



**FULTON  
COUNTY**

**FULTON COUNTY, GEORGIA  
OFFICE OF THE COUNTY AUDITOR  
SELECT FULTON – WORKFORCE DEVELOPMENT  
DIVISION  
TITLE VI COMPLIANCE SITE REVIEW REPORT**

**June 05, 2023**

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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 Title VI Compliance review of the Select Fulton – Workforce Development Division on May 11, 2023, with Brett Lacy, Division Manager. The compliance review addressed the Title VI compliance requirements for the grant for the period of July 01, 2021 – June 30, 2023, in the total amount of \$2,447,338.00 for program and services essential to the Workforce Innovation and Opportunity Act (WIOA).

The program received FFA for the following programs and/or services:

PROGRAMS/SERVICES	FUNDING AMOUNT
WIOA – Adult	\$525,486.00
WIOA – Dislocated Worker	\$1,330,138.00
WIOA – Youth	\$611,914.00

**BACKGROUND**

Select Fulton - Workforce Development renders career and training services, required by Workforce Innovation and Opportunity Act, that’s designed to strengthen and improve public workforce systems. The services are designed to help get adults, dislocated workers, youth, and those with significant barriers to employment, high-quality jobs, and careers as well as, help employers hire and retain skilled workers.

Workforce Development, referred to as WorkSource Fulton, provides career and training services through a one-stop system, which means Fulton residents can access programs at any of their workforce locations. WorkSource Fulton was created through the WIOA to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

The program offers training and careers at the following three Fulton County WorkSource locations:

1. South Fulton Service Center  
5600 Stonewall Tell Rd  
College Park, GA 30349

2. North Fulton Service Center  
7741 Roswell Rd NE  
Atlanta, GA 30350

3. Adamsville  
818 Pollard Blvd SW  
Atlanta, GA 30315

## **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 recipient 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 Select Fulton – Workforce Development Division examined the following requirements according to the agreement with of Select Fulton - WDD examined the following requirements according to the agreement with the United States Department of Labor and Technical College System of Georgia, Office of Workforce Development:

### (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 Samir Abdullahi, Director, providing notification of the site review and 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.

**Recommendations**

The agency was provided newly Fulton County branded Title VI awareness flyers and notices, recommended to replace the Title VI awareness information currently posted.

**CONCLUSION**

Select Fulton – Workforce Development Division demonstrated Title VI compliance as required. The recipient displayed proper Title VI signage in appropriate places, providing Title VI awareness to citizens and employees. In addition, the recipient provided a copy of mandatory assurances/awarded contract agreement signed by the authorized certifying official, Chairman Rob Pitts.

The agency has adopted the Fulton County’s Title VI complaint process and provides Fulton’s complaint process information via signage postings throughout its service areas, waiting areas, check-in and check-out areas, websites, and employee common areas

Select Fulton also provided public notification of rights and accessibility of Title VI. In addition, the subrecipient ensured LEP compliance through the use of interpretation and translation services of vital documents and through the use of its Foreign Language Line service at no additional cost to citizens. The agency also provided a copy of its language access communication plan and had “We Speak” posters placed at service entrances, check-in and check-out windows and common employee work areas.

The agency is compliant with Title VI Civil Rights policies, mandates, regulations, procedures, and contract agreements. The compliance site review demonstrated that Select Fulton – Workforce Development and each of the WorkSource Fulton locations are thorough in complying with Title VI requirements of U.S. Department of Labor.

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.