CITY OF RIALTO

FY 2026-2027

CDBG NON-PUBLIC SERVICES APPLICATION

City of Rialto
Community Development Department

Mobile Home Rehabiliation

I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto - Housing Division
Program/Activity Title	Mobile Home Repair Grant Program
Physical Address	150 S. Palm Ave.
City, State, ZIP	Rialto, CA 92376

Type of Organization	☐ Non-Profit	■ Government	☐ For-Profit
Tax ID	95-60000768		
DUNS Number	083583849		

Name of Applicant Contact	Kim Dame
Title	Administrative Analyst
Mailing Address	150 S. Palm Ave.
City, State, ZIP	Rialto, CA 92376
Email	kdame@rialtoca.gov
Phone	(909) 820-8034
Fax	N/A

Amount of CDBG Funds Requested ($)	$60,000	
Proposed project will serve:	■ Units ☐ Inspections ☐ Square Feet	☐ Census Tracts ☐ Public Facilities
Estimated number of units anticipated to be completed with grant funds:	■ Number of Units: 3 ☐ Number of Square Feet: ☐ Number of Inspections: ☐ LMI Census Tracts. If yes, please attach list of census tracts.	
Is there a recognized boundary for the area served, such as census tracts, block groups, neighborhoods, street boundaries, etc.?	■ No. ☐ Yes. If yes, please describe boundaries below:	
Will a fee be charged to use the facility/improvement?	☐ Yes. If yes, attach a copy of the fee schedule. ■ No	

II. CDBG ELIGIBILITY

CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.	☐ **Public Service.** Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, childcare, health, drug abuse, education or recreational needs. ☐ **Public Facilities/Improvements** ☐ **Housing/Special Activities by Subrecipients** ☐ **Economic Development** ■ **Acquisition and/or rehabilitation of real property** ☐ **Other.** Click to specify
CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check all that apply to your proposal.	■ Benefits Low and Moderate Income (LMI) Individuals/Households. ☐ Addresses the prevention or elimination of slums or blight. ☐ Community development needs having a particular urgency.
Meetings National Objectives Check all statements that describe how your proposed project/activity meets one of the National Objectives above:	☐ **Low/Moderate Area Benefit** – The project serves only a limited area which is proven by current Census data or survey to be a low-income area. By choosing this category you must be able to prove your project/activity primarily benefits low/moderate income households. ■ **Low/Moderate Limited Clientele** – The project/activity benefits a specific group of people (rather than all areas in a particular area), at least 51% of whom are low/moderate income persons. Income verification for clients must be provided for this category. The following groups are presumed to be low/moderate: abused children, elderly persons (62 or older), battered spouses, homeless persons, adults meeting the Census definition of severely disabled, illiterate adults, persons living with AIDS and migrant farm workers. ☐ **Slum or Blight on an Area Basis** – Area basis activities must be within an officially designated area as defined under State or local law, and addresses one or more of the conditions that contributed to the deterioration of the area. ☐ **Urgent Needs** – Meeting other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs. (These types of projects are very rare).

III. PROJECT NARRATIVE

PROJECT/PROGRAM DESCRIPTION

Provide a brief description of the service, activity, or project that you plan to carry out with the requested funds.

The City of Rialto Mobile Home Rehabilitation Grant program will provide grants of up to $20,000 per eligible household to assist low and moderate income mobile homeowners with necessary health and safety repairs and code compliance improvements. For fiscal year 2026/2027, the City proposes to assist three (3) eligible homeowners, for a total CDBG funding request of $60,000.

Eligible activities include exterior and interior improvements necessary to correct substandard conditions, eliminate health and safety hazards, and bring units into compliance with applicable State and local building codes. Improvements may include roofing, electrical systems, plumbing, HVAC replacement, accessibility modifications, and other eligible rehabilitation activities as outlined in the City's Mobile Home Rehabiliation Program Guidelines.

Applicants must: 1)reside in the mobile home for a minimum of one year; 2)occupy the home as their primary residence; 3)meet HUD income requirements not exceeding 80% of Area Median Income (AMI) and; 4) meet all program eligibility criteria established by the City.

