

**GRATUITOUS SERVICES AGREEMENT**  
**between**  
**General Services Administration**  
**and**  
**North American Academy of the Spanish Language**  
**March 2014**

**I. Purpose**

---

This Agreement, is between the U.S. General Services Administration (GSA), Federal Citizen Information Center (FCIC), a division of the Office of Citizen Services and Innovative Technologies (OCSIT), and The North American Academy of the Spanish Language (ANLE, as per its Spanish acronym).

The purpose of continuing the relationship between GSA and ANLE is to maintain formal collaboration to improve and standardize the use of the Spanish language in federal government communications. This relationship will also support GobiernoUSA.gov in its goal to expand the official directory of the Spanish language for federal agencies, and to develop plain language guidance in Spanish based on input from an accredited, standards-issuing organization. Both the directory and the guidance can be used and adopted by government agencies, translators, content providers, and Spanish-language communicators in the U.S.

This Agreement details the components of the relationship between GSA and ANLE as well as the roles and responsibilities of each in executing and supporting the relationship.

**II. Background**

---

ANLE is a national, 501(c)(3) non-profit organization whose mission is to promote the study and proper use of the Spanish language in the United States for both immigrants and native-born persons and to help Spanish-speaking individuals to become fully bilingual. This mission is based on the belief that bilingual individuals help the nation in a highly diverse domestic culture, and aid it in competing more effectively in a globalized economy.

The Spanish language is regulated by the Association of Academies of the Spanish Language (ASALE), in conjunction with the Royal Academy of the Spanish Language (RAE), both headquartered in Spain. There are 22 Academies, including the RAE, 20 in Spanish-speaking countries and two in countries whose first language is not Spanish: the Phillipines and the United States. These Academies advise the RAE on localized Spanish use and on including terminology in the Academy approved standard dictionaries. ANLE is a member of ASALE, the organized system of 22 academies, and is one of the two academies not headquartered in a Spanish-speaking country. It was created to meet the growing need to organize and capture the use of Spanish in the United States, and is the sole organization within the United States truly enabled to doing such work. As part of the ASALE international system, ANLE takes part in all the major projects that regulate the language: Dictionary of the Spanish Language (DRAE); Pan-Hispanic Dictionary of Doubts (DPD); New Spanish Grammar; Orthography; Dictionary of Spanish Usage in the Americas.

ANLE has collaborated formally and informally with government agencies for the past 20 years. It maintains a corporate portal at <http://www.anle.us>, which serves as a resource center for all Spanish-speakers in the United States. GobiernoUSA.gov is the official Spanish-language web portal of the United States government. It offers Spanish speakers easy access to official information and services from government sources in their language. GobiernoUSA.gov is part of [USA.gov](http://USA.gov), the official web portal of the U.S. government.

GobiernoUSA.gov is part of a broader effort of the U.S. government to ensure that people with limited English proficiency have meaningful access to important government programs and services. This effort is based on Presidential Executive Order 13166 titled "Improving Access to Services for Persons with Limited English Proficiency." In support of this effort, GobiernoUSA.gov has as its goals:

- To facilitate access for people with limited English proficiency to government information and services, such as applying for benefits, locating health information, and completing government forms;
- To serve as an educational tool for Spanish speakers to learn about the U.S. Government and its programs and services;
- To provide resources for educators who work with students learning English and Spanish;
- To highlight government initiatives that benefit the Hispanic community; and
- To improve the quality of Spanish-language information and services available on U.S. Government websites.

To further mutual goals, GSA and ANLE wish to continue a formal collaborative relationship that will benefit both parties and serve the greater needs of their constituent communities. This partnership will be at no cost to either party and no funds will be exchanged. The objective is for ANLE to serve as the standards-setting academic arm that supports the initiatives of GobiernoUSA.gov as it seeks to provide Spanish-language standards to federal agencies and contractors working on Spanish-language content for those agencies.

### **III. Agency Responsibilities**

#### **GSA will:**

Continue to seek the support and guidance of ANLE, in its role as the highest authority on the Spanish language in the United States, so that GSA may make decisions as to how best to present government communication in Spanish. This includes the appropriate translation of technical and non-technical terminology, grammatical and stylistic issues, the use in the United States of colloquial and coined Spanish expressions, and other matters pertaining to the use of Spanish as it applies to government information and the Internet. In its role of strengthening the quality of Spanish-language information and services available on U.S. Government websites, GSA, through GobiernoUSA.gov, will inform all government agencies that ANLE is the authoritative institution responsible for maintaining Spanish language standards in the United States, and share with all agencies the latest information pertaining to standards for translation of the Spanish language in the U.S.

### **IV. ANLE Responsibilities**

#### **ANLE will:**

Continue to support GobiernoUSA's goal to help improve and standardize the use of the Spanish language in federal government communications by providing advice on new terminology, grammatical and stylistic issues, the use of coined Spanish words and phrases in the United States, and on overall translation issues. ANLE would also support GSA in exploring the development of plain language standards for the Spanish language of the United States in line with the Plain Writing Act of 2010 requiring federal agencies to use "clear Government

communication that the public can understand and use." ANLE would also assist in establishing standards for the government to use and help with the development of government-wide glossaries for all agencies to use as referral material. ANLE acknowledges that they will receive no funds from the U.S. government for the services provided under this agreement.

## V. Duration of Agreement

---

This Agreement becomes effective upon signing by both parties, and shall continue for a period of Three years. By mutual consent, this Agreement may be renewed for additional periods to be determined by both parties. Either party shall have the right to terminate this Agreement upon 30 days written notice to the other party.

## VI. Points of Contact

---

**For GSA:**

Laura Godfrey  
Manager, GobiernoUSA.gov  
(202) 208-3584  
[Laura.godfrey@gsa.gov](mailto:Laura.godfrey@gsa.gov)

**For ANLE:**

Leticia Molinero or another designated member  
Full Member  
[lmolinero@nyc.rr.com](mailto:lmolinero@nyc.rr.com)

## VII. Approval of Authorizing Officials

---

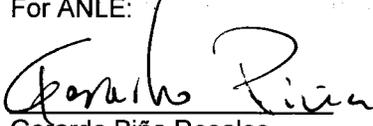
For GSA:

  
Bev Godwin  
Director  
Federal Citizen Information Center  
General Services Administration

Date

3/26/2014

For ANLE:

  
Gerardo Piña Rosales  
President  
North American Academy  
of the Spanish Language

Date

3/31/2014

