

FY 2016 Citizenship and Integration Grant Program Glossary

TERM	DEFINITION
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	Occurs when an authorized and qualified individual or organization provides accurate and current legal advice on immigration-related matters. Typically, this is limited to BIA-accredited representatives who work for BIA-recognized organizations or to 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 nationwide jurisdiction to hear appeals from certain decisions rendered by immigration judges and by district directors of the Department of Homeland Security (DHS). These appeals occur in a wide variety of proceedings in which the government of the United States is one party and the other party is a foreign national, a citizen or a business firm. The BIA is also responsible for recognizing organizations and accrediting representatives who request permission to practice before DHS, 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 BIA. See 8 CFR Part 292.1(a)(4) .
BIA accreditation	The status the BIA gives to qualified individuals who demonstrate through an 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 recognition)	The BIA recognizes certain non-profit religious, charitable, social service, or similar organizations established in the United States and allows them to designate a representative or representatives to practice before DHS, the BIA, and immigration courts, or before DHS alone. An organization must prove to the BIA that:

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

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	<p>(1) It charges only nominal fees and does not assess excessive membership dues from the people it assists; and</p> <p>(2) It has at its disposal adequate knowledge, information and experience to practice immigration law.</p> <p>See 8 CFR Part 292.2(a).</p>
Class cycle	The time period, such as a term or semester, when classes are held on a frequent or regular basis. This time period has a beginning and end date.
Cost sharing	The portion of the project or program costs not covered by the federal government. Cost sharing occurs when a grant recipient contributes its own financial, human or material resources towards achieving grant program objectives. 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 .
Data Universal Numbering System (DUNS)	A unique nine-character number that identifies community-based organizations. The federal government uses these numbers to track how federal money is distributed.
Direct costs	Costs that can be identified specifically with a particular sponsored project or an institutional activity, or easily assigned to activities with a high degree of accuracy. Examples include the 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	<p>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:</p> <ol style="list-style-type: none"> a. The employer pays the individual; b. The employer may fire the individual; c. The employer provides the individual with tools or equipment and a place to work; d. The employer trains the individual; e. The individual is required to follow the employer's instructions; f. The employer sets or can set the individual's work hours; g. The employer restricts the individual from working for others; and h. Other applicable factors.
Employer	In the context of this notice of funding opportunity, 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 an employee.

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Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative	The form that attorneys and accredited representatives use to provide information establishing their eligibility to appear and act on behalf of an applicant, petitioner or respondent before USCIS. Form G-28 may be downloaded at www.uscis.gov/g-28 .
Form N-400, Application for Naturalization	The form used to apply for U.S. citizenship. Form N-400 may be downloaded at www.uscis.gov/n-400 .
Form N-648, Medical Certification for Disability Exceptions	The form for 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 at www.uscis.gov/n-648 .
Fringe benefits	Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.
Fringe benefit rate	The value of fringe benefits expressed as a percentage of salary. Calculate the dollar amount 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 (usually the agency that provides the most funding to the grant recipient) that establishes the rate at which an organization will request 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	Common or joint costs that cannot be readily and specifically identified with one particular project or any other institutional activity. Examples include: utilities, general office supplies, and salaries of staff that 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 establishes 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 (such as property or services) that: <ol style="list-style-type: none"> 1. Benefit a federally assisted project or program; and 2. Are provided for free by non-federal third parties to a recipient, sub-recipient or cost-type contractor under the award.
Lawful permanent resident	Anyone who is not a U.S. citizen and is residing in the United States under legally recognized and lawfully recorded permanent residence status. 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 and

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	based on applying the law to a given set of facts.
Low-income	A household income at or below the 2016 Department of Health and Human Services poverty guidelines . For a family of four, this would be below \$24,300.
Memorandum of Understanding (MOU)	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 more information, see this list of NRS test benchmarks for educational functioning levels.
Nationally normed standardized assessment test	In the context of citizenship instruction, this refers to specific tests used to determine a student's English language proficiency. The Department of Education has a list of approved standardized tests .
Naturalization application services	Legal services, provided within the scope of the authorized practice of immigration law, that help lawful permanent residents go through 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 in order to determine if an individual is eligible to apply for U.S. citizenship. Eligibility screenings include legal advice.
Non-duplicated citizenship students	A student enrolled in a grant-funded citizenship class for the first time. A program cannot count a student as newly-enrolled more than once during the grant performance period, even if the student enrolls in multiple classes.
Nonprofit organization	Any corporation, trust, association, cooperative or other organization which: <ul style="list-style-type: none"> a. Operates 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 under Eligibility Information – Non-Responsive Applications in the notice of funding opportunity. USCIS will not review applications that are non-responsive.
Partner organization	Applicants to the Citizenship Instruction and Naturalization Application Services grant opportunity 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

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	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, as 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 2016 Citizenship and Integration Grant Program is October 1, 2016 through September 30, 2018.
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	<p>The quarterly dates for the first year of the grant program are as follows: Quarter 1: October 1, 2016 to December 31, 2016 Quarter 2: January 1, 2017 to March 31, 2017 Quarter 3: April 1, 2017 to June 30, 2017 Quarter 4: July 1, 2017 to September 30, 2017</p> <p>The quarterly dates for the second year of the grant program are as follows: Quarter 1: October 1, 2017 to December 31, 2017 Quarter 2: January 1, 2018 to March 31, 2018 Quarter 3: April 1, 2018 to June 30, 2018 Quarter 4: July 1, 2018 to September 30, 2018</p>
Recent experience	Experience within the past three (3) years.
Representation	Includes "practice" and "preparation" as defined in 8 CFR Part 1.2 .
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-awardees are not permitted under the Citizenship Instruction grant opportunity.
Subcontract	A legal contract in which the grant recipient hires an individual, business or organization to do a specific task or set of tasks. Subcontracting is permitted under the Citizenship and Integration Grant Program, but applicants may <i>only</i> propose a subcontract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. Applicants may not enter into a subcontract with a private attorney. The applicant must demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management.
Underserved immigrant	Immigrant populations identified as having a particularly high need

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communities	for services in the community. Some examples include low-income populations, populations with a low education level, and immigrants of certain ages and groups.