The purpose of this program is to preserve safe and habitable housing for vulnerable mobile homeowners who lack sufficient financial resources to complete critical repairs. Without this assistance, many homeowners would be unable to address hazardous conditions that threaten health and safety.

Although the City is requesting a reduced allocation this fiscal year, the per unit assistance level remains unchangedto ensure meaningful impact for each assisted household.

COMMUNITY NEED

Does your proposed project or activity address a current gap in community service or needs?

Rialto's mobile home communities include a significant number of low-income, extremely low-income, and senior households living on fixed incomes. Many of these residents reside in aging units that require substantial repairs to maintain safe and sanitary living conditions.

Rising construction and material costs have further increased the financial burden on homeowners, limiting their ability to independently address health and safety issues. Without intervention, deferred maintenance can result in deteriorating living conditions, code violations, and potential displacement of vulnerable residents.

The Mobile Home Rehabilitation Program addresses these needs by providing targeted financial assistance to eliminate hazardous conditions, preserve affordable housing stock, and prevent neighborhood decline. Even at a reduced scale, assisting three households will result in measurable improvements in housing quality and neighborhood stability.

BENEFIT

Discuss how the project/program provides benefit to low-income persons.

This program directly benefits low- and moderate-income mobile homeowners by improving the quality, safety, and longevity of their housing. By eliminating health and safety hazards and ensuring code compliance, the program enhances the overall living environment for residents while preserving affordability. The program also supports broader community goals by: 1) Preventing blight in mobile home communities; 2) Preserving existing affordable housing stock;3) Stabilizing vulnerable households; and 4) Promoting neighborhood revitalization.

Although fewer households will be served this fiscal year, the impact per household remains substantial and transformative.

COLLABORATION

Has your organization/agency developed this project in collaboration with other groups/organizations? If so, please list the groups/organizations and describe their roles in this project.

The Mobile Home Rehabilitation Program is administered by the City of Rialto's Housing Division. The City continues to partner with its program consultant, Avant Garde, Inc., to assist with application processing, construction management, contractor coordination, and compliance monitoring.

The City also collaborates with Code Enforcement, Building & Safety, and mobile home park management to identify eligible households and ensure compliance with local regulations.

SIMILAR RESOURCES

Is a similar service provided by another agency/organization? If so, how will your program/activity differ?

The City of Rialto currently administers two housing rehabilitation financing programs for mobile homeowners:

1. CDBG Mobile Home Rehabilitation Grant Program

2. Rialto Blueprint Mobile Home Loan Program (CALHome-funded)

While both programs address similar rehabilitation needs, the primary distinction is financial structure. The CDBG program provides grant assistance, whereas the Blueprint program offers forgivable loan assistance.

To ensure responsible stewardship of all available housing funds, the City strategically coordinates both programs. Due to expenditure deadlines associated with the CALHome-funded Blueprint program, the City is prioritizing outreach and utilization of those funds during FY 2026/2027. This allows the City to maximize external funding resources while preserving CDBG funds for households that may not qualify for, or prefer not to utilize, the loan-based program.

Both programs remain available to eligible residents, and staff evaluate applicants to determine the most appropriate funding source based on eligibility, program guidelines, and funding timelines.

OUTREACH

Discuss outreach efforts for the proposed service/activity/project.

The City utilizes a multi-faceted outreach strategy to ensure eligible residents are aware of available rehabilitation assistance programs. Outreach efforts include: 1) Information posted on the City's website; 2) Direct communication with mobile home park management; 3) Distribution of informational materials at community events; 4) Word-of-mouth referrals from prior program participants; 5) Informational sessions hosted at community meetings and; 6) Direct mailing to all mobile homeowners within the City boundaries.

Staff provides individualized guidance to applicants to help determine the most suitable program option based on eligibility and funding availability. The City remains committed to ensuring that all eligible residents have access to housing rehabilitation assistance.

