

FY 2012 Citizenship and Integration Grant Program Glossary

TERM	DEFINITION
ADA Compliance	Compliant with the American Disabilities Act. For additional information, please see: 41 USC §12101, et seq.
Authorized Practice of Immigration Law	The term <i>authorized practice of immigration law</i> refers to an individual or organization that has the training or education necessary to provide accurate and current legal advice on immigration-related matters. Typically, this is limited to BIA Accredited Representatives who work for BIA Recognized Organizations, or an attorney who is a member in good standing of the “bar” of a U.S. state. According to the U.S. Department of Justice, “other qualified representatives” may represent immigrants in immigration court. For further details on the definition of “other qualified representatives,” refer to the Department of Justice’s Fact Sheet entitled, Who Can Represent Aliens in Immigration Proceedings , available on the Department of Justice’s website. See also, <i>Unauthorized Practice of Immigration Law</i> .
BIA	The Board of Immigration Appeals. The BIA is a division of the Department of Justice’s Executive Office of Immigration Review. The BIA is the highest administrative body for interpreting and applying immigration laws. The Board has been given nationwide jurisdiction to hear appeals from certain decisions rendered by Immigration Judges and by District Directors of the Department of Homeland Security (DHS) in a wide variety of proceedings in which the government of the United States is one party and the other party is either an alien, a citizen, or a business firm. In addition, the Board is responsible for the recognition of organizations and accreditation of representatives requesting permission to practice before DHS, the Immigration Courts, and the Board. ¹
BIA Accreditation	An employee of a BIA Recognized organization may apply for BIA Accreditation. This status is conferred upon qualified individuals who are able to demonstrate through the application process that they possess the necessary qualifications to represent an immigrant in immigration matters. Individuals may receive full or partial accreditation. Full Accreditation allows the representative to represent the immigrant before DHS, Immigration Courts, and the Board. Partial Accreditation allows the representative to represent aliens before DHS only. ²

¹ *Board of Immigration Appeals*, Executive Office of Immigration Review, Department of Justice, <http://www.justice.gov/eoir/biainfo.htm>.

² *Recognition and Accreditation Program Overview*. Executive Office of Immigration Review, Department of Justice, http://www.justice.gov/eoir/statspub/raroster_files/RA_Overview_%202010-10-07.pdf.

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BIA Recognition	A non-profit religious, charitable, social service, or similar organization established in the United States and recognized as such by the Board of Immigration Appeals may designate a representative or representatives to practice before DHS, the Board of Immigration Appeals, and the Immigration Courts, or before DHS alone ² (<i>See</i> 8 C.F.R. §§ 292.2, 1292.2). To obtain BIA Recognition, an organization must only charge nominal fees and must demonstrate adequate knowledge, information, and experience. See also, <i>BIA Accreditation, Authorized Practice of Immigration Law, and Unauthorized Practice of Immigration Law.</i>
CBO	Community-based organization; usually a non-profit organization.
Central Contractor Registration (CCR)	The Central Contractor Registration (CCR) is a Web-enabled government wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes.
Citizenship Instruction	Instruction to prepare permanent residents for the civics (U.S. history and government) and English (reading, writing, and speaking) components of the naturalization test.
Cost Sharing	Cost sharing occurs when a grant recipient contributes its own financial, human or material resources towards achieving grant program objectives. Under the USCIS Citizenship and Integration Grant Program, cost sharing is encouraged, but not required. Any organization planning to offer cost sharing should include the proposed contribution in its proposed budget and clearly label the resource as a cost sharing contribution.
Data Universal Numbering System (DUNS)	The Data Universal Numbering System (DUNS) number is a unique nine-character number that identifies community-based organizations. It is a tool of the federal government to track how federal money is distributed.
Direct Costs	Per OMB Circular A-21, Section D.1., direct costs are costs that can be identified specifically with a particular sponsored project, an institutional activity, or that can be directly assigned to activities relatively easily with a high degree of accuracy. Examples include salaries of staff assigned to a specific project, materials and supplies, and travel.
ESL	English as a Second Language.
FOA	Funding Opportunity Announcement. The FOA is a document stating the terms of the grant award. Information contained in an FOA includes the type of projects the awards will fund, the required information to include in the proposal, guidelines for writing the proposal, evaluation criteria, the deadline for proposal submissions, and other relevant information.

