



CONTRA COSTA CONSORTIUM CDBG Newsletter

MARK THE DATE!

- April 1, 2004 – Walnut Creek third quarter report and demand due
(deadline change only for Walnut Creek's third quarter)
- April 2, 2004 – County Action Plan 30-day public review period begins
- April 13, 2004 – Concord City Council Study Session to review recommendations
- April 15, 2004 – Third quarter reports and demands due
- April 15, 2004 – Antioch CDBG Contracts will be distributed
- April 19, 2004 – Pittsburg City Council review of Action Plan
- April 27, 2004 – Concord Public Hearing to recommend funding
- May 2004 – Pittsburg agencies sign FY 2004/05 CDBG contracts
- May 4, 2004 – County Board of Supervisors review of Action Plan
Walnut Creek City Council review of Action Plan

(Contact the appropriate CDBG Program Manager for meeting specifics.)

QUARTERLY HOT TOPIC – INCOME CERTIFICATION

One of the stickier issues for CDBG funded programs is when to require clients to certify their income. All CDBG funded agencies have to collect income self-certification forms from their clients unless their program serves a “presumed benefit” population. Presumed benefit populations are groups that HUD presumes to be primarily low or moderate income, and thus eligible for CDBG services. Presumed benefit groups are defined as: persons with AIDS, battered spouses, homeless persons, elderly persons (over age 62), severely disabled adults (including blind and deaf), illiterate adults, abused children, and migrant farm workers. Persons who have HIV without the diagnosis of AIDS (unless they meet the definition of severely disabled), disabled children, and persons not meeting the definition of “severely” disabled adult are not included in the presumed benefit population. In order for a Subrecipient to meet this criterion, they must have a mission or program statement that specifically limits the clientele served under the program to the particular presumed benefit population.

For the many Subrecipients that do not meet the presumed benefit criteria, the income self-certification form is required from all clients and HUD requires proof of income (e.g. tax forms, pay stubs, documentation of participation in another income limited government program, etc.) for a representative sample of those clients served under the CDBG grant. Generally, 10-30% of the client files must contain proof of income, depending on the level of service provided.

In addition to income information, the self-certification form also includes HUD-specific ethnicity categories. Keep in mind that because of the HUD reporting system, members of the Consortium will only report clients to HUD when you have reported ethnic information to us in your quarterly and annual reports.

The most updated income certification form is available at the following website: <http://www.ccreach.org/publications/index.cfm>. Please ensure that you are using the most updated form. The income certification forms change annually, usually in February. As always, feel free to contact your CDBG program/project manager if you have questions.

ANTIOCH NEWS

I am leaving the City of Antioch effective April 15th to pursue a lifelong dream to see the world and will develop a business around my adventures. I have enjoyed working with the Consortium and our CDBG agencies immensely during the past six years. I wish you all great success. Contra Costa County is blessed with a highly dedicated group of agencies and people. You should all be proud. If you would like more information about my trip and business, visit my website (after April 10) at www.travelwithpaul.com.

*Best wishes,
Paul Heller*

The Consortium Members will certainly miss Paul and we're sure our Subrecipients will too! We wish him the best as he makes his dreams come true!

PROJECTS AND PROGRAMS IN THE SPOTLIGHT

- **Victoria Green** is a 132-unit affordable rental housing development in Hercules. The 8-acre development is located within a 748-unit master-planned community of mid- to upscale single-family homes on the fully remediated site of the former Pacific Oil Refinery. This affordable housing community reflects the design quality of its market rate neighbors. Victoria Green provides the affordable housing units that the City of Hercules required to be included in the master designed community. The development includes a community room, computer learning center, playgrounds, laundry facilities, barbecue, and recreation area. Leasing and occupancy will start on April 1st. Units for households earning 60 and 80 percent of the area median income are still available. For information, call (510) 799-8864.
 - The **Opportunities for Technology Information Careers (OPTIC)** program offers a comprehensive training and placement program for unemployed (or underemployed) individuals with an interest in a career in technology. In addition to computer training and education, students receive an education in career and life development skills during the twelve-week training program. Upon graduation, the students become employed by OPTIC, where they get real job experience (completing projects for local businesses), while conducting their job search. Throughout their training and employment, students receive case management and supportive services. OPTIC also offers its graduates a Career Club where they have access to computers, supportive services, job boards, etc. For more information on OPTIC, call (925) 776-1133.
 - The Contra Costa County CDBG program has partnered with more than 20 non-profit organizations, churches, and government agencies to establish fresh farm produce stands in several areas within West Contra Costa County. Though many in the area's disadvantaged neighborhoods crave produce, it is rarely available in the small corner markets that serve the
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area. The **Farm Fresh Produce** project is part of a new program to make quality produce more accessible to West County residents each Tuesday and encourage healthy eating.

On February 24, ribbon-cutting ceremonies were held at two of the farm stand locations - McGlothen Temple parking lot at 1443 Filbert Street in North Richmond and the Kaiser Permanente Richmond Medical Center at 917 Nevin Avenue. A third produce stand may open for business in the future in Parchester Village. For more information regarding the Farm Fresh Produce project, please contact EcoVillage Farm Learning Center at (510) 223-1693.

Prepared by the Contra Costa County Consortium
Special thanks to Kristen L. Alcaraz, Contra Costa County
Questions, please contact Sharon Cohen, City of Walnut Creek, at (925) 943-5899