

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 #**

We, \_\_\_\_\_ shall fulfill the obligations set

**(Name of Organizational Official)**

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: William H. Williams  
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.

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

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**NAME AND TITLE OF ORGANIZATIONAL AUTHORIZED OFFICIAL**  
**(Please Print)**

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**SIGNATURE OF ORGANIZATIONAL AUTHORIZED OFFICIAL**

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**DATE**