CITY OF RIALTO

FY 2026-2027

CDBG PUBLIC SERVICES APPLICATION

City of Rialto

Parks, Recreation, and Community Services Department

Teen Center

I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto - Parks, Recreation & Community Services
Program/Activity Title	Teen Center
Program Physical Address	214 N Palm Ave
City, State, ZIP	Rialto, CA 92376
Name of Applicant Contact	Crystal Quintero
Title	Recreation Programmer
Mailing Address	214 N Palm Ave
City, State, ZIP	Rialto, CA 92376
Email	cquintero@rialtoca.gov
Phone	909-421-4949
Will the proposed project provide services on-site in Rialto?	☑ Yes ☐ No

Type of Organization	☐ Non-Profit ☒ Government ☐ For-Profit
Tax ID	95-6000768
Are you a Women owned, or a majority Women operated organization?	☐ Yes ☒ No ☐ Decline to state
Are you a Minority owned, or a majority Minority operated organization?	☐ Yes ☒ No ☐ Decline to state
If yes, please select which category or categories is most applicable.	☐ White ☐ Black/ African American ☐ Asian ☐ American Indian/ Alaskan Native ☐ Asian & White ☐ Black African American & White ☐ Other
Agency UEI Number	N/A
Name of Workers' Compensation Insurance (Government exempt)	N/A
Coverage Amount ($)	City of Rialto is self insured.
Expiration Date	N/A
Name of General Liability and Property Damage Insurance (Government exempt)	N/A
Coverage Amount ($)	N/A
Expiration Date	N/A

Amount of CDBG Funds Requested ($)	$10,675	
Total Number of Rialto individuals to be served	30	
Type of Beneficiary (select one)	■ Persons	☐ Households
Groups that the Program/Activity will Serve (Check all that apply)	■ Youth ☐ Adults ☐ Seniors ☐ Homeless Persons ☐ Disabled Persons ☐ Battered Spouses	☐ Abused/Neglected Children ☐ Households ☐ Community ☐ Housing Units ☐ Public Facilities ☐ Businesses

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 only one category under which the project best qualifies.	▣ Benefits Low and Moderate Income (LMI) Individuals/Households. ☐ Addresses the prevention or elimination of slums or blight.
Meetings National Objectives Check one 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.

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 requested funds will support the development and operation of a Teen Maker Space designed to provide youth with a hands-on, creative learning environment where they can explore ideas, build practical skills, and bring projects to life. The Maker Space will be equipped with tools and technology, including a 3D printer, sewing and embroidery machines, and a variety of crafting and design equipment, to promote innovation, problem-solving, and STEM-based learning. Through structured workshops and supervised open lab sessions, teens will have opportunities to design and create small products, engage in STEM and maker-based projects, and learn foundational skills in areas such as digital design, fabrication, textiles, and creative production. These activities will encourage creativity, critical thinking, collaboration, and career exploration in technical and artistic fields. To increase accessibility and allow participants sufficient time to complete more advanced projects, the program will also offer dedicated Maker Space hours outside the Teen Center's regular operating hours. These extended hours will provide teens with focused work time, individualized

COMMUNITY NEED

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

Yes. The proposed activity addresses a current gap in youth programming within low-income communities. Many teens lack access to advanced technologies such as 3D printers and laser cutters due to financial and resource constraints. This project creates equitable access to specialized equipment and structured instruction that participants would not otherwise receive. In addition, the program helps fill a workforce development gap by introducing practical technical skills and early career exploration opportunities. By providing hands-on, career-connected learning experiences, the activity addresses the need for programs that prepare youth for future educational and employment pathways, particularly in underserved communities.

BENEFIT

Explain how the project or program benefits low-income individuals.

The program benefits low-income individuals by removing financial barriers to high-quality learning opportunities and specialized equipment that many families cannot afford. Tools such as 3D printers, sewing machines, and laser cutters are costly and typically inaccessible in the home environment. By providing free access to this equipment and structured instruction through the Teen Center, the program ensures that all teens, regardless of income level, can engage in technology, design, and creative skill development. This equitable access supports skill-building, fosters creativity and confidence, and expands exposure to educational and career pathways that may otherwise be unavailable to underserved youth.

