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To: [Julio Salcedo](#); [Crystal Quintero](#)
Cc: [Liza Lopez](#); [Rodney Schmidt](#); [Cynthia Alvarado](#)
Subject: CDBG Funding: City of Rialto Mobile Recreation
Date: Monday, June 26, 2023 12:47:20 PM

Congratulations! City of Rialto Mobile Recreation Program has been approved to receive **\$33,000** in Community Development Block Grant (CDBG) funds from the City of Rialto for FY 2023/24. The organization must meet one of CDBG's National Objectives to qualify for funding. Attached you will find a description of the National Objectives and some of the documentation needed to determine client/activity eligibility.

The program year will begin on July 1, 2023 and will end on June 30, 2024. Your organization can request reimbursement for expenses beginning on July 1, 2023. As a reminder, in order for the City to provide this funding to your organization, HUD compliance will be required. Those requirements include:

1. Gathering client/recipient data
Please note the HUD income limits are attached
2. Submitting quarterly activity reports
3. Submitting invoices for all reimbursements requests
Please note this is a reimbursement program

We will be sending over the MOU for signatures in the coming days. Please be advised, the City cannot process reimbursement requests until Agreements have been executed. In the meantime, please find attached to this email:

1. Participant data form to be used to collect data on residents served. Provided in English and Spanish.
 - You must collect participant data **once every 12 months**.
 - Keep track of duplicate participants. This will be reported on Quarterly Performance Report.
2. Minor Participant data form to be used to collect data on residents under the age of 18.
 - Form should be completed by minor's guardian
 - Provided in English and Spanish
3. CDBG National Objectives
 - Used to determine client/activity eligibility. City of Rialto Mobile Recreation stated they will be servicing low-moderate income Rialto Residents (*Limited Clientele Activities*)
4. Staff Time Template
 - If reimbursements are requested for staff time, please ensure that time worked is tracked for the program for auditing purposes. I have included a template for your reference and use. When requesting reimbursement for staff time, you must also provide payroll logs, canceled checks, etc.

5. Homeless Certification

- Can be used in conjunction with the Participant Data Form if participant does not have a permanent address.

6. FY 2023 CDBG Income Limits for San Bernardino County

7. Quarterly Performance Reports

- Must submit reports on quarterly basis along with invoices. If no progress was made during the reporting period, specify that ,sign and return form.
- This form will be used throughout the duration of the program. Continue to use the same form to submit quarterly progress.

8. Request for Reimbursement

- Form must be completed and sent along with recipient data, invoices, proof of payments, etc. Your organization has requested to complete monthly reimbursement requests.
- Please keep in mind, when requesting reimbursement for supplies, materials, services, etc. it may not exceed \$3,000 for the Fiscal Year, otherwise procurement practices will need to be followed. Procurement can be as simple as printing shopping carts lists from three (3) different stores with the same/similar items.

For more detail regarding program requirements for CDBG, please review the handbook that can be located at the following link: [Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems \(hudexchange.info\)](http://Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems (hudexchange.info))

Please feel free to contact me or Liza Lopez, who is cc'd on this email, if you have any questions or if you would like to set up a brief call to discuss the attached forms.

Thank you,

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