



**FULTON COUNTY, GEORGIA**  
**OFFICE OF THE COUNTY AUDITOR**

**ATLANTA-FULTON COUNTY EMERGENCY**  
**MANAGEMENT AGENCY**  
**TITLE VI COMPLIANCE SITE REVIEW REPORT**

**September 19, 2017**

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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, agency or sub-recipient that receives FFA.

The Office of the County Auditor conducted a site review of the Atlanta-Fulton County Emergency Management Agency on August 29, 2017 with Matthew Kallmyer, Director and Wanda Floyd, Administrative Services Manager. The site review addressed the Title VI compliance requirements for the Emergency Management Performance Partnership grant for the period of July 1, 2016 – June 30, 2017 in the total amount of \$200,000.00.

## **BACKGROUND**

The Atlanta-Fulton County Emergency Management Agency (AFCEMA) is responsible for providing management and coordination of mitigation, preparedness, response and recovery activities within its area of the Atlanta-Fulton County area.

## **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 Atlanta-Fulton County Emergency Management Agency 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 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 Atlanta-Fulton County Emergency Management Agency examined the following requirements according to the agreement with the Georgia Emergency Management and Homeland Security Agency:

- (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.
- e. Placement of "babel" notice in service locations and on service documents.

(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 Director, Matthew Kallmyer, providing notification of the site review. In addition, an email was sent to Wanda Floyd, Administrative Services Manager providing the same notification information 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 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)).

In addition, the department's Title VI Liaison was provided Title VI Basics and Compliance Training and law updates 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 Atlanta-Fulton County Emergency Management Agency thoroughly demonstrated Title VI compliance as required. The department displayed proper Title VI signage in appropriate places, providing Title VI awareness to citizens and employees. Also, the department provided copies of the mandatory assurances/awarded contract agreement signed off by the Fulton County Chairman of the Board of Commission.

The Atlanta-Fulton County Emergency Management Agency has adopted the County's complaint process and provides the information via signage postage throughout the department's

common areas, employee breakrooms and administration office. The department ensures LEP compliance through the use of FEMA provided emergency preparedness guide booklets.

The Atlanta-Fulton County Emergency Management Agency is compliant with Title VI Civil Rights policies, regulations, procedures and contract agreements. The compliance site review demonstrated that the Department is very diligent and proactive in complying with Title VI requirements of the Georgia Emergency Management and Homeland Security Agency.

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 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 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 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.