



## POLICIES AND PROCEDURES

**SUBJECT:** Title VI Non- Discrimination Policy

**EFFECTIVE DATE:** July 20, 2011

**NUMBER:** 600-71

### Purpose

The purpose of this policy is to articulate Fulton County's commitment to comply with all Non-Discrimination provisions pursuant to Title VI of the Civil Rights Act of 1964, as amended.

### Policy

The Fulton County Board of Commissioners is committed to compliance with Title VI of the Civil Rights Act of 1964 as amended and all related regulations and directives. In this regard, Fulton County assures that no person shall on the basis of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, as amended and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. Fulton County further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether or not those programs and activities are federally funded. In addition, Fulton County will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency.

When Fulton County distributes federal aid funds to another entity, the County will include Title VI language in all written agreements and will monitor them for compliance.

### Responsibilities

Under this policy the specific Title VI responsibilities are assigned to additional County departments and agencies as specified below:

- **Office of Internal Audit** is responsible for initiating and monitoring Title VI activities, preparing required reports and other County responsibilities through the Title VI Coordinator. The Title VI coordinator is responsible for implementing, monitoring, and ensuring the County's compliance with Title VI regulations by developing and implementing a Title VI Plan, preparing annual Title VI accomplishments and goal reports, creating compliant activity logs, maintaining effective informational materials and providing proactive supervision and guidance to departmental Title VI liaisons.
- **Office of Equal Employment Opportunity and Disability Affairs** is responsible for maintaining and updating this policy as well as establishing and implementing discrimination complaint procedures associated with Title VI of the Civil Rights Act of 1964, as amended.
- **Department of Purchasing and Contract Compliance** is responsible for ensuring that the required Title VI and Notice to the Public language is included in all solicitations and

contracts; monitoring of projects; providing outreach to Disadvantaged Business Enterprises (“DBEs”); providing contractor/vendor/subcontractor training; and handling contractor/subcontractor complaints.

- **Grant Recipient Departments** are responsible for designating a Title VI Liaison. The Title VI Liaison’s responsibilities include but are not limited to the following: 1) Ensuring compliance, program monitoring, reporting and education within their respective programs; 2) Attending regularly scheduled meetings with the Title VI Coordinator to discuss issues regarding program implementation and compliance monitoring within the County; 3) Assisting the Title VI Coordinator, the Office of Equal Employment and Disability Affairs and the Department of Purchasing and Contract Compliance with ensuring compliance, program monitoring, reporting and education within their respective Departments, as appropriate.

### **Applicability**

This policy and procedure applies to all Fulton County departments and agencies, contractors, and elected officials.

**Departmental Sponsor:** Office of the County Manager

**Policy Review Date:** December 31, 2016

**References:** None

### **Attachments**