

AGREEMENT FOR SERVICES TO  
**THE CITIZENSHIP ACTION PROGRAM**

1. **GENERAL.** The Luso-American Development Foundation (FLAD) wishes to encourage Portuguese-Americans living in the United States to participate fully in the civic activities of their communities, become citizens at an early opportunity and vote in local, State and Federal elections. Observers have noted that relative to other ethnic groups formed through immigration to the United States over many years, the Portuguese-Americans have shown less interest in civic action, citizenship, politics and citizen participation in local affairs. This has led to a situation where few Portuguese-Americans occupy positions of political and community leadership relative to their numbers in the community, and consequently, the social, cultural and economic interests of Portuguese-American families and communities are under-represented. It is of vital interest to both these citizens, and to Portugal, that this tendency be reversed, so that these communities make their voice heard in the local and national political processes and in interests affecting Portuguese-American relations.

For the above to occur, it is necessary to stimulate the Portuguese-American communities to become involved in political processes, learn about the benefits of participation, and most importantly, become citizens and vote in elections. A variety of "citizenship participation campaigns" have been started in cities of Rhode Island, Massachusetts, and New Jersey, but they are managed in isolation of one another and thus do not benefit from coordinated efforts, nor the exchange of knowledge and experiences. FLAD believes that such exchanges of information and experiences can be valuable to these campaigns, and wishes to employ James McGlinchey on a full time basis, for a provisional period of two years, to work among selected Portuguese-American communities to accomplish the tasks set forth below in this agreement. Mr. McGlinchey will be responsible to the President of the FLAD Executive Council, and will receive guidance in the conduct of his work from him or his representative. The program will commence on February 1, 1999 and proceed for two years from that date. Following an evaluation of results at the end of the second year of this program, the Foundation may continue the Citizenship Action Program for the planned third year outlined in the initial proposal.

2. **ABOUT JAMES McGLINCHEY** James McGlinchey is a former career State Department officer, with extensive service overseas, including three years as Counselor of Economic Affairs in the U.S. Embassy in Portugal, and with ability to speak and read Portuguese. He is an economist by training, and a descendent of Portuguese through his grandfather who emigrated from San Miguel Island and his grandmother who emigrated from Faial Island in the Azores Region. His voluntary work for FLAD during 1997 and 1998 researching Portuguese-American communities gained him knowledge of, and relations in, these communities, which will be of value in undertaking the tasks of this agreement.
3. **OBJECTIVES OF THE PROGRAM** The thrust of the Program will be towards strengthening citizenship and voting campaigns in certain Portuguese-American communities in the United States, through the sharing of information, methodologies and experiences among communities, and encouraging civic action participation by Portuguese-Americans. If successful the Program will have identified most workable approaches, concepts and best practices to use in other communities. To achieve this Mr. McGlinchey (hereinafter referred to as Program Coordinator) will seek to accomplish the following specific objectives:
- Form a Council of Advisors of a limited number of selected personalities in the region, and PALCUS in Washington, D.C., with whom to discuss this program and from whom to solicit advice on best approaches to accomplish it. These Advisors should be kept informed periodically.
  - Identify the preferred “target region” geographically, specifying the cities, towns or communities where the program will impact;
  - Build a network of community, local leaders around the target region “Regional Partners Network” interested in dialogue and action initiatives for this program;
  - Develop a diagnostic for targeted local areas of the citizenship problems and indicated solutions;
  - Build a broad strategy for actions among the local leaders for regional interaction and shared initiatives, complementing efforts at the local level, and involving institutions like League of Women’s Voters where possible;

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- Seek to inform and involve top political forces at State and national levels, when appropriate, to support local actions.
- Identify local funding partners and fundraising programs to support action programs.
- Develop a system of measurements to mark progress resulting from the program in terms of new citizens, increased voting and civic action participation.
- Identify the preferred and most tested methodologies to promote citizenship with a descriptive manual prepared for sharing with other communities in the US.

