



**U.S. Citizenship  
and Immigration  
Services**  
*Public Engagement Division*

# How to Apply for a USCIS Citizenship and Integration Grant Script

Wednesday, April 10, 2024  
2 – 3 p.m. Eastern

## **Slide 1: How to Apply for a USCIS Citizenship and Integration Grant**

- 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.
- Please note that this **webinar is being recorded**. The recording, transcript, and notes from this session may be posted to [uscis.gov](https://uscis.gov) and made available for public replay.
- Thank you for joining us for our national engagement on **How to Apply for a USCIS Citizenship and Integration Grant**.
- 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, Jamie Diatta, from the Grants Branch within our 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](mailto: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](mailto: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](mailto:Public.Engagement@uscis.dhs.gov).

**Slide 3: Agenda**

- Now, I would like to provide a quick review of today’s agenda.
- Soon I will turn the engagement over to my USCIS colleague to provide some welcoming remarks and give an overview of the Citizenship and Integration Grant Program.
- Following our USCIS presenter, we will hear a presentation on the grants application process from Sagal Musa, at Grants.gov.
- We will then hear from Jacqueline Greely of the Grants and Financial Assistance Division of the Department of Homeland Security, who will share a few highlights about the grants eligibility requirements.
- After our presenters, we will close the engagement with a question-and-answer session.
- I would now like to now turn the presentation over to Jamie Diatta.

**Slide 4: Welcome – USCIS Office of Citizenship**



- I am Jamie and as Ebony mentioned, I work in the Grants Branch of the Office of Citizenship at USCIS.
- 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](https://uscis.gov/citizenship).

**Slide 5: Overview of the USCIS Citizenship & Integration Grant Program**

- With regards to today's topic, I am thrilled to be here today with my colleagues from Grants.gov and the Department of Homeland Security - DHS - to provide an overview of the application process from the Citizenship and Integration Grant Program.
- 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 6: 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 300,000 lawful permanent residents prepare for citizenship.

### **Slide 7: Who Can Apply?**

- 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 8: When Can Organizations Apply?**

- DHS will begin accepting applications for the FY24 Citizenship and Integration Grant Program as soon as we publish the Notices of Funding Opportunity.
- These notices, which will be published on grants.gov, will include specific information on the types of grants we will offer and details on what each grant proposal must include.
- Historically, the application period has been open for 45-60 days. While this may seem like a lot of time, writing a grant proposal can be very time consuming.
- There are concrete steps organizations can take now to begin preparing for the application process. This is why USCIS has convened this seminar today – to share these tips with stakeholders.
- In a few moments, we will turn the presentation over to experts from grants.gov and DHS who will share this 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 9: Review and Selection Process**

- After the application window closes on grants.gov, DHS conducts an initial eligibility review of all grant applications to ensure each application 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 by the end of September 2024.

### **Slide 10: Grants Application Process**

- Good afternoon. My name is Sagal Musa, and I will provide an overview of the application process and Grants.gov resources.

### **Slides 11-34: Grants.gov slides**

- *Content read from slides. Topics include:*
  - Introduction to Grants.gov
    - What is Grants.gov?
    - What is the role of Grants.gov?
    - Why should applicants of USCIS grants be learning about Grants.gov?
  - Basics of Grants.gov
    - Registration: Login.gov and Grants.gov account
    - Navigation of Grants.gov / Important Tabs
      - Learn Grants tab, Search Grants tab, and Applicants tab
    - Search Grants
      - What is a funding opportunity?
      - Search tips for opportunities
  - Applying through Grants.gov
    - The System for Award Management (SAM.gov): <https://sam.gov>
    - Unique Entity Identifier (UEI) and the time required for it.
    - Reminder to check eligibility.
    - Workspace and Roles: <https://www.grants.gov/applicants/workspace-overview/workspace-roles>
      - E-Business Point of Contact (EBiz POC)/
      - Expanded Applicant Organization (Expanded AOR) role and why is it important.
      - Documenting your application process.
      - Applying with workspace, and helpful tips.



- Tracking application submission.
  - Grants.gov Resources for Applicants
    - Online resources: chatbot, newsletters, videos, blogs and grant writing basics samples.
  - Customer assistance
    - Grants.gov Contact Center
    - Grantor POC info noted in a sample notice of funding opportunity (NOFO).
  - Closing remarks
    - Grants.gov website resources
    - Ways to contact Grants.gov.
- *Sagal reviews the information and turns the floor over to Jacquie.*

**Slide 35: Eligibility Requirements:**

- *Jacquie begins the DHS Grants presentation. Jacquie will share highlights of the eligibility process, including:*
  - *Applicant Eligibility Criteria*
  - *Not Eligible*
  - *Non-responsive Applications*
  - *Maintenance of Effort*
  - *Cost Share or Match*
- *Jacquie reviews the information and turns the floor over to Ebony.*

**Slide 36: Questions?**

- *PED facilitates the question and answer session.*
- Thank you, Jamie, Sagal, and Jacquie, for those wonderful presentations.
- 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, “How to Apply for a FY 2024 USCIS Citizenship and Integration Grant.”



- We will not be addressing the details of any specific funding opportunity. Today we are here to help with any questions on the general grant application process and requirements.
- We will host an additional engagement within the coming months to discuss the details of the FY 2024 Notices of Funding Opportunity once they are published.
- If you have not done so, we encourage you to visit [uscis.gov/outreach](https://uscis.gov/outreach) to subscribe to updates from the Public Engagement Division. You will receive information updates when the grant application period opens, and alert notifications about future engagement opportunities, including engagements on the Citizenship and Integration Grant Program.
- As a final reminder, we cannot address any case-specific questions.

### **Slide 37: Resources**

- *PED reviews the resources and contact information on the slide and closes out the event.*
- USCIS Grant Program Office: [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov).
- Grants.gov: [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726
- Subscribe or view a list of upcoming local and national engagements: [uscis.gov/outreach](https://uscis.gov/outreach).
- Share feedback on today's engagement or contact us: [Public.Engagement@uscis.dhs.gov](mailto:Public.Engagement@uscis.dhs.gov).
- ***End of Presentation***

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### **Slide 39: About this Presentation**



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**Slide 40: Dissemination**

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- Please contact OoC for additional information at [office.of.citizenship@uscis.dhs.gov](mailto:office.of.citizenship@uscis.dhs.gov).