



INTEROFFICE MEMORANDUM

TO: Paul L. Howard, Jr., District Attorney

FROM: *Anthony Nicks*
Anthony Nicks, County Auditor

DATE: April 30, 2015

RE: Office of the District Attorney – Victim-Witness Assistance Program Title VI Compliance Site Review Report dated April 30, 2015

The Office of Internal Audit has completed Office of the District Attorney – Victim Witness Assistance Program Title VI Compliance Site Review Report dated April 30, 2015. Attached is a copy of our 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.

Attachment: Office of the District Attorney – Victim-Witness Assistance Program Title VI Compliance Site Review Report dated April 30, 2015

Cc: Richard Anderson, County Manager



INTEROFFICE MEMORANDUM

TO: Fulton County Board of Commissioners

FROM: *Anthony Nicks*
Anthony Nicks, County Auditor

DATE: April 30, 2015

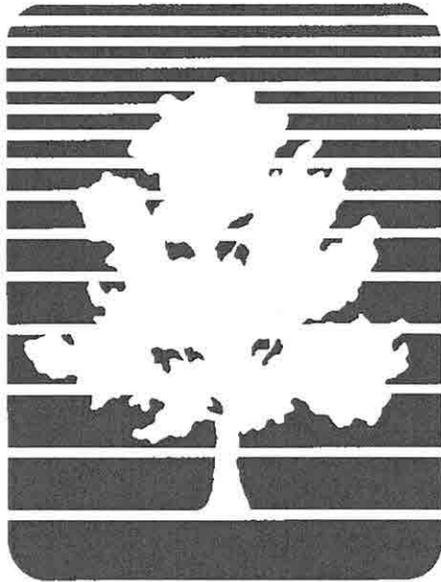
RE: Office of the District Attorney – Victim-Witness Assistance
Program Title VI Compliance Site Review Report dated
April 30, 2015

The Office of Internal Audit has completed the Office of the District Attorney – Victim-Witness Assistance Program Title VI Compliance Site Review dated April 30, 2015. Attached is a copy of the final report.

There were no Title VI deficiencies found during the site monitoring. The department has been found to be “IN COMPLIANCE” with Title VI of the Civil Rights Act of 1964. As such, no written response is required. If you have any questions or need additional information, please contact me at extension 21019. Thank you.

Attachment: Office of the District Attorney – Victim Witness Assistance Program Title VI Compliance Site Review Report dated April 30, 2015

Cc: Richard Anderson, County Manager
Paul L. Howard, Jr., District Attorney



FULTON COUNTY

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

DISTRICT ATTORNEY

(Victim-Witness Assistance Program)

TITLE VI COMPLIANCE SITE REVIEW REPORT

April 30, 2015

TABLE OF CONTENTS

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

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 Office of the District Attorney – Victim-Witness Program on March 25, 2015 with the Program Manager. The federal sub-grant award for the Victim-Witness Assistance Program (VWAP) was for fiscal year (FY) October 1, 2014 – September 30, 2015 in the amount of \$155,903.00. Our site review addressed Title VI/Non-discrimination Compliance requirements as established by the Department of Justice Legal Manual and the Criminal Justice Coordinating Council.

BACKGROUND

The Office of the District Attorney is charged with the prosecution of all felony violations of State law that occur within Fulton County (Atlanta Judicial Circuit). Also, the office ensures adherence to the Georgia Victims' Bill of Rights by providing the VWAP. The mission of the Victim-Witness Assistance Program is to provide quality and compassionate assistance to victims and witnesses of crime in Fulton County who are involved in the criminal justice system at the Superior and Juvenile Court levels.

OBJECTIVES

The Office of Internal Audit has the responsibility of conducting Compliance Site Reviews of Federal funded 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 VWAP has met its General Reporting and Program-Specific requirements, in accordance to Department of Justice Legal Manual and the Criminal Justice Coordinating Council. 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 the Title VI Compliance Site Review of the VWAP examined the following requirements according to Department of Justice Legal Manual and the Criminal Justice Coordinating Council:

(1) General Requirements

- a. Annual Title VI Certifications and Assurances
- 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 the agency's Title VI program information and public notice statement

(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 the 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 notification email was sent to the Program Manager advising of the site review visit and an electronic copy of the Title VI Compliance Site Review Tool that would be used to conduct the monitoring. The tool provided the Program Manager a preview of compliance areas that would be assessed.

The review tool was utilized to access the various areas of the Program's Title VI requirements as well as gather information relating to Title VI specialty areas (Public Participation and 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 Victim-Witness Assistance Program is compliant with Title VI compliance requirements, policies, regulations and procedures. The compliance site review demonstrated that the Program ensures its commitment to complying with Title VI/Non-discrimination of the Civil Rights Act of 1964.

The Office of Internal Audit has worked diligently to develop Title VI/Non-discrimination guidelines, policies, tools, and training, as well as provide 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. We would like to thank management and staff for their timely cooperation and assistance during this Title VI review. The distribution of this report is reserved for the executive management of Fulton County and the Board of Commissioners.