Office of Citizenship, welcome to today’s webinar on the FY 2024 Citizenship and Integration Grant Program.
- Our agenda is listed on the slide and includes:
 - Welcome
 - Overview of the USCIS Citizenship and Integration Grant Program
 - FY 2024 Notice of Funding Opportunity – Citizenship Instruction and Naturalization Application Services (CINAS)
 - FY2024 Notice of Funding Opportunity– Citizenship and Integration Training Academy
 - Application Process – Grants.gov
 - Eligibility Requirements – DHS Grants and Financial Assistance Division
 - Questions and Answers

Slide 5: Welcome – USCIS Office of Citizenship

- I am pleased to be here with you today to share information on the USCIS Office of Citizenship and the Citizenship and Integration Grant Program.
- As you probably know, USCIS administers the nation’s lawful immigration system and has offices across the country.
- Within USCIS, the role of the Office of Citizenship is to provide federal leadership and tools and resources to foster immigrant integration, to promote instruction and training on citizenship rights and responsibilities, and to engage and support organizations in their integration efforts.



- We have an online resource center where you can find a lot of information and resources to support and prepare individuals for citizenship.
- You can find the Citizenship Resource Center at uscis.gov/citizenship.

Slide 6: Overview of the USCIS Citizenship and Integration Grant Program

- With regard to today's topic, I am thrilled to be here with my colleagues from Grants.gov and the Department of Homeland Security - DHS - to provide an overview of the eligibility requirements and application process for the Citizenship Instruction and Naturalization Application Services grant, CINAS, and the Citizenship and Integration Training Academy grant, CITA.
- While you may be familiar with the CINAS grant, this year we have a new funding opportunity in the CITA grant that we hope will help us further build capacity to deliver high-quality citizen education and naturalization preparation services.
- The work that the Grant Program does is truly special, as it supports work that you may already be doing in your own communities to prepare immigrants for naturalization.
- Immigrant integration is one of our key priorities, and the grant program is one of the most powerful tools we have to promote integration on a large scale.
- The goal of the Citizenship and Integration Grant Program is to expand the availability of high-quality citizenship preparation services for immigrants across the nation and to provide opportunities for immigrants to gain the knowledge and skills necessary to integrate into the fabric of American society.

Slide 7: Program Impact

- Since 2009, the USCIS grant program has funded organizations throughout the country to provide citizenship education and naturalization legal services, awarding \$155 million through 644 competitive grants to immigrant-serving organizations in 41 states and the District of Columbia. Now in its 16th year, the program has helped more than 350,000 lawful permanent residents prepare for citizenship.



Slide 8: FY 2024 Notices of Funding Opportunity

- In FY 2024, USCIS will offer \$12.6 million through two competitive funding opportunities:
 - Citizenship Instruction and Naturalization Applications Services Grant (CINAS), and
 - Citizenship and Integration Training Academy (CITA)
- On the following slides, we will briefly describe the CINAS and CITA grants and highlight the eligibility requirements for applicants.
- If your organization plans to apply, please review the full program descriptions and application instructions published in the Notices of Funding Opportunity, or NOFO.
- You can find the published NOFOs on [grants.gov](https://www.grants.gov).

Slide 9: CINAS Overview

- Approximately 40 grants of up to \$300,000 each.
- Two-year period of performance: October 1, 2024 – September 30, 2026.
- The goal of the CINAS grants is to support organizations that provide direct citizenship preparation services to immigrants.
- Citizenship preparation services include citizenship instruction and naturalization application services.

Slide 10: CINAS Overview, Cont.

- The terms “citizenship instruction services” and “naturalization application services” will be used throughout the presentation. To clarify, here is what we mean by these terms.
- **Citizenship Instruction Services:** Educational services that provide enrolled immigrants 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.
- **Naturalization Application Services:** Within the scope of the authorized practice of immigration law, grant recipients must assist qualified program participants by conducting naturalization eligibility screening, preparing and submitting Form N-400, Application for Naturalization, preparing for the naturalization interview, and providing ongoing case management as needed.



Slide 11: Who Can Apply for CINAS?

- Historically, a diverse range of organizations have been eligible to apply, including libraries, community colleges and community-based organizations.
- **An organization may also apply in partnership with another organization as the sub awardee.**

Slide 12: When Can Organizations Apply for CINAS?

- DHS is now accepting applications for the FY24 Citizenship Instruction and Naturalization Application Services Grant (CINAS) Notice of Funding Opportunity.
- The notice is published on www.grants.gov and includes specific information on the grant and details on what the grant proposal must include.
- Applications are due by 11:59 p.m. Eastern on June 21, 2024, via grants.gov.
- All applicants must have a Unique Entity Identifier number, a valid Employer Identification Number, and an updated System for Award Management account prior to submitting an application. Our colleagues from Grants.gov will provide more information about this shortly.

