CITY OF WILLIAMSPORT, PA
RESOLUTION

RESOLUTION # 9940 DATE 7-10-25

TITLE

RESOLUTION APPOINTING A LANGUAGE ACCESS COORDINATOR FOR THE CITY OF WILLIAMSPORT

WHEREAS, the City of Williamsport, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG); and

WHEREAS, the City of Williamsport is statutorily required to comply with Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13166; and

WHEREAS, the City of Williamsport must designate a Language Access Coordinator who will serve as the City of Williamsport's designated representative for any and all complaints regarding language access for persons with Limited English Proficiency in accordance with Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13166;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williamsport as follows:

The Human Resources Director is hereby designated as the City of Williamsport's Language Access Coordinator.

BE IT FURTHER RESOLVED, that the appropriate City officials are authorized to take any actions necessary to carry out the intent of this Resolution.

I HEREBY CERTIFY that the above is a true and correct copy of a Resolution adopted at a regular meeting of the Williamsport City Council of the City of Williamsport, held on July 10, 2025.

ATTEST

Janice Frank, City Clerk

Margaret J. Woodring, Controller

CITY OF WILLIAMSPORT

Derek Slaughter, Mayor

Approved

City Clerk

President

LAN (LAP) FOR

CITY OF WILLIAMSPORT

HOUSING AND URBAN DEVELOPMENT (HUD) FUNDED PROGRAMS

Section I. Introduction and Purpose

In compliance with Section 601 of Title VI of the Civil Rights Act of 1964 and Executive Order 13166, the City of Williamsport has developed the following Language Access Plan (LAP) for individuals with limited English proficiency (LEP). A LEP individual is herein defined as any prospective, potential, or actual recipient of benefits or services from the City of Williamsport who has a limited ability to read, speak, write or understand the English language at a level that permits them to interact effectively with the City of Williamsport's Housing and Urban Development (HUD) funded programs or services.

Section II. History

Title VI of the Civil Rights Act of 1964 is the federal law which 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 persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs that 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 to receive a particular service or benefit.

Executive Order 13166 mandates improved access to federally assisted programs and activities for individuals who, as a result of national origin, are limited in their English proficiency. The order also requires a Language Access Plan for the program or activity if a qualifying population is identified based on a Four-Factor Analysis.

Section III. City of Williamsport Four-Factor Analysis

The City of Williamsport conducted a Four-Factor Analysis for Limited English Proficiency individuals to determine which language assistance measures will be required to guarantee access to the City of Williamsport's HUD funded programs by LEP individuals.

The following Four-Factor Analysis was used by the City of Williamsport to prepare this plan and will serve as the guide for determining which language assistance measures the City of Williamsport will undertake to guarantee access to HUD funded programs and services by LEP individuals.

1. **Number or proportion of LEP individuals served or encountered in the eligible service population.** The term "served or encountered" is used herein to include those persons who would be served or encountered by the City of Williamsport if the persons received adequate education and outreach, and the City of Williamsport provided sufficient language services. The threshold for meeting Factor 1 is the lesser of 1,000 people or 5% of the population.

The City of Williamsport does not meet the Factor 1 threshold. Refer to Appendix A of this plan for a list of below are the municipalities, language, total number, and percentage of LEP individuals for the City of Williamsport.

2. **Frequency with which LEP individuals encounter the federally funded program.** This includes offering direct assistance to residents related to housing and other services.

   City of Williamsport does provide direct assistance of this nature to residents.

3. **Nature and importance of the program, activity, or service provided by the program or activity.** This may include providing direct assistance to a program or activity service area, such as relocation, public services, and infrastructure projects, and therefore the nature of the activity or service is of significant importance to the proposed program or activity area residents.

   The City of Williamsport does provide programs or activities for service area beneficiaries in such a way that the nature of the activity or service is of significant importance to the proposed program or activity area residents.

4. **Resources available and costs.** Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers may be identified to provide oral translation services at public meetings and during conversations with LEP individuals during the implementation of the proposed program or activity. Furthermore, many of the common forms used in the implementation of a HUD funded program or activity are available in multiple languages on Federal Department websites. Additionally, translation activities are an eligible administrative or delivery expense. The use of translation or interpretation services for LEP individuals will be utilized in a cost-effective manner as needed. Therefore, limited LEP measures are reasonable given the resources available to the City of Williamsport.

