

**SNEADS TOWN COUNCIL
PUBLIC HEARING/ SPECIAL MEETING
OCTOBER 12, 2021**

26 DG

The Town Council of the Town of Sneads, Florida, met in a public hearing/ special session at the Sneads Town Hall on Tuesday, October 26, 2021, at 6:00 p.m.

Mike Weeks called the meeting to order with the following present:

Mike Weeks, Donovan Weeks, George Alexander,
and Tony Money; Council Members
Lee Garner, Town Manager
Mike Miller, Police Chief
Sherri Griffin, City Clerk
Danielle Guy, Deputy Clerk

And the following were absent:

Angela Locke, Council Woman
Daniel Cox, Attorney

Council President stated that the purpose of the public hearing was regarding CDBG-CV Application for the lightening at the Sneads Ball Park. Vance Coley with Melvin Engineering went into detail about the grant and how and why the Town will apply for the project. He stated that the sports complex is the only place large enough for children to gather outside and for other assemblies for the town to hold as well should we need to take that action again in the future. Only one comment was made about obtaining more protective gear/ equipment/ supplies for our public safety departments for COVID-19. Police Chief, Michael Miller was present and stated that his departments had plenty of supplies on hand from CARES Act funding at this time. Mr. Coley went on to discuss the Four Factor Analysis for limited English proficiency persons.

Council reconvened in special session at 6:05pm.

Four Factor Analysis was presented to Council. (See Attached). Tony Money made a motion to approve the Four Factor Analysis as presented. George Alexander seconded. All voted aye.

Resolution #21-14

**A RESOLUTION BY THE TOWN OF SNEADS, TOWN COUNCIL, SNEADS
FLORIDA, APPROVING FOR A STATE OF FLORIDA, COMMUNITY
DEVELOPMENT BLOCK GRANT CORONAVIRUS RELIEF FUNDING
(CDBG-CV PROGRAM) PROVIDING AN EFFECTIVE DATE.**

was read and presented. Donovan Weeks made a motion to approve Resolution #21-14 as presented. George Alexander seconded. All voted aye.

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Donovan Weeks made a motion to adjourn at 6:10 pm.

Respectfully Submitted,



Danielle Guy, Deputy Clerk

APPROVED:

MIKE WEEKS, COUNCIL PRESIDENT

**FOUR-FACTOR ANALYSIS
FOR LIMITED ENGLISH PROFICIENCY
PERSONS**

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

TOWN OF SNEADS

Purpose: In compliance with Executive Order 13166, the Town of Sneads has developed the following Four Factor Analysis for Limited English Proficiency (LEP) persons.

History: Title VI of the Civil Rights Act of 1964 is the federal law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Town of Sneads Four-Factor Analysis: The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the Town of Sneads will undertake to guarantee access to Town Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The Town of Sneads utilized American Community Survey data Table DP02. Based on this data, Jackson County does not meet the 1,000 or 5% LEP persons threshold for Spanish, Asian/Pacific Islander, or any other Non-English speakers.

2. The frequency with which the LEP persons come into contact with the program.

The proposed project is an infrastructure project that does not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with the CDBG program. However, all citizen participation activities are open to the general public.

3. The nature and importance of the program, activity, or service provided by the program.

The proposed project does not provide direct assistance to individuals. As a result, LEP persons rarely come into contact with the CDBG program. However, all citizen participation activities are open to the general public.

4. The resources available and costs to the recipient.

Currently, there are free websites that can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to the Town.

Once the Four-Factor Analysis has been completed, the community must determine if a LAP is required.

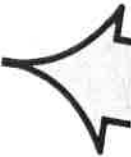
If the community determines that a LAP is **not** required, then the certification below should be signed and dated by the chief elected official and the Four-Factor Analysis should be kept in the Fair Housing and Equal Opportunity CDBG program file.

If the Four-Factor Analysis identifies a LEP threshold population and/or if the nature of the program activities is such that a LAP is triggered, please delete the certification below and complete the LAP section at the end of this sample document.

Certification: Based on the above Four-Factor Analysis, the Town of Sneads is not required to develop a LAP. However, the Town will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.

Mike Weeks, Council President

Date



RESOLUTION NO. 21-14

A RESOLUTION BY THE TOWN OF SNEADS TOWN COUNCIL, SNEADS, FLORIDA, APPROVING APPLICATION FOR A STATE OF FLORIDA, COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RELIEF FUNDING (CDBG-CV PROGRAM), PROVIDING AN EFFECTIVE DATE.

WHEREAS, The State of Florida has established the Community Development Block Grant Coronavirus Relief Funding and it has been determined that the Town of Sneads Town Council is eligible to make application for certain funds under this program; and

WHEREAS, the Town has identified the following priority project for submission under the CDBG-CV Program:

Town of Sneads Health & Recreation Renewal Project

The project will include the repair/replacement of overhead lighting at the Town's recreational fields and only open-air community gathering area; and

WHEREAS, the grant program requires a public hearing be held and the project be approved and adopted by the Town Council.

