

TOWN OF COTTAGE CITY
RESOLUTION 2026-03

**A RESOLUTION OF THE COMMISSION OF THE TOWN OF COTTAGE CITY
ADOPTING A LANGUAGE ACCESS PLAN TO ENSURE MEANINGFUL ACCESS TO
TOWN PROGRAMS, SERVICES, AND ACTIVITIES FOR INDIVIDUALS WITH
LIMITED ENGLISH PROFICIENCY**

Introduced by: The Cottage City Commission

WHEREAS, the Town of Cottage City is committed to providing equitable, inclusive, and nondiscriminatory access to municipal programs, services, activities, and information for all residents, visitors, and stakeholders; and

WHEREAS, individuals with Limited English Proficiency may experience barriers to accessing government programs and services without reasonable language assistance; and

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of national origin by recipients of federal financial assistance, and denial of meaningful access due to language barriers constitutes national origin discrimination; and

WHEREAS, Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, requires public entities receiving federal funds to take reasonable steps to ensure meaningful access to their programs and activities; and

WHEREAS, the United States Department of Agriculture has adopted a comprehensive Language Access Plan dated November 9, 2023, establishing standards, procedures, and best practices to ensure meaningful access for individuals with Limited English Proficiency in federally conducted and federally assisted programs
USDA-language-access-plan [30]; and

WHEREAS, the Town of Cottage City administers and may in the future administer or benefit from federally assisted programs, grants, and activities, and therefore must ensure compliance with applicable federal civil rights and nondiscrimination requirements; and

WHEREAS, adoption of a formal Language Access Plan supports transparency, accountability, community engagement, and compliance with federal requirements while strengthening public trust in municipal government;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF COTTAGE CITY, MARYLAND, that:

The Town of Cottage City hereby adopts a Language Access Plan consistent with the principles, standards, and requirements set forth in the United States Department of Agriculture Language Access Plan dated November 9, 2023, as guidance for ensuring meaningful access for individuals with Limited English Proficiency.

TOWN OF COTTAGE CITY
RESOLUTION 2026-03

The Language Access Plan shall apply to all Town-conducted programs, services, activities, communications, and public engagement efforts, and to federally assisted programs administered by or on behalf of the Town, as applicable.

The Cottage City Commission designates the Town Manager, or designee, as the Town’s Language Access Coordinator, responsible for oversight, implementation, periodic review, and coordination of language access services.

The Town shall take reasonable steps, based on available resources and community needs, to provide language assistance services including interpretation, translation of vital documents, public notification of language assistance availability, staff training, and outreach to communities with Limited English Proficiency.

The Language Access Plan shall be reviewed periodically and updated as necessary to reflect changes in community demographics, program requirements, funding sources, or applicable federal or state law.

This Resolution shall take effect immediately upon adoption.

ADOPTED this 11th day of March, 2026, by The Cottage City Commission of the Town of Cottage City, Maryland.

ATTEST: TOWN OF COTTAGE CITY, MARYLAND

John Hoatson, Town Manager By: _____
Wanda Wheatley, Ward 3, Commissioner Chair

CERTIFICATION

I, HEREBY CERTIFY, as the duly appointed Town Manager of the Town of Cottage City, Maryland, that on the 11th day of March 2026 with ___ Aye votes and ___ Nay votes, the aforesaid Resolution 2026-03 passed.

John Hoatson, Town Manager