

COMMUNITY DEVELOPMENT
FINANCIAL INSTITUTIONS FUND

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CDFI Fund Title VI Compliance Worksheet Training Manual

January 2022

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1 Introduction

Award applicants must be compliant with federal civil rights requirements in order to be eligible to receive federal financial assistance awards from the CDFI Fund. This requirement applies to award applicants, as well as their prospective subrecipients that are not direct beneficiaries of federal financial assistance (e.g., Depository Institutions Holding Company and their Subsidiary Depository Institutions).

As a recipient or potential recipient of federal financial assistance, organizations are prohibited from discriminating against program participants because of their race, color, national origin, disability, and age. If the assistance provided by the CDFI Fund is to conduct an educational program, award recipients are also prohibited from discriminating against program participants because of their sex.

The CDFI Fund requests all award applicants complete a Title VI Compliance Worksheet (Worksheet) once annually with their applications. The CDFI Fund will utilize the Worksheet to determine whether award applicants to the CDFI Fund are compliant with federal civil rights requirements.

The Worksheet is an online form submitted through the CDFI Fund's Award Management Information System (AMIS). Completion of the Worksheet is requested for the Bank Enterprise Award Program, Capital Magnet Fund, CDFI Program, Native Initiatives, and the Small Dollar Loan Program, and future financial assistance programs yet to be determined. The Title VI Worksheet is not required for the New Markets Tax Credit Program or the CDFI Bond Guarantee Program. Note to all applicants: The Worksheet has been submitted to OMB for approval but has not yet been approved by OMB. Applicants are not required to submit the Worksheet at this time if they choose not to do so, and applicants will not be deemed ineligible if the requested information is not provided. The Title VI Compliance Worksheet and program award terms and conditions do not impose antidiscrimination requirements on Tribal governments beyond what would otherwise apply under federal law.

About Treasury and Title VI

Title VI of the Civil Rights Act prohibits discrimination on the grounds of race, color, or national origin in programs or activities receiving federal financial assistance. The U.S. Department of the Treasury implements Title VI through regulations set forth in 31 C.F.R., Part 22 and conducts investigations of civil rights complaints filed against recipients of financial assistance under any of its programs, and conducts pre- and post-award compliance reviews. Treasury can defer action on an application for federal financial assistance, issue a cautionary letter, or deny funding for applicants who are not in compliance with Title VI and other relevant civil rights laws.

More information about Title VI is available through the U.S. Department of the Treasury's [Office of Civil Rights and Diversity](#). The Office of Civil Rights and Diversity also has a [poster available to download](#) for display in your offices.

The objective of this training manual is to provide applicants to the CDFI Fund with instructions on how to complete and submit the Worksheet in AMIS. If you have any questions regarding the Worksheet and/or require technical assistance, please submit a Service Request via your organization's AMIS account.

2 Complete the Title VI Compliance Worksheet in AMIS

The CDFI Fund will utilize the Worksheet to determine whether award applicants to the CDFI Fund are compliant with federal civil rights requirements.

1. To complete the Worksheet, log into your organization's AMIS account, click on the **Organizations** tab in the navigation bar and then click on the **Related** tab.
2. Locate the Title VI Compliance Worksheets related list and click the **New** button to start the Worksheet.

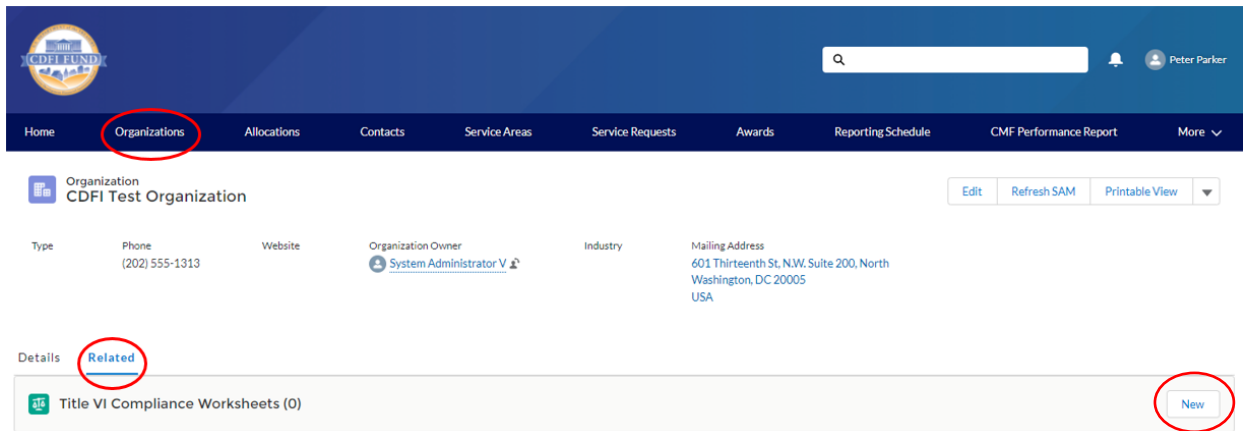


Figure 1: Organization Detail Page

3. The Title VI Compliance Worksheet will open; complete all required information and click **Save**.

Note: For assistance with completing the questions in the Worksheet, please refer to the U.S. Department of the Treasury's regulations implementing Title VI of the Civil Rights Act set forth in 31 C.F.R. Part 22. Applicants should review such regulations carefully before completing this Worksheet.

