

Civil Rights Section

TIP: All applicants, must provide the information requested. If a particular section is not applicable, be sure to state it is not applicable. For additional information, please contact the IRS Civil Rights Unit at 202.317.6925 (not a toll-free number) or edi.civil.rights.division@irs.gov.

Applicants must provide information necessary to demonstrate compliance with **Title VI of the Civil Rights Act of 1964** (Public Law 88-352), as amended, and Treasury's implementing regulations located at 31 C.F.R. Part 22, which prohibits discrimination on the basis of race, color, or national origin; **Section 504 of the Rehabilitation Act of 1973** (Public Law 93-112), as amended, which prohibits discrimination on the basis of disability; **Title IX of the Education Amendments of 1972** (Public Law 92-318), as amended, and implementing regulations located at 31 C.F.R. Part 28, which prohibits discrimination on the basis of sex in education programs or activities; the **Age Discrimination Act of 1975** (Public Law 94-135), as amended, and implementing regulations located at 31 C.F.R. Part 23, which prohibits discrimination on the basis of age; and **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency**, which sets forth the compliance standards that recipients of Federal financial assistance must follow to ensure that their programs and activities typically provided in English are accessible to those with limited English proficiency, including providing oral interpretation and written translation when necessary.

When developing program budgets, applicants are encouraged to consider the provision of language services for persons with LEP and reasonable accommodations for persons with a disability. For additional guidance on providing language services for persons with LEP, review the Department of the Treasury guidance provided at www.gpo.gov/fdsys/pkg/FR-2005-02-04/pdf/05-2156.pdf.

Reprisal - No recipient or other person shall intimidate, threaten, coerce, or discriminate against any individual because the individual has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing.

The Department of the Treasury has issued regulations, located at 31 C.F.R. Part 22, which require additional data collection and reporting requirements from recipients. More information about the regulations can be found at www.federalregister.gov.

In the interim, please provide the following information specific to the function operating the VITA Program within your organization. The civil rights narrative should outline and address items (A through E) below.

- A. A list of active lawsuits or complaints naming the applicant which alleges discrimination on the basis of race, color, national origin, age, sex, disability, or reprisal with respect to service or benefits being provided. The list should include: the date the lawsuit or complaint was filed; a summary of the allegation; and the status of the lawsuit or complaint, including whether the parties to a lawsuit have entered into a consent decree.
- B. A description of all pending applications for financial assistance and all financial assistance currently provided for free tax return preparation program activities by other federal agencies. For all applicants of IRS financial assistance, this information should be relevant to the organizational entity actually submitting the application, not necessarily the larger agency or department of which the entity belongs.
- C. A summary of all civil rights compliance review activities conducted in the last three years by the Internal Revenue Service or other oversight agencies covering free tax return preparation activities. The summary shall include: the purpose or reason for the review; a summary of the findings and recommendations of the review; and a report on the status or disposition of such findings and recommendations. For all applicants for IRS financial assistance, this information should be relevant to the organizational entity actually submitting the application, not necessarily the larger agency or department of which the entity belongs.
- D. A description of how the needs of limited English proficient (LEP) individuals will be addressed when accessing services. Explain how requests for a reasonable accommodation for individuals with a y will also be addressed.
- E. A description of the population eligible to be served, categorized by race, color, national origin, age, disability or sex.
- F. Certification and agreement that all of the records and other information required have been or will be compiled, as appropriate, and maintained by the applicant, recipient, or sub-recipient, and that your organization is in compliance with all federal statutes relating to nondiscrimination. Certification is provided by checking "I Agree" in block 21 of the SF 424.
- G. A statement that the applicant agrees to display the [Publication 4053 \(en-sp\)](#), *Your Civil Rights are Protected Poster*, notifying the public that persons who believe they have been discriminated against on the basis of race, color, national origin (including limited English proficiency), sex, age, disability or reprisal in the distribution of services and benefits resulting from this financial assistance or grant program may file a complaint by sending an email to edi.civil.rights.division@irs.gov or at the following address:

Civil Rights Unit
Internal Revenue Service, Room 2413
1111 Constitution Ave., NW
Washington, DC 20224

Additional data may be requested only to the extent that it is readily available or can be compiled with reasonable effort, and is found to be necessary to make a civil rights compliance determination.