

# Community Development Financial Institutions Fund Civil Rights Compliance Information Worksheet

## PAPERWORK REDUCTION ACT NOTICE

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**Applicant Name:** \_\_\_\_\_

**Employer Identification Number:** \_\_\_\_\_

**UEI Number:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Applicants and Recipients of Federal financial assistance from the United States Department of the Treasury (Treasury), have to comply with Title VI of the Civil Rights Act of 1964 (Title VI) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and their implementing regulations, among other civil rights statutes. Title VI prohibits discrimination based on race, color or national origin and Section 504 prohibits discrimination based on disability. The United States Department of the Treasury regulations implementing Title VI of the Civil Rights Act (Title VI), are set forth in 31 C.F.R. Part 22 (<https://www.ecfr.gov/current/title-31/subtitle-A/part-22>). The Applicant should review such regulations carefully before completing this section. Please note that these regulations apply to Applicants as well as their prospective subrecipients that are not direct beneficiaries of Federal Financial Assistance (e.g., Depository Institution Holding Company and their Subsidiary Depository Institutions).

In order to collect preliminary information about compliance with Treasury's Title VI regulations and other nondiscrimination requirements related to compliance with Title VI and Section 504, the Applicant shall provide the following information. Treasury's review of this information is for screening pre-award eligibility and does not preclude post-award compliance reviews, assessments, monitoring, or other activities that could result in a determination of non-compliance with civil rights requirements. The Applicant or Recipient should review the applicable laws and regulations carefully to get complete information about the compliance requirements.

COMPLIANCE INFORMATION	YES	NO
<p>1. Civil Rights Complaint Information:</p> <p>a. Have any civil rights lawsuits and/or administrative complaints, that alleged discrimination under federal law based on disability, race, color and/or national origin, been decided against the Applicant in the last two years? If Yes, provide information on lawsuits and/or complaints such as case name and number, venue, specific allegations, and date the case was filed.</p> <p>b. Does the Applicant have any pending civil rights investigations, complaints, and/or lawsuits filed against them that pertain to allegations of discrimination on the basis of disability, race, color, and/or national origin? If Yes, provide information on the investigations, complaints, and/or lawsuits, as applicable, such as case name and number, venue, specific allegations, date of case, and status of case (e.g., discovery).</p> <p>c. Has the Applicant ever been found to be noncompliant with civil rights requirements for any Federal financial assistance in the last two years? If Yes, provide the name of the federal awarding agency, program name, findings, status of any corrective action(s) taken, any administrative sanctions imposed agency point of contact, and attach a copy of the Title VI or Section 504 compliance review issued, where applicable, by the federal agency.</p> <p>d. Does the Applicant have any pending applications or current awards of Federal financial assistance with other federal awarding agency(ies) than the CDFI Fund? If Yes, please provide the applicable federal agency(ies), enter the associated program name(s), and the date and amount of the award.</p>		
<p>2. Notice of Rights and Program Location:</p> <p>a. Does the Applicant post signs in its offices to inform persons of their rights under Title VI and Section 504 requirements? If No, please describe the Applicant's plan to post this information.</p> <p>b. Does the Applicant make available information on their website informing persons of their rights under Title VI and Section 504 requirements? If Yes, please provide a link to the website. If No, please describe the Applicant's plan to make this information available online.</p> <p>c. Does the Applicant make available instructions on how to file a discrimination complaint related to a CDFI Fund program with the Department of the Treasury Office of Civil Rights and Equal Employment Opportunity? If No, please describe the Applicant's plan and timeline to make this information available.</p> <p>d. If the Applicant provides services directly to customers, is the program or activity, when viewed in its entirety, readily accessible to and usable by individuals with disabilities? If No, describe how the Applicant will meet the requirement to provide a program or activity that, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. If an Applicant does not provide direct services to customers answer "Yes."</p>		

COMPLIANCE INFORMATION	YES	NO
<p>3. Language Assistance Plan:</p> <p>a. Does the Applicant have a Language Assistance Plan (LAP) or process in place to support persons with limited English proficiency (LEP)? If No, describe how the Applicant will meet this requirement.</p> <p>b. Does the Applicant's LAP or process to support LEP persons take into consideration the volume, proportion, or frequency of LEP persons that the Applicant serves in determining the appropriate language assistance? If No, describe the process in determining what LEP services the Applicant chooses to provide.</p> <p>c. Does the Applicant display notices in appropriate languages in intake areas or initial points of contact on how to access language services? If No, describe how the Applicant will meet this requirement.</p> <p>d. Does the Applicant provide language interpreter services or translated materials to LEP persons? If No, explain the reason(s) for not providing these services and how the Applicant plans to meet this requirement.</p>		
<p>4. Sub-recipient Communication:</p> <p>a. If the Applicant has sub-recipients, do they have established measures to communicate civil rights compliance requirements to their sub-recipients? If No, describe how the Applicant will meet this requirement. If the Applicant does not have sub-recipients, answer "Yes."</p> <p>b. If the Applicant has sub-recipients, do they inform their sub-recipients about how to provide notice to the public about the rights to file a complaint of discrimination? If No, describe how the Applicant will meet this requirement. If the Applicant does not have sub-recipients, answer "Yes."</p> <p>c. If the Applicant has sub-recipients, do they conduct periodic review checks of sub-recipient compliance with Title VI and Section 504 requirements? If No, describe how the Applicant meets this requirement or will meet this requirement. If the Applicant does not have sub-recipients, answer "Yes."</p>		
<p>5. Board Composition</p> <p>a. If the Applicant has a program-related non-elected planning board, advisory council, committee, or similar body, does it reflect the population it serves? If No, provide an explanation indicating that the Applicant conducted appropriate outreach to the community when recruiting individuals for membership of the non-elected planning board, advisory council, committee, or similar body. This explanation may include a list of actions taken to reach out to the community or a detailed explanation on your organization's recruitment efforts for the board. If the Applicant does not have a non-elected planning board, advisory council, committee, or similar body, answer "Yes."</p>		