4. **MEASUREMENTS OF RESULTS** Evaluations will take place at the end of the first and second years. Targets for results after the first year will be:

- Council of Advisors formed
- Regional network of local leaders formed and functioning
- Regional meetings held with an operating Forum and broad strategy defined
- Institutions identified and participating in program
- Trial citizenship campaigns will have been conducted in two locations and the results documented.

5. **MANAGEMENT AND BUDGET** In seeking to accomplish the above, it is understood that the Program Coordinator will create a home office and management unit, with necessary communications and computer support, and travel as necessary to the region to visit with leaders and organize meetings when needed. His salary will be paid by FLAD as and when agreed between the parties.

An estimated annual budget is as follows:

	YEARS	
	1999	2000
Salary paid to the Coordinator .....	\$75,000	75,000
Administrative expenses .....	\$15,000	8,000
Travel to and from the region and lodging.....	\$20,000.	20,000

To permit a rapid startup of the Program and equip the home office, FLAD agrees to advance the amount of \$15,000 to a bank account to be set up by the Coordinator exclusively for this Program to allow purchase of computer and communications equipment. The home-office to be used will be set up and operational by the commencement date of this

agreement. Costs should not exceed the budgeted amounts stated above, unless specifically authorized by the FLAD in Lisbon. No expenses for the FLAD other than those anticipated in the budget for program purposes should be incurred by the Coordinator. The parties will exchange written or electronic mail to decide on implementation details, which exchanges will be extensions of this agreement.

6. **REPORTING** The Coordinator will keep FLAD informed on at least a quarterly basis of major events occurring on the program and progress in reaching the targets, any problems arising, and travel taken. The quarterly reports will discuss changes to the annual plan of activities citing those actions anticipated to occur in the next six months, and noting any actions where FLAD presence might be needed or useful. FLAD will alert the Coordinator of travel of FLAD staff to the region when known.

7. **FUNDING FOR PROGRAM ACTIVITIES** As the program progresses, it is expected to generate a requirement for additional funding of activities or services seen necessary for its implementation, such as those costs to host meetings, bring "regional partners" (local leaders and institutions in Massachusetts, Rhode Island and New Jersey) into contact and the creation of a working "regional partners network". Other such costs might be those associated with undertaking specific citizenship campaigns and civic action educational activities generated by the program.

While the interested communities themselves will have first responsibility for funding activities generated by the program, the Coordinator will seek to identify additional funding partners, either in the target region, state authorities or at the national level, possibly from civic-minded grant-making foundations. However during the program, the FLAD may decide to contribute funding for specific activities, on a case by case basis, particularly for convening and programming actions among the "regional network partners", and data collection, or Program advocacy, following an initial period during which:

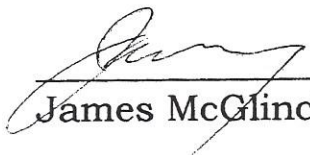
- the Program concept is discussed with and among partners and agreed to within the target region;
- the respective Council of Advisors called for in this Agreement is formed;
- the 1999-1998 rolling plan of action is developed by the network partner institutions.

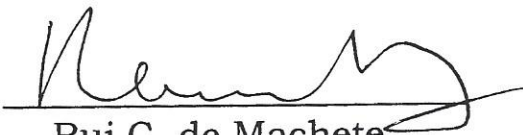
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Any proposals to FLAD for support must be accompanied by respective justification, and budget showing other sources of funding, and measurable outcomes expected.

8. **PUBLICITY** The Coordinator agrees to make public the interest shown by FLAD in supporting this Program and, as appropriate, during the conduct of the Program ensure that FLAD support is acknowledged in literature or program materials for those activities supported by FLAD grant funds.

This agreement will be effective when signed below by James McGlinchey and FLAD. The commencement date will be February 1, 1999, except for actions needed to set up the home office. This agreement may be modified by mutual agreement through exchange of letters between the parties.

  
James McGlinchey

  
Rui C. de Machete  
President, Executive Council  
Luso American Development Foundation

1 December 1998  
Date

26th November 1998  
Date