Slide 13: Review and Selection Process for CINAS

- After the application window closes on grants.gov, DHS conducts an initial eligibility review of all grant applications to ensure each one meets the minimum eligibility requirements.
- Organizations that submit incomplete or ineligible applications are notified if their application is removed from consideration.
- Following the eligibility review, USCIS will conduct a merit review of all eligible applications:
 - USCIS will convene panels of grant reviewers.
 - Applications will be scored and ranked based on the criteria published in the Notices of Funding Opportunity.
- Decisions are announced prior to October 1, 2024.
- Organizations that received funding under some FY 2023 grant programs are ineligible to apply for the FY 2024 grant program. Please review the eligibility section of the NOFO for additional details.



Slide 14: FY 2024 Notices of Funding Opportunity: Citizenship and Integration Training Academy (CITA)

- In FY 2024, USCIS will offer \$2.6 million through one competitive funding opportunity: the Citizenship and Integration Training Academy (CITA).
- On the following slides, we will briefly describe the CITA grant and highlight the eligibility requirements for applicants.
- If your organization plans to apply, please review the full program descriptions and application instructions published in the Notices of Funding Opportunity.
- Again, you can find the published NOFOs on [grants.gov](https://www.grants.gov).

Slide 15: CITA Overview

- Approximately 7 grants of up to \$400,000 each.
- Three-year period of performance: October 1, 2024 – September 30, 2027.
- The goal of the CITA grants is to train a new cadre of citizenship instructors and oversee the development of new citizenship programs.
- The funding will provide support to organizations that have not previously received USCIS funding.

Slide 16: CITA Overview, Cont.

- During year one, USCIS will provide 12 months of rigorous, mandatory training to enable organizations to establish and implement high-quality citizenship education programs for LPRs in year two and three.
- The CITA program will offer an optional component for funded organizations to pursue and establish a naturalization application services program staffed by two Department of Justice accredited representatives.

Slide 17: CITA Overview, Cont.

- During year two, grant recipients **MUST** launch a citizenship education program, applying the knowledge and expertise learned in year one and in accordance with their program development plan.



- Awardees that elect to establish a naturalization application services program MUST launch this program during year two of the grant.

Slide 18: CITA Overview, Cont.

- During year three, grant recipients are expected to have a fully operational citizenship education program and, if applicable, a fully operational naturalization application services program.
- USCIS staff will continue to provide on-going technical assistance in response to program performance challenges or deficiencies.

Slide 19: Who Can Apply for CITA?

- Applicants must demonstrate a minimum of one year of experience within the past three years providing adult education, English as a second language (ESL) instruction, or other services to adult immigrants.
- Applicants must also demonstrate extensive knowledge of the community they propose to serve.
- Applicants may not have received previous USCIS grants funds, as a primary grant recipient, subrecipient, or contractor.

Slide 20: Who Can Apply for CITA?, Cont.

- A diverse range of organizations have been eligible to apply for CITA.
- This includes nonprofits with 501(c)(3) or 501(c)(6) status; municipal, county state and special district governments; public and Indian housing authorities; tribal organizations and governments; and numerous school districts and institutions of higher education.

Slide 21: When Can Organizations Apply for CITA?

- The CITA grant opportunity was published on May 15, and DHS is now accepting applications for the FY 24 Citizenship and Integration Grant Program Notice of Funding Opportunity.
- The notice is published on www.grants.gov and includes specific information on the grant and details on what the grant proposal must include.
- Applications are due by 11:59 p.m. Eastern on July, 12, 2024, via grants.gov.



- Again, all applicants must have a Unique Entity Identifier number, a valid Employer Identification Number, and an updated System for Award Management account prior to submitting an application.
- In a few moments, we will turn the presentation over to experts from Grants.gov and DHS, who will share additional important information with you. Before I do that, I would like to briefly mention what happens after an organization applies for a USCIS grant.

Slide 22: Review and Selection Process for CITA

- The review and selection process for CITA is similar to the CINAS funding opportunity.
- DHS will conduct an initial eligibility review of all grant applications to ensure each application meets the minimum eligibility requirements, and notify applicants that submit incomplete or ineligible applications that they are removed from consideration.
- Following the initial eligibility review, USCIS will conduct a merit review of all eligible applications, which will include convening panels of grant reviewer and scoring and ranking applications based on the published criteria.
- Again, decisions are announced by the end of September 2024.