The screenshot shows a web application interface for the CDFI Fund. A modal window titled "New Title VI Compliance Worksheet" is open, overlaying the main application. The modal has a close button (X) in the top right corner. The background application shows a sidebar with navigation links: Home, Organizations, and Alerts. The main content area displays details for "CDFI Test Organization", including its type, phone number, and a list of related documents and contacts. The modal form itself is divided into sections: "Information" with fields for "Title VI Compliance Worksheet Name" and "Date Submitted"; a dropdown for "Organization" (set to "CDFI Test Organization"); and "1. Civil Rights Complaint Information". Under "1a", it asks if the applicant had legal findings of civil rights violations in the last two years, with a dropdown menu (set to "--None--") and a text area for details. Under "1b", it asks if there are pending civil rights investigations, complaints, or lawsuits, also with a dropdown menu (set to "--None--") and a text area for details. At the bottom of the modal are "Cancel", "Save & New", and "Save" buttons. The URL "dowers@contreas.gov/skdpd" is visible at the bottom of the modal.

Figure 2: Title VI Compliance Worksheet

4. If there are any issues when attempting to save, the Title VI Compliance Worksheet will display an **error screen** providing details on the issue(s). Please correct any errors and click **Save**.

New Title VI Compliance Worksheet

Review the errors on this page.

These required fields must be completed: Select Yes or No to 1b above, Select Yes or No to 3d above, Select Yes or No to 4c above, Select Yes or No to 1c above, Select Yes or No to 4b above, Select Yes or No to 3a above, Select Yes or No to 3b above, Select Yes or No to 4a above, Select Yes or No to 2c above, Select Yes or No to 1d above, Select Yes or No to 2b above, Select Yes or No to 2a above, Select Yes or No to 3c above

Information

Title VI Compliance Worksheet Name Date Submitted

* Organization
CDFI Test Organization

1. Civil Rights Complaint Information

1a
Has the Applicant had legal findings that they violated civil rights laws or civil rights complaints that resulted in any settlements in the last two years? If Yes, provide information on lawsuits and/or complaints such as case name, number, specific complaint, and date of case.

* Select Yes or No to 1a above
Yes

Enter requested info if Yes to 1a above

Cancel Save & New **Save**

Figure 3: Title VI Compliance Worksheet Detail Error Message, Example 1

New Title VI Compliance Worksheet

Review the errors on this page.

You have answered "Yes" above. Please provide the requested information.

Information

Title VI Compliance Worksheet Name Date Submitted

* Organization
CDFI Test Organization

1. Civil Rights Complaint Information

1a
Has the Applicant had legal findings that they violated civil rights laws or civil rights complaints that resulted in any settlements in the last two years? If Yes, provide information on lawsuits and/or complaints such as case name, number, specific complaint, and date of case.

* Select Yes or No to 1a above
Yes

Enter requested info if Yes to 1a above

Cancel Save & New **Save**

Figure 4: Title VI Compliance Worksheet Detail Error Message, Example 2

5. The Worksheet is now successfully submitted as of the date and time listed in the **Date Submitted** field. Once the Worksheet has been reviewed, the CDFI Fund will contact your organization if any additional information is needed.
6. To review the information submitted, click on the **Title VI Compliance Worksheet Name**.

The screenshot displays the CDFI Fund Title VI Compliance Worksheet Submission Detail page. The top navigation bar includes links for Home, Organizations, Allocations, Contacts, Service Areas, Service Requests, Awards, Reporting Schedule, CMF Performance Report, and More. The main content area shows the organization 'CDFI Test Organization' with details such as Type, Phone, Website, Organization Owner, Industry, and Mailing Address. Below this, there is a table titled 'Title VI Compliance Worksheets (1)' with columns for Title VI Compliance Worksheet Name, Calendar Year, Date Submitted, and Created By. The first row of the table shows the worksheet name 'TitleVI-0001207', the calendar year '2021', the date submitted '12/20/2021 7:00 PM', and the creator 'Peter Parker'. The 'Title VI Compliance Worksheet Name' and 'Date Submitted' fields are circled in red.

Title VI Compliance Worksheet Name	Calendar Year	Date Submitted	Created By
TitleVI-0001207	2021	12/20/2021 7:00 PM	Peter Parker

Figure 5: Title VI Compliance Worksheet Submission Detail