

in ordinary usage, have a general knowledge of United States history and government, or meet the statutory exemptions to these requirements.

2. Conduct English and civics classes for applicants and offer the standardized citizenship test, or refer the applicants to educational or community organizations that offer these services.

3. Encourage universities, colleges, high schools and adult education programs to offer English, United States history and government courses which could be recognized by the INS.

4. Develop and maintain accurate records tracking individual applicant's progress through the educational programs.

D. Cooperate and coordinate with INS offices in the submission of naturalization applications according to local procedures.

1. Assist, as needed, in the coordination of INS sponsored public forums, off-site adjudication of naturalization applications, and other activities related to both judicial and administrative oath ceremonies, including leasing of appropriate facilities to conduct these activities.

2. Ensure that arrangements made for oath ceremonies enhance the patriotism and dignity of such ceremonies.

E. Provide follow-up education to newly naturalized Americans on citizenship responsibilities, such as voter registration, serving on juries, community and school involvement, anticrime efforts, neighborhood improvements, and similar activities.

Proposals shall discuss how the various components of the pilot project strategies will be implemented in the INS jurisdiction(s) based on the organization's experience, expertise and resources. Discussions of campaign strategies and supporting rationale should be clear and concise, reflecting sound evidence and reasoning.

Part III: Conditions

Organizations should be aware of the following conditions affecting the pilot project strategies:

A. Representation

In order to ensure competent assistance for naturalization applicants, the organization, whether functioning alone or as a consortium of affiliated entities assisting naturalization applicants to prepare and file their applications, shall have attorneys or accredited representatives on staff or as *pro bono* volunteers who are responsible for directing, supervising or coordinating the organization's counseling and representation activities in the preparation of such applications

in accordance with title 8, Code of Federal Regulations, § 292.2.

B. Prohibition on Assessing or Requesting Fees or Donations

The organization and its affiliated entities shall not request, accept, or receive any fees or donations for any activities or services described in this solicitation, and provided under the cooperative agreement, such as, but not limited to, assisting applicants to prepare and file naturalization applications, ancillary assistance such as fingerprints and photographs, and rendering educational courses.

C. Progress and Other Reports

1. The organization shall submit progress reports to the INS on a quarterly basis. Each report shall be typewritten as a narrative not exceeding ten (10) pages, and shall describe pilot project strategies developed and implemented in the INS jurisdiction(s) noted in the cooperative agreement. The narrative shall summarize the following, highlighting accomplishments, results and innovative approaches:

a. Specific outreach activities and events.

b. Statistics detailing the number of persons assisted to prepare and file their naturalization applications, particularly in group sessions; the number of persons who made an initial contact but did not apply; the numbers by category of persons whose applications were approved, denied, rescheduled, withdrawn or are pending; and the number of persons sworn in as new citizens.

c. The use of innovative application filing procedures, such as electronic systems.

d. Educational programs assisting applicants to meet the English and civics requirements; various approaches and methodologies used; and statistics by category of the number of applicants currently enrolled in programs, and of those who were previously enrolled and whether they passed, failed, or dropped out.

e. Special outreach and programmatic activities conducted with INS offices.

f. Follow-up citizenship education programs.

2. Other reasonable work-flow reports as requested.

D. The organization will provide all staff, materials, supplies, space, and equipment to provide naturalization applicants with general information, technical assistance, and educational services to complete and file their naturalization applications, prepare for their INS interviews, and learn the scope of citizenship responsibilities.

E. The INS directly and through its official representatives will monitor program activities of the organization and provide technical assistance and INS forms to the organization and its affiliated entities.

F. The INS recognizes that the organization may be engaged in a wide range of other immigration related activities, such as general immigration counseling, refugee resettlement, social services, etc. The cooperative agreement does not in any way limit the organization's performance of these services for the receipt of fees or donations. No provision of the agreement shall be construed as a prohibition against the performance of such other normal services, or other activities not directly related to the agreement. Nonetheless, the organization shall use any monies disbursed by INS under the agreement exclusively for activities and services designated as part of the naturalization pilot project.

Part IV: Program Management and Coordination

In order to insure effective implementation of the pilot project activities, proposals shall describe how the organization plans to manage and coordinate the pilot project strategies according to the following guidance:

The organization, whether functioning alone or directing and coordinating a consortium of entities, shall be primarily and exclusively responsible for the performance of all pilot project activities, including those implementing by its affiliated entities.

A. Appoint a Project Manager

1. Subject to the approval of INS, the organization shall appoint a project manager with the authority and ability to carry out the pilot project activities, and an alternate to act in the manager's absence. The organization shall notify the INS in writing at least ten (10) days in advance of any proposed changes in the persons designated for these positions.

2. The project manager shall insure that adequate numbers of trained staff are available to provide information and assist applicants in completing the naturalization process and other related activities without excessive delay.

3. The project manager and staff shall communicate regularly with local INS officials to coordinate and facilitate the naturalization process and other project activities.

4. The project manager shall respond to inquiries from the INS on matters related to the cooperative agreement