Slide 23: Eligibility Requirements

- *Jacquie Greely, Grants and Financial Assistance Division, Department of Homeland Security presentation on eligibility requirements.*

Slides 24: Eligibility Requirements Overview

- *Jacquie Greely, Grants and Financial Assistance Division, Department of Homeland Security presentation on eligibility requirements, contd.*
 - Applicant Eligibility Criteria
 - Not Eligible
 - Non-responsive Applications
 - Maintenance of Effort
 - Cost Share or Match
 - Key Dates Highlight



Slide 25: Grants Application Process

- *Grants.gov presentation begins.*
 - Application and Submission
 - System for Award Management (SAM.gov)
 - Grants.gov Account
 - Grants.gov resources

Slide 26: Application and Submission

- CINAS applications are due by June 21, 2024.
- CITA applications are due by July 12, 2024.
- Other key elements of the application and submission process:
 - Grants.gov
 - SAM Registration – Unique Entity Identifier (UEI) replaces DUNS
 - Grants.gov Registration
 - Grants.gov Tips and Resources

Slide 27: Registration: Before Grants.gov: System for Award Management (SAM.gov)

- Register with SAM at: www.SAM.gov to receive a Unique Entity Identifier (UEI).
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the Applicant Organization Role (AOR).
- 7-10 (or more) business days after completely registering, including submitting notarized letter to SAM.

Slide 28: Registration: SAM.gov and Grants.gov

- Organization data and EBiz POC information are transferred electronically from SAM to Grants.gov.
- Applicants within the organization can add a new profile to their account to associate with the organization.
- Visit SAM.gov for more information: <https://sam.gov/content/home>.
- **NOTE: SAM registration must be renewed annually.**



Slide 29: Registration: Grants.gov Account

- *Resources from the Grants.gov website, to include:*
 - Navigating Grants.gov
 - Registration
 - Search Grants
 - What's in a Funding Opportunity?
 - Applying with Workspace
 - Track Application Submission
 - Tips and Support Resources Training Topics
 - Navigating Grants
- <http://www.grants.gov/>

Slide 30: Tips for Applicants: Crafting Grant Proposals & Submitting Applications

- *Tips include:*
 - Register and submit early.
 - Thoroughly read and follow all the instructions provided by the agency.
 - Fill out SF-424 forms first.
 - Include sufficient program and budget details.
 - Attachment file names must be 50 characters or less and only contain UTF-8 characters.
 - Use correct UEI (Unique Entity Identifier) when creating a workspace.
 - Make sure you have Grants.gov-compatible PDF software (Adobe Reader).

Slide 31: Connect with Grants.gov

- *Connect with Grants.gov at:*
 - Applicant Support Center available 24/7 (closed on Federal holidays);
support@grants.gov | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)
 - Twitter: [@grantsdotgov](https://twitter.com/grantsdotgov)
 - Video tutorials on [YouTube](https://www.youtube.com/)
 - Subscribe to our blog: [Blog.Grants.gov](https://www.blog.grants.gov/)
 - Bookmark for [System Alerts](#)
 - Grants.gov Mobile App
 - Bookmark our [Online Help](#)
 - Subscribe to Grants.gov Email Newsletter & Alerts: Community@grants.gov

Slide 32: Questions?

- We will now move into our question and answer session.



- Please share your questions with us by entering them into the Q&A box at the bottom right-hand corner of the webinar platform.
- We ask that you limit your questions to the topic discussed today, the **FY 2024 Citizenship and Integration Grant Program**, CINAS and CITA Notices of Funding Opportunities.
- If you have not done so, we encourage you to visit uscis.gov/outreach to subscribe to updates from the Public Engagement Division. You will receive information updates and alert notifications about future engagement opportunities, including additional engagements on the Citizenship and Integration Grant Program and funding opportunities.
- As a final reminder, we cannot address any case-specific questions.

Slide 33: Resources

- *Please review the following resources for more information.*
- USCIS Grant Program Office: citizenshipgrantprogram@uscis.dhs.gov.
- Grants.gov: support@grants.gov or 1-800-518-4726
- DHS Grants Office: CISMailbox@hq.dhs.gov
- Subscribe or view a list of upcoming local and national engagements: uscis.gov/outreach.
- Share feedback on today's engagement or contact us: Public.Engagement@uscis.dhs.gov.
- ***End of Presentation***

Slide 34: Disclaimer

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Slide 35: About this Presentation

- Author: USCIS



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Slide 36: Dissemination

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- Please contact OoC for additional information at office.of.citizenship@uscis.dhs.gov.