CITY OF RIALTO

FY 2026-2027

CDBG PUBLIC SERVICES APPLICATION

Social Science Services, Inc.

Cedar House Rehabilitaton Project

I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Social Science Services, Inc., dba Cedar House Life Change Center
Program/Activity Title	Cedar House Rehabilitation Project
Physical Address	18612 Santa Ana Ave.
City, State, ZIP	Bloomington, CA 92316

Type of Organization	■ Non-Profit	☐ Government	☐ For-Profit
Tax ID	95-2914237		
DUNS Number	967334256		

Name of Applicant Contact	Melissa Hughes
Title	Director of Marketing and Development
Mailing Address	18612 Santa Ana Ave.
City, State, ZIP	Bloomington, CA 92316
Email	mhughes@cedarhouse.org
Phone	909-835-0752
Fax	909-421-7128

Amount of CDBG Funds Requested ($)	$25,000	
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: ☐ 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.

Since 1973, Cedar House has been serving residents of Southern California with high-quality, evidence-based substance abuse treatment services. Today, Cedar House has multiple CARF-Accredited (Commission on Accreditation of Rehabilitation Facilities) programs across four facilities. Our main treatment facility in Bloomington has 125 beds and provides detox, residential and outpatient services for adult men and women who suffer with substance use and co-occurring disorders. Cedar House also operates a perinatal residential program down the street known as Maple House, able to accommodate 11 women and up to 15 children; a 30-day SUD residential stabilization unit with a Sobering Center in Riverside; and Sanctuary House, a sober living facility for up to 6 adult males across the street from our main facility. In addition to providing complete residential and outpatient treatment, Cedar House delivers programming for families affected by addiction. The Cedar House Rehabilitation Project would provide a much-needed renovation to the front exterior of our main building and a fresh coat of exterior paint. This rehabilitation will provide a warm welcome to the individuals and families we serve in both buildings. We are requesting $25,000 from the City of Rialto for this project.

COMMUNITY NEED

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

At Cedar House, our highest priority is the long-term recovery and wellbeing of our clients. By serving the individual needs of this at-risk population and supporting their efforts to become healthy, self-sufficient members of society, we build a more equitable community that fosters long-term economic resilience. Close to one in ten California adults (9.2 percent) has a substance use disorder (SUD), and nearly one in 20 (4.5 percent) has a serious mental illness (SMI), according to the SAMHSA Center for Behavioral Health Statistics and Quality. Many of these adults living with SMI or SUD are among the 14 million Californians enrolled in Medi-Cal. Cedar House aims to build on our existing initiatives to address this increasing state-wide need with a comprehensive approach to services for this population, and our vision speaks directly to this critical need. To welcome clients into a space that reflects dignity, safety, and hope, we must raise funds for necessary renovations to our current building to continue operating seamlessly and at a high standard of care.

BENEFIT

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

Cedar House primarily serves low-income individuals and families who face barriers to accessing substance use disorder treatment and recovery support. Many clients rely on public funding sources or are uninsured or underinsured.

The proposed exterior paint and façade improvements will directly benefit low-income persons by preserving and enhancing a facility that provides essential services at no or low cost. Improving the safety, appearance, and visibility of the building supports continued access to care, reduces neighborhood blight, and creates a welcoming environment that encourages individuals in need to seek services. The project helps ensure that low-income residents can continue to access critical recovery services in a stable, dignified, and community-supported setting.

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.

Cedar House has a long history of collaborating with local organizations to serve our clients with the best our community has to offer. Partnerships with San Manuel, IEHP and Kaiser Permanente help us build stronger ties with the Inland Empire's plans to improve community wellness through developing quality programs to meet our residents' needs. Collaborating with organizations that provide additional resources for our clients, like the Time for Change Foundation and Steps 4 Life, take our clients from the depths of suffering in their addiction though the stages of change that build them up to a place where they can find housing, employment and an overall improved quality of life by taking advantage of the resources our partners put in place for them.

SIMILAR RESOURCES

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

Yes, other agencies in the region provide substance use disorder treatment. However, Cedar House's program differs in both scope and community impact. Cedar House is a long-standing nonprofit provider with deep roots in the Inland Empire, offering comprehensive treatment, recovery support, and community-based services to low- and moderate-income individuals and families. Unlike many providers that operate out of institutional settings, Cedar House's facilities are designed to be welcoming spaces that support dignity, stability, and long-term recovery. The proposed facility upgrades are not duplicative of services provided by other organizations. Instead, this activity directly supports community revitalization by improving the appearance and safety of a highly utilized facility, reducing visible blight, and reinforcing a positive community presence in the surrounding area. These improvements will benefit both program participants and the broader neighborhood by enhancing curb appeal and supporting continued access to essential recovery services for low- and moderate-income residents.

OUTREACH

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

Cedar House Life Change Center conducts ongoing outreach to ensure low- and moderate-income individuals and families are aware of available services. Outreach includes partnerships with local cities, county behavioral health departments, homeless service providers, healthcare organizations, and community-based nonprofits.

For the proposed exterior improvements, Cedar House will communicate project details with nearby residents and partners and incorporate the improvements into outreach materials. Enhancing the visibility and appearance of the facility will reinforce community pride and support continued access to essential services for low- and moderate-income residents.

PERFORMANCE SCHEDULE

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

Activity	Completion Date
Exterior Paint and Facade Project	9/1/2026

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
Looking Out Foundation	pending	$25,000	funding requested

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 *				
Total Personnel:				
Non-Personnel				
Soft Costs				
Hard Costs				
Materials		$15,000	Looking Out Four	$15,000
Equipment				
Services	$25,000	$10,000	Looking Out Four	$35,000
Construction				
Maintenance				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total Non-Personnel:	$25,000	$25,000		$50,000
TOTAL PROJECT BUDGET:	$25,000	$25,000		$50,000

*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

KEY PERSONNEL DUTIES

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

Job Title	Duties

COST RATIONALE

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

The proposed costs are reasonable and consistent with current market rates for commercial exterior stucco painting. The $15,000 materials budget reflects the need for commercial-grade primer, paint, and preparation materials required for a durable, long-lasting finish on a large stucco structure. The $35,000 labor cost reflects prevailing rates for skilled commercial painters and the scope of work, including surface preparation, repairs, and multiple coats of paint. Together, these costs represent a cost-effective investment in maintaining a facility that serves low- and moderate-income residents.

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.

Yes. While the proposed project is a facilities improvement, it directly supports an increase in service capacity and community benefit during FY 2026–2027. Demand for substance use disorder treatment and recovery support among low- and moderate-income residents continues to grow, particularly among individuals experiencing homelessness or housing instability. Maintaining a safe, accessible, and welcoming facility is essential to meeting this demand.

IMPACT OF NO CDBG FUNDING

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

The exterior paint and façade improvements address deferred maintenance and visible wear that, if left unaddressed, could limit access, reduce community confidence, and negatively impact service delivery. This investment ensures uninterrupted operations and supports continued and expanded service delivery in response to ongoing unmet need for affordable, community-based recovery services in the region.

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

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

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.

Melissa Hughes	Director of Marketing and Development
Print Name	Title
	2/16/2026
Signature	Date

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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.

Melissa Hughes	Director of Marketing and Development
Print Name	Title
	2/16/2026
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**

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: _____

Title: _____

Signature: _____ Date: _____

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.