PERFORMANCE SCHEDULE

Prepare a Work Plan for implementation/completion of the services and activities. Identify activities and completion dates below.

Activity	Completion Date
Update program guidelines and application materials	July 2026
Conduct outreach and accept applications	Continuous
Review applications and verify eligibility	Continuous
Bid solicitation and contractor selection	Within 30 days of approval
Construction commencement	Within 60 days of contractor selection
Project completion for all 3 units	By June 2027

OTHER SOURCES OF FUNDS

List all other funding sources that will be used to undertake the proposed project/program and status of each source.

Source Name	Committed or Pending	Fund Amount ($)	Current Status
N/A	N/A	N/A	N/A

IV. PROPOSED PROJECT BUDGET

The use of CDBG funds should be in direct relation to the scope of work. The funds requested through CDBG should be utilized to provide a direct benefit or service to low or moderate-income residents of the City of Rialto. Adequate documentation must be provided by the organization to support the costs associated with the services provided. For Personnel Costs, salaries, and fringe benefits charged to the CDBG program activity, a reimbursement request should include a copy of the timesheet, activity log, and proof of payment, such as a copy of the employee paycheck, canceled check, or payroll journal. The timesheet must reflect the hours charged to the CDBG activity for each employee. Percentage allocation is allowed but must be approved by the City, in advance. It should be noted that vacation and sick time are not reimbursable for staff who do not work full-time on the CDBG program activity.

Operating costs such as office supplies, equipment, printing, rent/lease, utilities, insurance, and telephone are allowed, provided they are related to the CDBG program activity. For rent/lease reimbursement, a copy of the rental/lease agreement should be submitted with the first invoice, and any updated agreements should be submitted thereafter. All reimbursement requests must include a copy of the invoice/statement/bills, including summary pages with detailed expenses outlined and proof of payment, such as a copy of the canceled check, bank, or credit card statement.

The City has the right to request additional documentation needed to determine reimbursement eligibility to comply with CDBG. Any changes to the budget must be approved by the City through a budget amendment.

Please use the following format to present your proposed line-item budget:

Column A: List all items for which you anticipate the need for CDBG funds during FY 2026-2027.
Column B: Provide the projected request for CDBG funds.
Column D: Provide the total of other funds to be used.
Column C: List other funding sources. Projects relying solely on CDBG funds are INELGIBLE.
Column E: List the total budget for each line item. Please round your request to the nearest ten.

Column A	Column B	Column C	Column D	Column E
BUDGET ITEM	**CDBG REQUEST ($)**	**OTHER SOURCES ($)**	**NAMES OF OTHER SOURCES**	**TOTAL BUDGET ($)**
PERSONNEL *				
N/A	N/A	N/A	N/A	N/A
Total Personnel:				
Non-Personnel				
Soft Costs				
Hard Costs				
Materials				
Equipment				
Services				
Construction				
Maintenance				
Other:	60,000			
Other:				
Other:				
Other:				
Other:				
Other:				
Total Non-Personnel:	60,000			
TOTAL PROJECT BUDGET:	60,000			

*Personnel – If utilizing percentage of allocation, complete the following table.

***CDBG-FUNDED PERSONNEL- PERCENTAGE OF ALLOCATION**

☐ **Check this box if not using percentage of allocation.**

Any changes to the percentage of allocation must be approved by the city through a budget amendment.

Name & Job Titles	Salary/ Hourly	Time Position is Dedicated to CDBG Activity (%)	CDBG Budget Amount
N/A	N/A	N/A	N/A

KEY PERSONNEL DUTIES

Provide a list of the duties of key personnel listed above.

Job Title	Duties
N/A	N/A

COST RATIONALE

If you consider it necessary, explain why your program/activity costs are reasonable.

The proposed per-unit maximum assistance of $20,000 is consistent with the City's adopted Mobile Home Rehabilitation Program Guidelines and reflects current construction cost estimates for addressing health and safety deficiencies, code compliance issues, and major system repairs.