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Fringe Benefit Rate Agreement	The fringe benefit rate is expressed as a percentage of salary and the dollar amount is calculated by applying the appropriate fringe benefit percentage rate to each employee’s salary to be charged to the project.
FY	Fiscal Year. The federal government’s fiscal year runs from October 1 to September 30.
Indirect Costs	Per OMB Circular A-21, Section E.1., indirect costs are costs that are incurred for common or joint objectives and therefore cannot be identified readily and specifically with one particular project or any other institutional activity. Examples include: utilities, general office supplies, and salaries of staff who support multiple programs and initiatives.
Indirect Cost Rate Agreement	An agreement that evidences the rate at which an organization will request reimbursement for indirect costs incurred during the day to day operations of a federal grant program.
Low-Income	A household income at or below the Department of Health and Human Services poverty guidelines of \$22,350 for a family of four.
LPRs	Lawful Permanent Residents, also known as “green card holders.” Recipients of the Citizenship and Integration Grant Program must use grant funds to serve only LPRs.
Memorandum of Understanding (MOU)	A memorandum of understanding (MOU) is a formal agreement between two parties that defines each party's rights and responsibilities.
Naturalization Application Services	Legal services, within the scope of the authorized practice of immigration law, provided to LPRs to support the naturalization application and interview process. Services may include: naturalization eligibility screening and advice, Form N-400 preparation and submission, and interview preparation.
Non-Responsive Application	An application that does not meet one or more of the requirements listed in Section V. Application Review Information and Selection Process of the FOA. Applications that are determined to be non-responsive will not be reviewed.
Partner Organization	Applicants may include a partner organization in their proposal. The partner may provide a portion of the direct services or some other contribution to the applicant’s proposed grant project. A partner organization is considered a “sub-awardee” if the organization will receive a portion of the grant funding to provide additional or complementary direct services. The applicant must provide the citizenship instruction. The partner organization may provide additional citizenship instruction, naturalization application services, or both.

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Performance Period	The performance period is a set amount of time, determined by the awarding agency, in which the grant recipient is able to access grant funds and perform all grant-related tasks. The performance period for the FY 2012 Citizenship and Integration Grant Program is October 1, 2012 through September 30, 2014.
Quarter Dates	<p>The quarterly dates for the first year of the grant program are as follows:</p> <p>Quarter 1: October 1, 2012 to December 31, 2012 Quarter 2: January 1, 2013 to March 31, 2013 Quarter 3: April 1, 2013 to June 30, 2013 Quarter 4: July 1, 2013 to September 30, 2013</p> <p>The quarterly dates for the second year of the grant program are as follows:</p> <p>Quarter 1: October 1, 2013 to December 31, 2013 Quarter 2: January 1, 2014 to March 31, 2014 Quarter 3: April 1, 2014 to June 30, 2014 Quarter 4: July 1, 2014 to September 30, 2014</p>
Recent Experience	Experience within the past five (5) years.
Sub-awardee	A sub-awardee is a partner organization that receives a portion of grant funds from the grant recipient in order to provide direct citizenship preparation services. There must be a Memorandum of Understanding (MOU) signed by the applicant and sub-awardee. The sub-awardee must also have a DUNS number. See also, <i>Memorandum of Understanding</i> and <i>Partner Organization</i> .
Sub-contract	A sub-contract is a legal contract in which the grant recipient hires an individual, business or organization to do a specific task or set of tasks. Sub-contracting is permitted under the Citizenship and Integration Grant Program, but applicants may <i>only</i> propose a sub-contract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. The applicant must directly provide the citizenship instruction and must demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management.
Targeted Underserved Immigrant Communities	Immigrant populations that the applicant has identified as having a particularly high need for services in the community. Some examples include low-income populations, populations with a low education level, and immigrants of certain ages and groups.

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Unauthorized Practice of Immigration Law (UPIL)	<p>The term <i>unauthorized practice of immigration law</i> generally refers to legal advice offered by individuals or organizations that lack adequate legal training or education to offer such advice. This term can apply to fraudulent practices, such as individuals who impersonate attorneys and collect steep fees without actually providing any services to immigrants. This term can equally apply to well-intentioned individuals who wish to help immigrants obtain benefits, but whom simply lack sufficient or current training or education on immigration laws. The best way to avoid the unauthorized practice of immigration law is to ensure that only the following types of individuals provide or supervise naturalization application services under the Citizenship and Integration Grant Program:</p> <ol style="list-style-type: none">(1) An attorney who is a member in good standing of the “bar” of a U.S. state, or(2) A BIA Accredited Representative who works for a BIA Recognized Organization. <p>For more information, please visit www.uscis.gov/avoidscams.</p>
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