

**Internal Revenue Service Civil Rights Assurance for  
Sub-recipients under SPEC Partnership Agreements**

**CRD Partner Tracking Number #**

We, Central KY Job Center 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 (IRS). 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 Civil Rights Division at the following address:  
Director, Civil Rights Division  
IRS, AWSS EDI Operations  
1111 Constitution Ave., NW - Room 2413  
Washington, D.C. 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, Civil Rights Division, IRS. 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 year from the date signed. If the authorized official changes during the year, another signed and dated assurance will be required by the new authorized official and submitted to the IRS External Civil Rights Division 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**

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## Sponsor Agreement

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We appreciate your willingness and commitment to serve as a sponsor in the Volunteer Income Tax Assistance (VITA) or Tax Counseling for the Elderly (TCE) volunteer tax return preparation programs.

To maintain program integrity and provide for reasonable protection of information provided by the taxpayers serviced through the VITA/TCE program, it is essential that partners and volunteers adhere to the strictest standards of ethical conduct and the following key principles be followed.

- Partners and volunteers must keep confidential the information provided for tax return preparation.
- Partners and volunteers must protect physical and electronic data gathered for tax return preparation both during and after filing season.
- Partners using or disclosing taxpayer data for purposes other than current, prior, or subsequent year tax return preparation must secure the taxpayer's consent to use or disclose their data.
- Partners and volunteers must delete taxpayer information on all computers (both partner owned and IRS loaned) after filing season tax return preparation activities are completed.
- Partners and site coordinators are expected to keep confidential any personal volunteer information provided.

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Tell us about the products and services (other than tax return preparation) you will provide at your VITA/TCE site:

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Sponsor Name:

Central KY Job Center

Street Address:

1955 Industry Rd

Telephone Number:

859. 458-9810

E-Mail Address:

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Please complete the information requested above and sign below. By signing below, you agree to ensure volunteers participating in the VITA or TCE program are aware of the Standards of Conduct and privacy and confidentiality key principles. The IRS may terminate this agreement, effective immediately, for disreputable conduct that could impact taxpayers' confidence in any VITA/TCE program operated by the partner or the partner's coalition members.

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Sponsor Signature

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.