Section IV. Language Assistance Measures

The methodology chosen for language assistance will vary depending on the type of interaction the City of Williamsport staff is having with the LEP individual, such as via phone, in person, or written communication. The City of Williamsport recognizes the importance of providing such services in a timely manner and in an appropriate place. Failure to do so may effectively delay or deny LEP residents' access to HUD funded programs, services, or information. The City of Williamsport will assess the need for large assistance based on the situation, unless otherwise provided for herein. Assistance measures may include, but are not limited to, posting the LAP or components thereof, and information regarding interpretation services where and when appropriate, providing "I Speak" cards or documentation to staff, volunteers, contractors, subcontractors, and/or subrecipients who may come in contact with LEP individuals, as well as offering translation services on all public notices.

Section V. Oral Language Assistance and Translation

All public hearing notices published or posted by the City of Williamsport, as well as direct assistance outreach materials, will include information in English on accessing free oral translation services for any

LEP individual. Should an LEP individual or population be identified as needing oral language assistance and translation, such services shall be provided based on the type of need and the availability of in-person translators in a timely manner. If in-person translators cannot be identified in the specific language, telephone translation services will be offered.

Section VI. Staff Training

The City of Williamsport staff, volunteers, contractors, subcontractors, and/or subrecipients who may encounter LEP individuals will be trained as appropriate in the policies and procedures related to the City of Williamsport Language Access Plan. Training may include, but is not limited to, language assistance services offered, the use of "I Speak" cards, LEP complaints received, and the corrective actions taken.

Section VII. Complaint Procedure

Any LEP person has the right to file a complaint against the City of Williamsport or its contractors, subrecipients or subgrantees in relation to its adherence to this LAP for HUD funded programs and services. Volunteers, contractors, subcontractors, and/or subrecipient of the City of Williamsport providing services or programs must comply with the City of Williamsport's LAP.

The person designated to provide technical assistance and respond to inquiries and complaints from the public, otherwise known as the Language Access Coordinator, shall be affirmed by resolution of the City of Williamsport City Council. Such resolution is attached to this Plan as Appendix B.

Complaints regarding noncompliance with the LAP plan may be reported verbally or in writing to the Language Access Coordinator. The Language Access Coordinator will acknowledge receipt of the complaint by notifying the Complainant and will investigate the complaint. If the investigation results in a finding of compliance, the Language Access Coordinator will inform the complainant in writing, including the basis for determination. If the investigation results in a finding of noncompliance, the Language Access Coordinator will inform the complainant in writing of the steps that will be taken to correct the noncompliance. This summary of finding will be provided to the complainant within 30 days of the date the complaint was filed.

Persons may also file a complaint with HUD's local office of Fair Housing and Equal Opportunity (FHEO). Details on the complaint process may be found at:

http://www.justice.gov/crt/about/cor/Pubs/TitleVIEng.pdf

Section VIII. Monitoring and Updating the LAP

The City of Williamsport will review this LAP every year during the CDBG Entitlement application process to assess whether an update is warranted. The LAP will remain in effect unless modified or updated. Review of the following areas may indicate a need to update the LAP:

- Updated Census or American Community Survey data;
- Increase in the number of LEP individuals requesting interpretation, translation, or other language assistance;

- Current needs and programs to determine the services and documents that should be provided to LEP individuals;
- Feedback from LEP communities and stakeholders.

Any modifications or updates to the LAP will be communicated to all relevant personnel and stakeholders as indicated herein.

Adopted the 15th day of July, 2025 by the Williamsport City Council.

ATTEST

Janice Frank, City Clerk

Margaret J. Woodring, Controller

CITY OF WILLIAMSPORT

Derek Slaughter, Mayor

APPENDIX A

CITY OF WILLIAMSPORT LEP* POPULATION

Municipality	Language Spoken	Total LEP Population	% of Total Population
City of Williamsport	NA	472	1.8%

SOURCE: U.S. Census Bureau, 2016-2020 American Community Survey 5-Year Estimates

*LEP Population is the number of individuals identified in the American Community Survey as speaking English "less than very well."