

**MINUTES OF THE DISABILITY ADVISORY COMMITTEE  
REGULAR MEETING**

ELK GROVE CITY HALL  
April 19, 2023

**1.0 CALL TO ORDER/ROLL CALL**

Ted called the meeting to order at 6:09 p.m.

Members Present: Bruce Cager, Ann Hennessey, Val Shatraw.

Members Absent: Ted Clark, Steven A. Capps,

Staff: Alicia Tutt, Housing and Grants Specialist  
Sam Grimm, Sr. Engineer, CIP  
Jim Ramsey, Risk Manager/ADA Coordinator

**2.0 APPROVAL OF PAST MEETING MINUTES**

Ann made a motion to accept March 2022 meeting minutes. Bruce seconded the motion. Motion passed with 2 ayes, Val abstained.

**3.0 PUBLIC COMMENT**

None

**4.0 REGULAR AGENDA ITEMS/POSSIBLE RECOMMENDATIONS**

**4.1 SUBJECT: Annual Action Plan for Community Development Block Grants (CDBG)**

CDBG are grant funds provided by the Department of Housing and Urban Development (HUD). The City gets a certain allocation based upon the City's population. CDBG's purpose is to help low and medium income residents. The City has to develop a 5 year consolidated plan, and the City is in the last year of that plan. The annual action plan is partially based on outreach to partners and target population. During the COVID-19 emergency the City received additional funding related to COVID-19. 70% of what is received is used for Capital Improvement Projects, up to 15% can be used for public services, and up to 15% can be used for admin costs. Applications for grants provided by the City using CDBG funds are published in January, allowing non-profits to apply for the grants. Other funding is also available for grants that doesn't fall under CDBG. The City's Housing Division will help applicants determine what funds are available for their projects. Should an application be missing information needed, or staff needed more explanation, staff will contact each applicant to help ensure their application is complete such that it can be considered for a grant. Staff also provides feedback to unsuccessful applicants on how they can improve their applications in future years. CDBG grants become official in early May, Community Service Grants become official once the City budget is adopted. Bruce asked about the minor home repair. Alicia explained that the City provides forgivable loans up to \$15,000 for health and safety repairs or improvements to low income homeowners. These may include adding wheelchair ramps/lifts, making other accessibility improvements, repairing structural damage, etc. Bruce asked Alicia if her division could evaluate the cover page of the report, recommending using a collage of photos that would better represent all the categories of grant recipients.

**5.0 GENERAL ADMINISTRATIVE UPDATE**

The committee welcomed Val Shatraw, new member. Jim updated the committee on the changes to the Above and Beyond Awards website.

Sam Grimm reported on a Community Participation Toolkit that the City is developing. They're doing a survey to incorporate the feedback into the new tool. He provided a flyer with a link to the survey.

#### **6.0 COMMITTEE COMMENTS/FUTURE AGENDA ITEMS**

None.

#### **7.0 ADJOURNMENT**

Ann moved to adjourn at 7:04 pm. Val seconded the motion. Motion passed unanimously.

*Bruce Cager*

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BRUCE CAGER, MEMBER  
DISABILITY ADVISORY COMMITTEE

*J Ramsey*

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PREPARED BY:  
JIM RAMSEY, RISK MANAGER / ADA COORDINATOR