Costs are determined through a competitive informal bidding process in accordance with City procurement procedures. The per-unit cap ensures sufficient funding to complete meaningful rehabilitation activities while maximizing the number of households served within available funding.

The City strategically reduced its CDBG request this fiscal year in order to prioritize expenditure of time-sensitive CALHome funds under the Rialto Blueprint Mobile Home Loan Program. This approach reflects responsible financial management and ensures that all available housing resources are fully utilized before expiration deadlines.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2026-2027? Explain why there is a new demand or an unmet need in the community for this service.

Program guidelines, eligibility requirements, and service delivery structure will remain unchanged for FY 2026/2027.

However, the City is requesting a reduced CDBG allocation this fiscal year in order to prioritize utilization of CALHome-funded resources under the Rialto Blueprint Mobile Home Loan Program, which is subject to strict expenditure timelines.

By strategically sequencing funding sources, the City ensures compliance with funding deadlines while preserving CDBG funds to continue serving eligible households. As a result, the number of households assisted under CDBG will decrease from prior years; however, overall rehabilitation activity within the City's mobile home communities will remain strong due to the combined availability of both programs.

IMPACT OF NO CDBG FUNDING

Describe the effect of partial or no CDBG funding on your project/activity.

CDBG funding remains an essential component of the City's housing preservation strategy. While the City is actively utilizing CALHome resources during this fiscal year, CDBG funds provide critical flexibility to assist households who may not qualify for, or prefer not to participate in, loan-based assistance programs.

Without CDBG funding:1) Fewer vulnerable homeowners would receive needed rehabilitation assistance; 2) Health and safety conditions may remain unaddressed; 3) Risk of housing deterioration and displacement would increase; 4) The City's ability to preserve affordable mobile housing stock would be significantly reduced.

CDBG funding ensures that grant-based assistance remains available to the most vulnerable residents and strengthens the City's overall housing stabilization efforts.

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State, and City law prohibits employees and public officials of the City of Rialto from participating on behalf of the City in any transaction in which they have a financial interest.

The purpose of this questionnaire is to assess potential conflicts of interest involving the applicant, applicant's staff, or applicant's Board of Directors. Additionally, please complete and sign the conflict form, Attachment A.

1. Is there any member(s) of the applicant's staff or governing body who is or has been, within one year of the date of this questionnaire, (a) a City Employee or (b) a City Councilmember?

   ☐ Yes ☐ No

   If yes, please list the name(s) and information requested below:

Name of Person	Job Title	Relationship	City Department
N/A	N/A	N/A	N/A

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is currently or has been, within one year of the date of this questionnaire, (a) a City Employee or Consultant or (b) a City Councilmember?

   ☐ Yes ☐ No

   If yes, please list the name(s) and information requested below:

Name of Person	Job Title	Relationship	City Department
N/A	N/A	N/A	N/A

3. Are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of (a) a City Employee or (b) a City Councilmember?

   ☐ Yes ☐ No

   If yes, please list the name(s) and information requested below:

Name of Person	Relationship	Title	If Family, Indicate Relationship
N/A	N/A	N/A	N/A

V. SIGNATURES

Authorized Signature
To the best of my knowledge, the information provided on this application is true, and I am authorized to submit this application on behalf of the applicant agency.

Kim Dame	Administrative Analyst
Print Name	Title
	2/25/2026
Signature	Date

Authorized Signature
I have read "Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems" with special attention to chapters two and five.

Kim Dame	Administrative Analyst
Print Name	Title
	2/25/2026
Signature	Date

Attachment A

CITY OF RIALTO

DISCLOSURES REQUIRED BY PERSONS OR ENTITIES CONTRACTING WITH THE CITY OF RIALTO*

Pursuant to City of Rialto Municipal Code Section 2.48.510, all persons or business entities supplying any goods or services to the city, or seeking a loan or grant awarded by the city, whether through an application or proposal, shall disclose in such application or proposal whether any city officer, employee, or consultant may have a financial or non-financial interest in the person or business entity, or in any member, employee, owner, or officer of the business entity.

