



## INTEROFFICE MEMORANDUM

**TO:** Fulton County Board of Commissioners  
**FROM:** *Anthony Nicks*  
Anthony Nicks, County Auditor  
**DATE:** May 28, 2015  
**RE:** Title VI Compliance Site Review Report – Fire and  
Rescue Department – GEMA HazMat Grant dated May  
26, 2015

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The Office of the Internal Audit has completed the compliance review for the Fire and Rescue Department Georgia Emergency Management Agency (GEMA) sub-grant for the HazMat project. Attached is a copy of the review report.

As outlined in the report, the agency is required to provide a written response pertaining to findings (if any) referenced in the report within 30 days. In the interim, if you have any question or need additional information, please contact me at extension 21019. Thank you.

Attachments: Title VI Compliance Site Review Report – Fire and Rescue Department –  
GEMA HazMat Grant dated May 26, 2015

Cc: Richard Anderson, County Manager  
Larry Few, Fire Chief



## INTEROFFICE MEMORANDUM

**TO:** Larry Few, Fire Chief .  
**FROM:** *Anthony Nicks*  
Anthony Nicks, County Auditor  
**DATE:** May 28, 2015  
**RE:** Title VI Compliance Site Review Report – Fire and  
Rescue Department – GEMA HazMat Grant dated May  
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The Office of the Internal Audit has completed the compliance review for the Fire and Rescue Department Georgia Emergency Management Agency (GEMA) sub-grant for the HazMat project. Attached is a copy of the review report.

There were no Title VI deficiencies found during the site monitoring. Your department is "IN COMPLIANCE" with Title VI of the Civil Rights Act of 1964. If you have any questions or need additional information, please contact me at extension 21019. Thank you.

Attachments: Title VI Compliance Site Review Report – Fire and Rescue Department –  
GEMA HazMat Grant dated May 26, 2015

Cc: Richard Anderson, County Manager



**FULTON COUNTY, GEORGIA  
OFFICE OF INTERNAL AUDIT**

**FIRE AND RESCUE DEPARTMENT  
(GEMA HazMat)**

**TITLE VI COMPLIANCE SITE REVIEW REPORT**

**May 26, 2015**

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## INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin under any program or activity receiving Federal Financial Assistance (FFA). Title VI compliance requirements apply to any county department or agency that receives FFA.

The Office of Internal Audit conducted a site review of the Fire and Rescue Department on April 20, 2015 with the Deputy Fire Chief and the Grants Coordinator. The site review addressed the compliance requirements for the Georgia Emergency Management Agency (GEMA) sub-grant for the HazMat project. The ongoing award is for the period of fiscal year (FY) July 2014 – June 2015 in the amount of \$20,000.

## BACKGROUND

The Fire and Rescue Department provides fire, life safety, and support services to Unincorporated Fulton County in the following services:

- Fire Prevention Education
- Fire Suppression Mitigation
- Emergency Medical Service
- Hazardous Material Response
- Technical Rescue Response
- Fire Inspections and Code Enforcement
- Fire Investigation
- Community Emergency Response Training

## OBJECTIVES

The Office of Internal Audit has the responsibility of conducting Compliance Site Reviews of Federal financial assisted recipients and sub-recipients to determine whether they are honoring their commitments, as represented by certification, to comply with the Title VI/Non-discrimination Civil Rights requirements.

The primary objective of the Compliance Site Review was to determine if the Fire and Rescue Department has met its General Reporting and Program-Specific requirements of the state and federal laws, rules and regulations and Federal Emergency Management Agency (FEMA) Form SF 424B relating to Title VI. In addition, requirements and guidance measures of Limited English Proficiency (LEP) for program sub-recipients and contractors were discussed.

The secondary objective of the Compliance Site Review was to provide technical assistance in the form of training and to make recommendations regarding corrective actions as deemed necessary and appropriate.

## SCOPE

The scope of this Title VI Compliance Site Review of the Fire and Rescue Department examined the following requirements according to FEMA Civil Rights Program for emergency management:

- (1) General Requirements
  - a. Each application for federal assistance contains signed assurances or award contract agreement of compliance with Civil Rights regulations
  - b. A copy of the agency's Title VI compliant procedures
  - c. A copy of the agency's Title VI and LEP plan for providing access to Limited English populations
  - d. A posted copy of appropriate civil rights posters, pamphlets and notice to public information
  
- (2) Program-Specific Requirements
  - a. A description of how the agency monitors its sub-recipients for compliance with Title VI (if applicable)
  - b. A copy of sub-recipients Annual Title VI Certifications and Assurances (if applicable)
  - c. Ensure meaningful access to programs and activities by persons with limited English proficiency
  - d. Promote the full and fair participation of all affected populations of programs and activities through public outreach strategies

## METHODOLOGY

A memorandum was sent to the Fire Chief providing notification of the site review. Additionally, an email notification was sent to the Deputy Fire Chief and the Grants Coordinator regarding the site review visit along with an electronic copy of the Title VI Compliance Site Review Tool used to conduct the monitoring. The tool provided a preview of compliance areas that would be assessed.

The review tool was utilized to access the various areas of the Department's Title VI requirements as well as gather information relating to Title VI specialty areas (Public Participation/Outreach and Service Recipient Demographics (when applicable)).

In addition, the agency was informed that Title VI Basics and Compliance Training would be conducted during the site review. This training assists with the efforts of understanding, obtaining and maintaining continuous, non-discrimination compliance.

## REQUIREMENTS, FINDINGS AND RECOMMENDATIONS

No findings of Title VI deficiencies.

**CONCLUSION**

The Fire and Rescue Department is compliant with Title VI Civil Rights policies, regulations, procedures and contract agreements. The compliance site review demonstrated that the Agency is very diligent and proactive in complying with Title VI requirements of the Federal awarding agencies of Homeland Security, FEMA and GEMA.

The Office of Internal Audit has worked diligently to develop Title VI/Non-discrimination guidelines, policies, tools, and training, as well as provides technical assistance to federal recipient programs county-wide. We will continue to ensure that each department and agency promotes and implements proper measures to meet and maintain compliance with Title VI requirements, policies and procedures.

Please provide a written response to this review within 30 days if findings and/or concerns are listed in this report. You may email your written response to the County Manager and Trina Alston, Title VI Coordinator, in the Office of Internal Audit at [Trina.Alston@fultoncountyga.gov](mailto:Trina.Alston@fultoncountyga.gov). We would like to thank management and staff for their timely cooperation and assistance during this Title VI site review. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.