

Department of the Treasury – Internal Revenue Service
**Internal Revenue Service Civil Rights
Assurance for Sub-recipients under
SPEC Partnership Agreements**

Area _____
If Headquarters (P&PD), leave blank

SPEC/ECRU Partner Tracking Number #

I, _____ shall fulfill the obligations set
(Name of Sub-recipient/Organization)
forth in this assurance in consideration of and for the purpose of obtaining
Federal property or other Federal financial assistance from a “Partner” under
agreement with the Internal Revenue Service. The “Sub-recipient” agrees:

1. To conduct its activities so that no person on the basis of race, color,
national origin, sex, age, or disability shall be excluded from
participation in, be denied the benefits of, or be subject to
discrimination in the distribution of services and/or benefits provided
under this financial assistance program.

2. Within 30 days of any finding issued by a Federal or State court or by
a Federal or State administrative agency that the “Sub-recipient” has
discriminated on the basis of race, color, national origin, sex, age, or
disability in the delivery of its service or benefits, a copy of such
finding shall be forwarded to the IRS External Civil Rights Unit at the
following address:

**NHQ: EEO:D
Attn: Harry T. Takai
Director, External Civil Rights Unit
1111 Constitution Avenue N.W. Room 2422
Washington, DC 20224**

3. To inform the public that persons who believe they have been
discriminated against on the basis of race, color, national origin, sex,
age, or disability, in the distribution of services and benefits resulting
from this financial assistance program may file a written complaint
with the Director, External Civil Rights Unit, U.S. Department of
Treasury. Civil rights posters indicating the process for filing
complaints of discrimination from the public must be conspicuously
displayed at all times by the “Sub-recipient”.

4. To investigate all complaints of discrimination filed by the public
against the “Sub-recipient” that is directly related to the service and/or
benefit provided by the IRS financial assistance program. The
“Sub-recipient” will be responsible for compiling and maintaining a
record of these complaints at their location and also the resulting
investigative report conducted by the “Sub-recipient” or any
investigative agency.

Partners or sub-recipients receiving Federal financial assistance in the form of personal property or real property or interest therein shall be obligated to comply with this assurance for the period during which the property is used for a purpose for which the Federal financial assistance is extended. Partners and sub-recipients receiving Federal financial assistance in a form other than personal property or real property or interest therein shall be obligated to comply with this assurance for a period of one filing season. If the authorized official has changed during the effective one year filing season, another signed and dated assurance will be required by the new authorized official and submitted to the IRS External Civil Rights Unit at the above address.

The "Sub-recipient" shall notify its "Partner" that the "Sub-recipient" is conducting a complaint investigation and a copy of the investigative report will be forwarded to the "Partner" for record keeping purposes. This "Sub-recipient" agrees that compliance with this assurance constitutes a condition for continued receipt of Federal financial assistance and is binding on the "Sub-recipient", its successors, transferees, and assignees.

The person whose signature appears below is authorized to sign this assurance and commit the "Sub-recipient" to the above provisions.

NAME AND TITLE OF AUTHORIZED OFFICIAL
(Please Print)

SIGNATURE OF AUTHORIZED OFFICIAL

DATE

Privacy Act Notice - The Privacy Act of 1974 requires that when we ask for information we tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301.

We are asking for this information to assist us in contacting you relative to your interest and/or participation in the IRS volunteer income tax preparation and outreach programs. The information you provide may be furnished to others who coordinate activities and staffing at volunteer return preparation sites or outreach activities. The information may also be used to establish effective controls, send correspondence and recognize volunteers.

Your response is voluntary. However, if you do not provide the requested information, the IRS may not be able to use your assistance in these programs.