

DRAFT

CITY OF BUENA PARK  
CITIZENS ADVISORY COMMITTEE  
MINUTES  
JANUARY 27, 2021

A meeting of the Citizens Advisory Committee (CAC) was called to order at 6:02 p.m. in the Buena Park Community Center Ball Room. Chairperson Pak led the flag salute.

Present: Cowan, Desai, Rodriguez, Pak  
Judeh arrived at 6:14 p.m.

Absent: Nguyen

Council Liaison and Staff: Elizabeth Swift, Ed. D., Council Member  
Eddie Fenton, Assistant City Manager  
Janine Nava, Housing and CDBG Analyst  
Melissa Dhauw, Senior Management Analyst  
Lana Ardaiz, Senior Administrative Assistant

ORAL COMMUNICATIONS:

None.

APPROVAL OF MINUTES:

Motion was made by Committee Member Cowan and seconded by Committee Member Rodriguez to approve the minutes of the Citizens Advisory Meeting of February 27, 2020.

Motion: Cowan  
Second: Rodriguez  
Ayes: Cowan, Rodriguez, Desai, Pak  
Noes: None  
Absent: Judeh, Nguyen  
Abstained: None

INTRODUCTIONS:

CAC members and City staff introduced themselves. Janine Nava, Housing and CDBG Analyst was welcomed as a new staff member. Council Member Swift introduced herself as Council Liaison to our Citizens Advisory Committee.

Committee Member Judeh arrived at 6:14 p.m.

PROGRAM OVERVIEW:

Ms. Janine Nava, Housing and CDBG Analyst stated that all proposals received were in compliance with HUD guidelines and benefit low-moderate income individuals or low-moderate income areas as determined by use of a CDBG census tract map. A minimum of 70% of the funds must be spent on low-and moderate-income individuals. Statutory caps of 15% for social

service programs and 20% for administration serve as guidelines in determining funding. In addition, the City Council has given direction that 20% of the project funding must benefit City of Buena Park residents.

The estimated FY 2021-2022 allocation for the City of Buena Park is \$875,154, based on the prior FY 2020-2021. This allocation was used to determine the estimate until we receive formal notice from HUD. Additionally, \$118,556 from previous years' CDBG funds is being recommended for re-programming, for a total of \$993,710. The cap for public services is \$131,273 and the cap for administrative and planning is \$175,031.

#### REVIEW OF FISCAL YEAR 2020-2021 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)

Ms. Nava discussed the Consolidated Annual Performance and Evaluation Report (CAPER) for Fiscal Year 2020-2021. The CAPER is a summary of the City's accomplishments that is submitted to HUD annually. Ms. Nava explained that the report is a summary of how the City leveraged CDBG funds with other resources that have been made available to the City, such as City funds to meet the City's objectives for the year. The CAPER represents three overall objectives of HUD: the provision of housing, economic development, and suitable living environment. Reporting includes the six-month accomplishment from the sub-recipients as reported from their quarterly reports to the City and also reported to HUD in the Integrated Disbursement & Information System for Fiscal Year 2020-2021. The two programs that accomplished their goals were Program Administration and Residential Rehabilitation Administration. The remaining sub-recipients did not meet their goals. The main reasons for unmet goals were closures due to Covid-19.

#### 2020-2021 PLANNED VERSUS ACTUAL GOALS AND ACCOMPLISHMENTS

Committee Members reviewed and discussed the projected Goals and Accomplishments and noted that many of the funded activities are well below the 50% accomplishment level. Discussion ensued regarding whether unspent funding would need to be returned. Ms. Nava and Mr. Fenton explained that accomplishments were expected to be at a much lower level this year due to Covid-19. Ms. Nava clarified that invoices are submitted by the subrecipient after the work is performed and completed, and that CDBG funding is provided on a reimbursement basis. Any remaining funds at the end of the fiscal year may be reprogrammed for the following program year.

#### DISCUSSION OF CDBG PROPOSALS AND SCHEDULES FOR FISCAL YEAR 2021-2022

Ms. Nava indicated that 12 proposals were received for FY 2021-2022, for a total of \$1,032,016. The amount of requests for this fiscal year exceeded the City's anticipated funding allocation of \$875,154.

Questions were raised to determine if it would be possible to fund both Fair Housing organizations, and Ms. Nava indicated that she would contact the City's HUD representative.

It was determined that the CAC members would make on-site visits to the following program recipients.

Committee Member	Program
Eddie Cowan	Mercy House Living Centers
Sharon Desai	Graffiti Removal Program, Medical Transportation Program
Mirvette Judeh	Fair Housing Foundation, Orange County Fair Housing Council, Inc. Buena Park Collaborative
Huong Nguyen	HOPE Funds/ City Net
Paul Rodriguez	Boys and Girls Club, Code Enforcement/Neighborhood Improvement
Joe Pak	Residential Rehab Program Administration, Residential Rehab Grants and Loans

ADJOURNMENT:

There being no further business, Chairperson Pak adjourned the Citizens Advisory Committee Meeting at 6:45 p.m. to the next meeting of January 27, 2021.

\_\_\_\_\_  
Joe Pak, Chairperson

ATTEST:

\_\_\_\_\_  
Lana Ardaiz, Secretary