



**FULTON  
COUNTY**

**FULTON COUNTY, GEORGIA**

**OFFICE OF THE COUNTY AUDITOR**

**DEPARTMENT OF COMMUNITY DEVELOPMENT  
WORKFORCE DEVELOPMENT DIVISION –  
CONTINUUM OF CARE COORDINATED INTAKE  
AND ASSESSMENT SYSTEM**

**TITLE VI COMPLIANCE SITE REVIEW REPORT**

**December 28, 2021**

## TABLE OF CONTENTS

	PAGE
Introduction.....	1
Background.....	1
Objective.....	1
Scope.....	2
Methodology.....	2
Requirements, Findings and Recommendations.....	2
Conclusion .....	3

## **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, agency or sub-recipient that receives FFA.

The Office of the County Auditor conducted a Title VI Compliance review of the Department of Community Development - Workforce Development Division on December 08, 2021 with Ann Isaac, Program Manager. The compliance review addressed the Title VI compliance requirements for Continuum of Care Coordinated Intake and Assessment System (CIAS) for the period of August 01, 2021 – September 30, 2022 in the total amount of \$406,054.00 and County match of \$101,513.50.

## **BACKGROUND**

The Fulton County Department of Community Development strengthens people, families, and communities through partnerships with various community organizations and outreach programs. Our partners include organizations that are non-profit, private sector, government, volunteer, and citizen advocates.

The purpose of the CIAS is designed to outreach and recruit homeless individuals and families.

## **OBJECTIVES**

The Office of the County Auditor has the responsibility of conducting Title VI 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 site review was to determine if the Fulton County Department of Community Development has met its General Reporting and Program-Specific contractual requirements of the state, federal and county laws, policies, rules and regulations relating to Title VI. In addition, requirements and guidance measures of Limited English Proficiency (LEP) for program recipients, sub-recipients and contractors were discussed.

The secondary objective of the Title VI Compliance Site Review was to provide technical assistance in the form of vital material language translation, proper Title VI awareness/access signage placement and recommendations regarding corrective actions as deemed necessary and appropriate.

**SCOPE**

The scope of this Title VI Compliance Site Review of the Fulton County Department of Community Development examined the following requirements according to the agreement with United States Department of Housing and Urban Development (HUD):

(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 complaint 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.
- e. Placement of “babel” notice in service locations and on service documents. (Notification of translation services provided at no additional cost to participants)

(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**

An initial email was sent to Stanley Wilson, Director, providing notification of the site review. In addition, an email was sent to Mia Redd, Deputy Director, providing an electronic copy of the Title VI Compliance Site Review Tool used to conduct monitoring.

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

**REQUIREMENTS, FINDINGS AND RECOMMENDATIONS**

**Findings**

No findings of Title VI deficiencies.

**CONCLUSION**

The Fulton County Department of Community Development demonstrated Title VI compliance as required. The recipient displayed proper Title VI signage in appropriate places, providing Title VI awareness to citizens and employees. The Fulton County Department of Community Development provided a copy of the mandatory assurances/awarded contract agreement signed by the Fulton County Chairman of the Board of Commission.

The department has adopted the Fulton County's Title VI complaint process and provides Fulton's complaint process information via signage postings throughout the department's common areas and the vaccination community centers.

The Fulton County Department of Community Development also provided public notification of rights and accessibility of Title VI. In addition, the recipient ensured LEP compliance through the use of vital documents and interpretation and translation services through the use of the County's Foreign Language Line service at no additional cost to citizens. The office also had "We Speak", Title VI Awareness and "How to File a Complaint" posters placed at service entrances and common employee work areas.

The department is compliant with Title VI Civil Rights policies, mandates, regulations, procedures and contract agreements. The compliance site review demonstrated that the Fulton County Department of Community Development is thorough in complying with Title VI requirements of HUD.

The Office of the County Auditor has worked diligently to develop Title VI/Non-discrimination guidelines, policies, tools and training as well as provide technical assistance to Fulton County's Federal recipient programs and its sub-recipients. 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 10 business days if findings and/or concerns are listed in this report. You may email your written response to the County Manager, Dick Anderson, and Trina Alston, Title VI Coordinator, in the Office of the County Auditor. 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.