

FY 2013 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.
Attorney	Any person who is eligible to practice law in, and is a member in good standing of the bar of, the highest court of any State, possession, territory, or Commonwealth of the United States, or of the District of Columbia, and is not under any order suspending, enjoining, restraining, disbaring, or otherwise restricting him or her in the practice of law. See 8 CFR Part 1.2 .
Authorized Practice of Immigration Law	Provision of accurate and current legal advice on immigration – related matters by an authorized and qualified individual or organization. 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. See 8 CFR Part 292 , 8 CFR Part 103.2(a)(3) , and 8 CFR Part 1.2 .
BIA	An abbreviation for 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 BIA 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 BIA is responsible for the recognition of organizations and accreditation of representatives requesting permission to practice before DHS, the Immigration Courts, and the BIA. ¹
BIA Accredited Representative	A person representing an organization described in 8 CFR 292.2 who has been accredited by the Board of Immigration Appeals (BIA). See 8 CFR Part 292.1(a)(4) .
BIA Accreditation	The status 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 representation before DHS, Immigration Courts, and the BIA. Partial Accreditation allows representation before DHS only.
BIA Recognized Organization (BIA)	A non-profit religious, charitable, social service, or similar organization established in the United States and recognized as

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

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Recognition)	such by the BIA may designate a representative or representatives to practice before DHS, the BIA, and the Immigration Court, or before DHS alone. Such organization must establish to the satisfaction of the BIA that: (1) It makes only nominal charges and assesses no excessive membership dues for persons given assistance; and (2) It has at its disposal adequate knowledge, information and experience. See 8 CFR Part 292.2(a) .
CBO	An abbreviation for community-based organization; usually a non-profit organization.
Citizenship Instruction	Instruction to prepare lawful permanent residents for the civics (U.S. history and government) and English (reading, writing, and speaking) components of the naturalization test.
Class Cycle	A period of time with beginning and end dates during which class meetings are held on a frequent basis. A class cycle is often referred to as a “term,” “quarter,” or “semester.”
Class Outline	A class plan or syllabus. A class outline should include the class level, learning objectives, the schedule, topics to be covered, and corresponding materials.
Cost Sharing	The portion of the project or program costs not borne by the Federal Government. 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. For more information, see 2 CFR Part 215 or 44 CFR Part 13 .
Data Universal Numbering System (DUNS)	A unique nine-character number that identifies community-based organizations. It is a tool of the federal government used to track how federal money is distributed.
Direct Costs	Costs that can be identified specifically with a particular sponsored project, an institutional activity, or that can be directly assigned to activities relatively easy with a high degree of accuracy. Examples include salaries of staff assigned to a specific project, materials and supplies, and travel. For more information, see OMB Circular A-21, OMB Circular A-87, or OMB Circular A-122.
Employee	A person who provides services to an employer in exchange for compensation and who does not provide these services as part of an independent business. The term does not include board members or contracted individuals. The following factors of a job arrangement may indicate that an individual is an employee: a. the individual is paid by the employer;

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	<ul style="list-style-type: none"> b. the individual may be fired by the employer; c. the employer furnishes the individual with tools or equipment and a place to work; d. the individual receives training from the employer; e. the individual is required to follow the employer's instructions; f. the individual's hours of work are set or can be set by the employer; g. the individual is restricted by the employer from doing work for others; and h. other applicable factors.
Employer	In the context of this funding opportunity announcement, an employer is an organization with public or non-profit status that has the ability to hire, pay, fire, supervise or otherwise control the work of employee.
ESL	An abbreviation for English as a Second Language.
FOA	An abbreviation for Funding Opportunity Announcement. The FOA is a publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. 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.
Form G-28 Notice of Entry of Appearance as Attorney or Accredited Representative	Form on which attorneys and accredited representatives provide information to establish their eligibility to appear and act on behalf of an applicant, petitioner, or respondent before U.S. Citizenship and Immigration Services. Form G-28 may be downloaded here .
Form N-400 Application for Naturalization	Form used to apply for U.S. citizenship. Form N-400 may be downloaded here .
Form N-648 Medical Certification for Disability Exceptions	Form intended for citizenship applicants who seek an exception to the English and civics testing requirements for naturalization because of physical or developmental disability or mental impairment. Form N-648 may be downloaded here .
Fringe Benefits	Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.
Fringe Benefit Rate	Expressed as a percentage of salary. The dollar amount is calculated by applying the appropriate fringe benefit percentage rate to each employee's salary to be charged to the project. For more information, see OMB Circular A-21, OMB Circular A-87, or OMB Circular A-122.
Fringe Benefit Rate Agreement	An agreement that has been approved by a cognizant federal agency that evidences the rate at which an organization will request

