

TOWN OF COTTAGE CITY
PRINCE GEORGE'S COUNTY, MARYLAND
RESOLUTION NO. 2026-27

**A RESOLUTION OF THE COTTAGE CITY COMMISSION
APPROVING THE USDA COMMUNITY FACILITIES GRANT AGREEMENT AND
AUTHORIZING THE TOWN MANAGER TO EXECUTE THE AGREEMENT AND
RELATED DOCUMENTS TO OBTAIN REIMBURSEMENT OF GRANT FUNDS**

WHEREAS, the Town of Cottage City, Maryland (“Town”) was awarded funding under the United States Department of Agriculture (“USDA”), Rural Development, Rural Housing Service, Community Facilities Grant Program, CFDA Number 10.766; and

WHEREAS, the Community Facilities Grant Agreement, Form RD 3570-3, as amended September 16, 2026 (the “Agreement”), identifies Federal Award Identification Number CPAP000001234200/CLSS00000079069, an award date of August 17, 2023, and a period of performance from August 17, 2023, through September 30, 2028; and

WHEREAS, the Agreement provides \$45,700.00 in federal grant funds and \$15,300.00 in matching or other Town funds, for a total approved project cost of \$61,000.00, of which the federal award is 74.91 percent; and

WHEREAS, the grant supported the Town’s acquisition of a 2023 Ford Explorer Police Interceptor AWD, Vehicle Identification Number 1FM5K8AB7PGA36229, which is titled to the Town and used for municipal public safety purposes; and

WHEREAS, it has taken three years to rectify this grant and resolve the issues necessary to return the grant funds to the Town of Cottage City, and execution of the amended Agreement represents the final step in that corrective process to secure reimbursement to the Town; and

WHEREAS, execution of the Agreement is the remaining step required to close the grant and obtain reimbursement of the \$45,700.00 federal share already expended on that vehicle; and

WHEREAS, the Agreement requires the Town to maintain fidelity bond coverage of \$6,855.00 during the period of performance, to file required financial and performance reports, and to use and dispose of the vehicle in accordance with federal equipment rules; and

WHEREAS, the Commissioners wish to approve the Agreement and authorize John Hoatson, Town Manager, to execute it and the related closing and reimbursement documents on behalf of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE TOWN OF COTTAGE CITY, MARYLAND, THAT:

Section 1. Approval of Agreement.

The USDA Community Facilities Grant Agreement, Form RD 3570-3, as amended September 16, 2026, including its attachments, is hereby approved. The Agreement shall be attached to this Resolution as **Exhibit A** and is incorporated as though fully set forth herein. The Agreement’s Exhibit A, includes the General Award Information; all responsibilities of the Town, the Rural Housing Service, and both parties; Attachment A,

Approved Work Plan and Budget; Attachment B, Reporting Executive Compensation; Attachment C, System for Award Management and Universal Identifier Requirements; and all terms, conditions, assurances, and requirements incorporated therein by reference.

Section 2. Authorization to Execute.

John Hoatson, Town Manager, is designated as the Town's authorized representative and is authorized to sign, date, and deliver the Agreement on behalf of the Town, accepting its terms and binding the Town to its obligations.

Section 3. Reimbursement and Related Documents.

The Town Manager is further authorized to execute and submit the certifications, Standard Form 270 request for reimbursement, and other documents necessary to implement the Agreement and obtain disbursement of the \$45,700.00 federal award. Any material change to the approved project, grant amount, or Town match shall require further approval by the Commissioners.

Section 4. Administration.

The Town Manager shall administer the grant in accordance with the Agreement, including maintenance of the required fidelity bond coverage, timely financial and performance reports, and equipment records. Grant proceeds shall be received, recorded, and applied solely for the purposes authorized by the Agreement.

Section 5. Official Records.

A copy of this Resolution and the fully executed Agreement shall be maintained among the Town's official records. A certified copy of this Resolution may be provided to USDA as evidence of the Town Manager's authority to execute the Agreement.

Section 6. Effective Date.

This Resolution shall take effect immediately upon adoption.

INTRODUCED by the Cottage City Commission at the October Work Session on October 6, 2026.

PASSED by the Cottage City Commission at a Regular Town Meeting held _____.

ADOPTED by the Commissioners of the Town of Cottage City, Maryland, this _____ day of _____, 2026.

ATTEST:

TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager

Wanda Wheatley, Ward 3, Commissioner-Chair

Julia Salsich, Ward 1, Commissioner-Secretary

Joshua Durant, Ward 2, Commissioner

Tom Campos, Ward 4, Commissioner Vice-Chair

John Brooks, At-Large, Commissioner

CERTIFICATION

I hereby certify, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the _____ day of October, 2026, Resolution No. 2026-27, approving the USDA Community Facilities Grant Agreement and authorizing execution of related documents to obtain reimbursement of grant funds, was duly adopted by the Cottage City Commission by a vote of ____ Aye, ____ Nay, and ____ Absent.

John Hoatson, Town Manager