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 Teen Center has developed this project with planned collaboration from local higher education partners to strengthen Maker Space Studios programming and expand career exploration opportunities for participating youth. The program intends to partner with San Bernardino Valley College and California State University, San Bernardino, to engage students and faculty from academic disciplines such as design, engineering, business, and technology. These partners will support the program through guest instruction, mentorship, demonstrations, and exposure to post-secondary education pathways and careers in digital fabrication and the creative industries. Collaboration with higher education institutions enhances the technical quality of instruction while providing teens, particularly those from low-income households, with relatable role models and clearer connections to college and career opportunities.

SIMILAR RESOURCES

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

Some educational institutions, including San Bernardino Valley College and California State University, San Bernardino, may offer maker labs or technical fabrication spaces. However, these facilities are primarily intended for enrolled college students and are not readily accessible to middle and high school youth in the community. The proposed program differs by providing free, local access specifically for teens within a safe and supervised Teen Center environment. The program operates during out-of-school hours and offers structured workshops, guided instruction, and hands-on learning opportunities tailored to adolescent skill levels. By removing enrollment, cost, and transportation barriers, the program ensures equitable access to maker technology and career exploration experiences for underserved youth.

OUTREACH

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

Outreach for the Maker Space Studio will focus on ensuring that teens and families throughout the community, particularly those from low-income households, are aware of and able to access the program. Promotion will occur through partnerships with local middle and high schools, including coordination with school staff and counselors to distribute flyers and share program information directly with students and families. Additional outreach strategies will include social media announcements, Teen Center communications, and on-site promotion at community events and City programs. These combined efforts are designed to maximize awareness, reduce barriers to participation, and ensure equitable access for youth who may benefit most from the service.

PERFORMANCE SCHEDULE

Provide a work plan for the implementation and completion of services and activities to meet your goals during the fiscal year. Identify activities and completion dates below.

Milestone	Start Date	Completion Date
Finalize program plan	July	August
Purchase and Install equipment	September	September
Staff training on equipment	September	September
Official Launch	October	October

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
City of Rialto	Committed	$2,735	Active

IV. PUBLIC SERVICE 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.

PROPOSED PUBLIC SERVICE BUDGET

Scope of work and use of CDBG funds must be directly related. The CDBG funds requested must be used to provide a direct benefit/service to low- or moderate-income residents of the City of Rialto. Proof of income eligibility and current residence must be acquired from all recipients. Adequate documentation must also be provided by the Agency to support costs associated with the services provided. This includes such support as timesheets to demonstrate the amount of time spent on each service, cancelled checks to demonstrate payment, client intake forms to demonstrate who received the service and any other documentation deemed necessary to show a direct correlation between the service provided and the costs associated with them.

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 C: Provide the total of other funds to be used.
Column D: 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 *				
Teen Center staff	N/A	$2,735	City of Rialto	$2,735
Total Personnel:				
Non-Personnel				
Rent/Lease (Program Only)				
Supplies	$3,500			$3,500
Utilities				
Equipment	$7,200			$7,200
Services				
Printing				
Admission/Enrollment				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total Non-Personnel:	$10,175			
TOTAL PROJECT BUDGET:	$10,175			$13,435

*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

KEY PERSONNEL DUTIES

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

Job Title	Duties
Recreation Programmer	oversee overall planning and execution, scheduling activities, managing budget, and ensuring program goals are met
Recreation Aide	Assist with set-up and clean-up for activities, support teens during activities, helps track participation and assists with record keeping
Recreation Leader	Leads programs, encourages teen engagement, provides instructions for new activities

COST RATIONALE

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

Each expense is tied to a specific program need, such as materials for skill-building activities and equipment for creative projects.

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.

N/A

IMPACT OF NO CDBG FUNDING

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

Partial or no CDBG funding would significantly impact our ability to deliver the program as planned. Without the funding, we would not be able to implement this program. The funding is essential to cover the costs of the materials and equipment.

I. 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
Crystal Quintero	Recreation Programmer	Self	Parks, Recreation & Community Services

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

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

II. 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.

Crystal Quintero	Recreation Programmer
Print Name	Title
	2/27/2026
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.

Crystal Quintero	Recreation Programmer
Print Name	Title
	2/27/2026
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**
City of Rialto	Crystal Quintero	City Employee

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: Crystal Quintero

Title: Recreation Programmer

Signature: _____ Date: 3/6/2026

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.