

requiring immediate, follow-up or other relevant action in a timely manner.

B. Coordination of Consortium of Affiliated Entities

If functioning as a consortium, the organization, through its project manager, will coordinate and be responsible for all pilot project activities performed by its affiliated entities.

C. Establishment, Operation and Closing of Affiliated Entities

1. For the purpose of program coordination, the project manager shall provide all INS offices in the jurisdictions served with the complete names, addresses, and telephone numbers, of the persons in charge of each affiliated entity participating in the consortium, as well as the tasks to be performed by each entity in the respective jurisdiction(s).

2. The project manager shall also perform the following administrative responsibilities related to the consortium:

a. Consult with and provide the INS notification and written justification three weeks prior to the recommended phasing-in or removal of any affiliated entities. Obtain written approval from the INS prior to their inclusion in the consortium. No unilateral phase-ins will be permitted. The relationship of all affiliates will be approved by the INS. Those affiliated entities approved in the application process will have met this requirement.

b. Develop and submit for INS approval, written agreements with all affiliated entities that incorporate all applicable programmatic and budgetary provisions relating to the pilot project activities.

c. Monitor the activities of the affiliated entities and provide required assistance to assure continued efficient operation of each entity.

Part V. Financial Reporting and Records Retention

A. Financial Reporting

The organization awarded the cooperative agreement is required to submit a financial status report reflecting financial information related to Federal obligations and outlays. This report is required for each active quarter on a calendar-quarterly basis. The report is due 45 days after the end of each calendar quarter. The final financial status report is due 90 days after the end of the cooperative agreement period or any extension thereof.

B. Records Retention

All financial records, supporting documents, statistical records, and all

other records pertinent to the aware shall be retained for at least three years from the closed audit report date for purposes of Federal examination. The retention requirement extends to books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records.

Part VI. Evaluation of Pilot Project Strategies

The central goal of this program is to determine which pilot program strategies are most effective, and should therefore be included in future INS naturalization outreach efforts. Therefore, it is crucial that the methods of evaluating the strategies are accurately and objectively described. The organization shall submit a full evaluation of the project's effectiveness within 60 days of the conclusion of the program.

Selection Criteria

The final selection for award of the cooperative agreement will be made by the Executive Associate Commissioner, Programs, Immigration and Naturalization Service.

Proposals will be submitted to a review panel. The INS anticipates seeking assistance from sources with specialized knowledge in naturalization and other immigration laws, and evaluating proposals, including the Community Relations Service, Office of Special Counsel for Immigration Related Unfair Employment Practices, Commission on Immigration Reform, Office of Refugee Resettlement, and Commission on Civil Rights. Each panelist will evaluate proposals for effectiveness and efficiency, emphasizing the factors enumerated below. The panel's results are advisory in nature and not binding on the INS. Letters of support, endorsement or recommendation will not be accepted.

Organizations should be aware that the State of California is planning to fund some educational programs focusing on naturalization applicants. Unnecessary duplication of specific efforts under those programs should be avoided.

To determine which organization should be awarded the cooperative agreement, the INS will consider the following (based on a 200 point scale):

A. Program Design (40 points)

Sound program design and cost effective strategies utilized to increase awareness of naturalization are imperative. In developing their

proposals, organizations should demonstrate evidence of in-depth knowledge of the goals and objectives of the project; identify INS jurisdictions in which activities will be performed, and the organization's qualifications to accomplish these goals effectively; discuss a cost effective strategy to enhance public awareness of naturalization, justifying planned programmatic strategies; and outline the evaluation methods that will be used to measure the effectiveness of the pilot project, and describe their precision in indicating to what degree the program is successful.

Consequently, areas that will be closely examined in the program design include the following elements:

1. Creative and innovative outreach approaches to make eligible applicants aware of naturalization benefits. (5 points)

2. Experience and expertise in the areas necessary to screen and assist eligible persons to prepare and file fully completed naturalization applications, particularly in prompting, organizing and conducting group processing sessions. (10 points)

3. Ability to assist diverse groups of naturalization applicants in meeting the English and civics requirements through structured and special educational programs, standardized citizenship testing, or other innovative and measurable programs. (10 points)

4. Ability to cooperate with INS field office(s) in the submission of naturalization applications; and on an as needed basis, test the feasibility of filing applications electronically; assist in the coordination of INS sponsored public forums, and off-site processing of naturalization applicants, and implement various activities related to both judicial and administrative oath ceremonies. (10 points)

5. Ability to provide follow-up education to recently naturalized citizens on citizenship responsibilities, such as community and school involvement, voter registration, serving on juries, anti-crime efforts and similar civic activities. (5 points)

B. Administrative Capability (20 points)

Proposals will be rated in terms of capability of the organization to implement the programmatic activities and evaluation components.

1. Evidence of proven ability to provide high quality results. (10 points)

2. Evidence that the organization can implement the campaign, and complete the evaluation component within the time lines provided. (10 points)