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	reimbursement for fringe benefits under the grant program.
FY	An abbreviation for Fiscal Year. The federal government's fiscal year runs from October 1 to September 30.
Indirect Costs	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. For more information, see OMB Circular A-21, OMB Circular A-87, or OMB Circular A-122.
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.
In-Kind Contribution	The value of non-cash contributions (i.e., property or services) that: <ol style="list-style-type: none"> 1. Benefit a Federally assisted project or program; and, 2. Are contributed by non-Federal third parties, without charge, to a recipient, subrecipient, or cost-type contractor under the award.
Lawful Permanent Resident	Any person not a citizen of the United States who is residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant. Also known as "Permanent Resident Alien," "Resident Alien Permit Holder," and "Green Card Holder."
Legal Advice	A legal opinion or recommendation offered as a guide to action. Legal advice is determined by applying the law to a given set of facts.
Low-Income	A household income at or below the 2013 Department of Health and Human Services poverty guidelines of \$23,550 for a family of four.
Memorandum of Understanding (MOU)	A memorandum of understanding (MOU) is a formal agreement between parties that defines each party's rights and responsibilities.
National Reporting System (NRS)	An outcome-based reporting system developed by the U.S. Department of Education for state-administered, federally funded adult education programs. For a list of NRS levels, click here .
Nationally Normed Standardized Assessment Tests	In the context of citizenship education, this refers to specific tests used to determine a student's English language proficiency. For a list of standardized tests that the Department of Education determines to be suitable, click here .
Naturalization Application Services	Legal services, within the scope of the authorized practice of immigration law, provided to lawful permanent residents to support the naturalization application and interview process. Services may include: naturalization eligibility screening, legal advice, Form N-400 preparation and submission, and interview preparation.
Naturalization Eligibility Screening	A systematic assessment, conducted by an attorney or BIA accredited representative, used to determine whether an individual is eligible to apply for U.S. citizenship. Eligibility screenings

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	include the provision of legal advice.
Newly-Enrolled Non-Duplicated Citizenship Students	A student enrolled in a grant-funded citizenship class for the first time. Individuals may not be counted as newly-enrolled more than once throughout the grant performance period, even if they enroll in multiple classes.
Non-Profit Organization	Any corporation, trust, association, cooperative, or other organization which: <ol style="list-style-type: none"> a. is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; b. is not organized primarily for profit; and c. uses its net proceeds to maintain, improve, and/or expand its operations.
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 partner organization may provide citizenship instruction, naturalization application services, or both.
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 2013 Citizenship and Integration Grant Program is October 1, 2013 through September 30, 2015.
Private Practice	To engage in one's profession as an independent provider rather than as an employee.
Pro Bono Attorney	An attorney who provides legal services voluntarily and without payment as a public service.
Quarter Dates	<p>The quarterly dates for the first 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> <p>The quarterly dates for the second year of the grant program are as follows:</p> <p>Quarter 1: October 1, 2014 to December 31, 2014 Quarter 2: January 1, 2015 to March 31, 2015</p>

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	<p>Quarter 3: April 1, 2015 to June 30, 2015</p> <p>Quarter 4: July 1, 2015 to September 30, 2015</p>
Recent Experience	Experience within the past five (5) years.
Representation	Includes “practice” and “preparation” as defined in 8 CFR Part 1.2 .
SAM	An abbreviation for the System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities of a variety of systems (CCR/FedReg, ORCA, and EPLS) used in federal procurement and awards processes.
Sub-Awardee	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.
Sub-Contract	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. Applicants may not enter into a sub-contract with a private attorney. The applicant 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.
Unauthorized Practice of Immigration Law (UPIL)	<p>Provision of legal advice or immigration services by an individual or organization not permitted to do so under 8 CFR Part 292, 8 CFR Part 103.2(a)(3), and 8 CFR Part 1.2. 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> <p style="padding-left: 40px;">(1) An attorney who is eligible to practice law in, and is a member in good standing of the bar of, the highest court of any State, possession, territory, or Commonwealth of the United States, or of the District of Columbia, and is not</p>

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	<p>under any order suspending, enjoining, restraining, disbaring, or otherwise restricting him or her in the practice of law, or</p> <p>(2) A BIA Accredited Representative who is employed by a BIA Recognized Organization.</p> <p>For more information, please visit www.uscis.gov/avoidscams.</p>