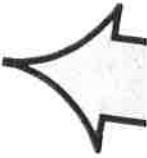
WHEREAS, the Town Council Vice President and/or the Town Manager have authority and rights to execute all required grant related application and agreement documents in the absence of the Town Council President, including acting as a Certifying Officer under Section 104(g) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304 (g)) (HUD Act), in connection with the receipt of assistance from the U.S. Department of Housing and Urban Development (HUD) under Title I of the HUD Act (or refer to specific assistance from HUD). Such authority hereby delegated includes, but is not limited to, the authority to execute the certification required under Section 104 (g) of the HUD Act; the authority to specify when appropriate that the jurisdiction has fully carried out its responsibilities for environmental review, decision making and action under Section 104(g) (1) of the HUD Act; the authority to consent to assume the status of a responsible Federal Official under the National Environmental Policy Act of 1969 and other provisions of law specified in the regulations of HUD in 24 CFR Part 58;

CDBG-CV 2021 Resolution

NOW, THEREFORE, be it resolved by the Town of Sneads Town Council, Sneads, Florida, that submission of the CDBG-CV application for certain improvements and associated signature authority is hereby approved for submission.

TOWN OF SNEADS

BY: _____
Mike Weeks, Council President



I, _____, Clerk for Sneads, Florida, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Town of Sneads Town Council at its meeting held on the 26th day of October 2021.

IN TESTIMONY AND WITNESS WHEREOF, I subscribe my name below hereto officially as the Clerk for the Town of Sneads, Florida this 26th day of October 2021.

Sherri Griffin, Clerk

**TOWN OF SNEADS
CDBG CORONAVIRUS RELIEF FUNDING (CDBG-CV)
SECOND PUBLIC HEARING
10/26/2021 6:00PM**

Attendance Sheet

PRINTED NAME

ADDRESS

Vance Coley

2609 Chodaw Trl, Meridian

Jason Johnson

1399 Mill Springs Rd GR

Anthony Money

8110 Hawley St 32460

Ken Mansfield

2082 River Rd 32460

**TOWN OF SNEADS
CDBG CORONAVIRUS RELIEF FUNDING (CDBG-CV)
SECOND PUBLIC HEARING
10/26/2021 6:00PM**

Attendance Sheet

PRINTED NAME

ADDRESS

Danielle Guy

7896 Sale St Sneads 32460

Lee GARNER

~~708~~ 83rd Ave - 32460

Anthony Money

8110 Hawley St 32460

Dorcas Weeks

8110 POPE ST sneads, FL 32460

Mike Welch

7935 McKeown Mill Road Sneads

George Alexander

8062 Eugenia St. Sneads, FL



Town of Sneads

PO Drawer 159

Sneads, Florida 32460

PH (850) 593-6636 Fax (850)593-5079

Email: Sneadsmgr@sneadsfl.com

MINUTES OF PUBLIC HEARING TUESDAY, OCTOBER 26, 2021, 6:00 PM CST

A special meeting of the Town Council of Sneads, Florida was called to order at 6:00 PM, Tuesday, October 26, 2021, by Council President Mike Weeks. Members present were Councilmembers Donovan Weeks, Anthony Money, and George Alexander

Council President Weeks stated the purpose of the special meeting and public hearing was to obtain comments from the public regarding pending application for a CDBG-CV for lightening at the Sports Complex. He called on Mr. Vance Coley, Melvin Engineers to commence the public hearing at 6:01 PM. Mr. Coley went into detail the grant parameters and how we produced this project to apply for. There was one comment from the public present regarding the possibility of obtaining more protective equipment/supplies for COVID-19 for the public safety departments. This was taken into consideration and after a response from the Police Chief, stating that adequate equipment and supplies were on hand from the CARES Act Funding, the gentleman stated he had no further comments and agreed with the project for which an application was being submitted, that was to assist with getting lights at the sports complex for children and others to have a place to gather, as the sports complex is the only place in the Town large enough for such assemblies. Mr. Coley also explained the Four-Factor Analysis for limited English Proficiency persons, which needed to be approved by the council, along with the Resolution authorizing submission of the application. Council President Weeks then adjourned the public hearing at 6:06 and opened the special meeting of council.

A motion was made by Councilman Money, seconded by Councilman Alexander to approve the Four-Factor Analysis and the motion carried by a 4-0 vote for approval.

Next a motion was made by Councilman Weeks, seconded by Councilman Alexander to approve Resolution No. 21-14 and the motion carried by a 4-0 vote for approval.

Nothing further, the special meeting adjourned at 6:09 PM.



ELMON LEE GARNER

TOWN MANAGER/SECRETARY