- A financial interest shall mean any interest that is prohibited under state law, including California Government Code Sections 1090 and 87100, and California Code of Regulation Section 18700 *et seq.*
- A non-financial interest shall mean any interest that is prohibited by City of Rialto Municipal Code Section 2.48.450.

For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected or appointed official, a City officer, or a City employee or consultant.

Name of Your Organization's Affected Member, Employee, Paid or Unpaid Officer, Paid or Unpaid Director, or Owner	**Name of City Elected or Appointed Official, City Officer, a City Employee or Consultant**	**Relationship Between the Two**
N/A	N/A	N/A

By submitting this [application/proposal], or supplying any goods or services to the City, the [applicant/vendor/contractor/consultant] hereby attests under penalty of perjury, personally and/or on behalf of the entity [submitting this application/proposal or supplying any goods or services to the City] that no City of Rialto elected or appointed official, employee or consultant has a financial or non-financial interest, as such terms are defined in California Government Code Sections 1090 and 87100 and in City of Rialto Code of Ordinances Section 2.48.145, in the [applicant/vendor/contractor/consultant], except as specifically disclosed herein.

Name of Person/Entity: Kim Dame/City of Rialto

Title: Administrative Analyst

Signature: _____ Date: 2/25/2026

Form Date 11/11/2021

2.48.450 Employee conflict of interest.

(1) No covered person shall participate in the making of a grant or contract by the city in which the covered person has a conflicting interest.

(2) For purposes of this section, the following definitions shall apply:

(a) A "covered person" includes any person who holds an elected or appointed City office, a City officer, a City employee, and any person who is a consultant to the City.

(b) A "conflicting interest" includes, but is not limited to, those decisions where:

(i) A covered person holds or has held within the previous twelve months a position with a potential grant or contract recipient;

(ii) A close relative of a covered person holds or has held within the previous twelve months a position with a grant or contract recipient;

(iii) A close relative of the spouse or domestic partner of a covered person holds or has held within the previous twelve months a position with a grant or contract recipient.

(c) "Position" includes the status of a member, employee, owner, paid or unpaid officer of, paid or unpaid leadership position in, or had an ownership interest in, a grant or contract recipient.

(d) A "close relative" includes a spouse, parent, grandparent, child, grandchild, aunt, uncle, or cousin.

(e) "Participate in the making of a grant or contract" includes participation in: drafting a solicitation or contract; negotiating, voting on, approving, or executing a grant or contract; discussion of same with any city officer or employee; or attempts in any way to influence the making of a grant or contract.

(3) This prohibition shall not apply to a contract let by written competitive bid where the contract will be awarded to the person or entity who submits the lowest responsible and responsive bid.

(4) Except for the Mayor or a member of the City Council, a covered person may request a waiver of any potential conflict of interest in writing from the City Manager. Any request for such a waiver must include full disclosure of the potential conflict of interest and a statement detailing any mitigating factors. The request and the City Manager's response shall be provided to the City Council prior to any vote to approve the contract or grant, or if City Council approval is not required, at least five days before the contract or grant is approved. The request and the City Manager's response shall be considered a public record.

(5) The prohibitions in this section are in addition to any applicable federal or state conflict of interest laws, including but not limited to Government Code section 1090, and Government Code section 87100 *et seq*.

(6) Any person who violates this section is subject to the following:

(a) Public censure;

(b) If the conflict of interest was in the making of a contract, a prohibition from participation in the making of a contract by the city for a period of time up to twelve (12) months from the date of the imposition of the discipline;

(c) If the conflict of interest was in the making of a grant, a prohibition from participation in the making of a grant by the city for a period of time of up to twenty-four (24) months from the date of the imposition of the discipline;

(d) An administrative fine pursuant to Chapter 1.10 of this code.

(7) The discipline specified herein may be imposed:

(a) By the City Manager in the case of any employee or consultant who violates this section.

(b) By the City Council in the case of any person who holds an elected or appointed City office, or any City officer who violates this section.