CITY OF RIALTO

FY 2026-2027

CDBG NON-PUBLIC SERVICES APPLICATION

City of Rialto

Parks, Recreation, and Community Services Department

Carl Johnson Community Center Improvements

I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto- Parks, Recreation & Community Services
Program/Activity Title	Carl Johnson Community Center Gym Safety & Accessibility Improvements
Program Physical Address	214 N Palm Ave
City, State, ZIP	Rialto, CA 92376
Name of Applicant Contact	Railynn Frost
Title	Recreation Programmer
Mailing Address	214 N Palm Ave
City, State, ZIP	Rialto, CA 92376
Email	RFROST@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	
Name of Workers' Compensation Insurance (Government exempt)	
Coverage Amount ($)	
Expiration Date	
Name of General Liability and Property Damage Insurance (Government exempt)	
Coverage Amount ($)	
Expiration Date	

Amount of CDBG Funds Requested ($)	$85,000	
Total Number of Rialto individuals to be served	29,148	
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 City of Rialto Parks, Recreation and Community Services Department is requesting Community Development Block Grant (CDBG) funding to complete critical safety and operational improvements at the Carl Johnson Community Center Gym, has over 29,148 visits annually. The proposed improvements include installation of protective gym wall padding, upgraded bleacher systems, a modern LED scoreboard, and a comprehensive security camera system. These upgrades are essential to enhance participant safety, reduce liability, protect public assets, and ensure the facility continues to operate as a safe, accessible, and professionally managed community recreation space. The gym hosts youth sports leagues, martial arts classes, open gym programming, tournaments, community events, and public gatherings throughout the year. Improvements will directly benefit low- to moderate-income residents who rely on City-operated recreation facilities as their primary source of affordable athletic and community space.

COMMUNITY NEED

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

The Carl Johnson Community Center Gym is the City of Rialto's only municipal gym, hosting over 29,000 visits, many of whom are from low-income households. With growing participation in youth sports, martial arts, summer camps, and recreation programs for toddlers and teens, the facility is operating at capacity and urgently needs upgrades. Ensuring a safe, modern, and fully equipped gym is essential to provide equitable access to recreational opportunities that support health, wellness, and community engagement. Wall Padding Gym: wall padding is essential to protect participants from serious injuries, such as concussions, fractures, and contusions, caused by high-impact contact with hard surfaces, including concrete walls and structural columns. This is particularly critical for basketball, volleyball, and martial arts programming, where high-speed movement and physical contact occur regularly. Padding also protects public infrastructure from damage and reduces noise levels during events. Bleacher Replacement and Upgrade: Modern bleacher systems are important for safely accommodating spectators at youth leagues, tournaments, and

BENEFIT

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

The Carl Johnson Community Center Gym serves more than 29,148 visits annually, the majority of whom reside in low- to moderate-income areas within the City of Rialto. For many families, City-operated recreation facilities are the only affordable option for structured athletic programs, a safe gathering space, and supervised youth activities. The proposed safety and facility improvements directly benefit low-income residents by ensuring continued access to a safe, properly equipped, and professionally managed recreation environment. Installation of wall padding will reduce the risk of serious sports-related injuries during basketball, volleyball, and martial arts programming, activities that primarily serve local youth. Upgraded bleachers will provide safe, ADA-compliant seating for families attending games and community events. A modern scoreboard will enhance program structure and supervision during high-traffic leagues and tournaments. A security camera system will increase safety, deter theft, and reduce liability concerns, protecting both participants and public assets. These improvements ensure that low-income youth and families have access to the same

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.

Although the Parks, Recreation, and Community Services Department does not directly collaborate with outside organizations for this project, the Carl Johnson Community Center Gym is operated in close coordination with multiple internal departments. This includes the City's Facilities and Maintenance Division for the installation and long-term upkeep of equipment, as well as internal coordination with youth sports leagues, contracted instructors, and program staff who use the gym for basketball, volleyball, self-defense training, and other recreation programs. Volunteers and program instructors provide ongoing feedback on safety needs and equipment improvements, ensuring that proposed upgrades address operational priorities and enhance service quality for Rialto residents.

SIMILAR RESOURCES

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

While private sports facilities and club programs exist within the broader region, these programs typically require significantly higher participation fees. They are not financially accessible to many low- to moderate-income Rialto families. The Carl Johnson Community Center Gym is one of the few publicly accessible indoor recreation facilities within the City that provides affordable, City-operated programming. Unlike private facilities, the City's recreation programs prioritize equitable access, subsidized participation opportunities, and open community use. The proposed improvements will ensure that this public facility remains competitive, safe, and accessible while continuing to serve residents who may not otherwise have access to structured indoor recreation opportunities.

OUTREACH

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

Outreach for programming at the Carl Johnson Community Center Gym is conducted through multiple channels to ensure broad community awareness, particularly among low- to moderate-income households. The City utilizes its official website, social media platforms, printed recreation guides, school partnerships, on-site signage, and direct email communication to promote programs and facility use.

Additionally, staff engage directly with participants and families during leagues, classes, and community events to share information about upcoming programs and available services. Outreach efforts prioritize accessibility by distributing information through schools and community networks that serve low-income neighborhoods. These strategies ensure that residents most in need of safe, affordable recreational services are aware of and able to access programming at the Carl Johnson Community Center Gym.

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

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
San Bernardino County	Committed	$203,000	Funded

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 *				
Total Personnel:				
Non-Personnel				
Rent/Lease (Program Only)				
Supplies				
Utilities				
Equipment	$85,000			85000
Services				
Printing				
Admission/Enrollment				
Other:		$203,000	San Bernardino C	203000
Other:				
Other:				
Other:				
Other:				
Other:				
Total Non-Personnel:				
TOTAL PROJECT BUDGET:	85,000	203,000		288,000

*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.

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.

We did receive funding last year $100,000 to go towards the project. this years funding will be able to fully fund the project so it can be completed.

IMPACT OF NO CDBG FUNDING

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

Without CDBG funding, the proposed safety and facility improvements at the Carl Johnson Community Center Gym would be significantly delayed or reduced in scope due to limited General Fund resources and competing Citywide infrastructure priorities.
If wall padding is not installed, participants in high-impact sports such as basketball and martial arts will continue to face increased risk of preventable injuries caused by contact with hard wall surfaces and structural elements. Failure to upgrade bleachers may limit safe spectator capacity during youth sports leagues and community events, potentially creating crowd management concerns and reducing community participation. Without a modern scoreboard, staff supervision and game management during leagues and tournaments will remain less efficient, affecting overall program quality and organization. The absence of a security camera system would continue to expose the facility to increased risk of vandalism, theft, and liability claims, placing both public assets and

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
Railynn Frost	Recreation Programmer	City Employee	Parks and Recreation

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.

Railynn Frost	Recreation Programmer
Print Name	Title
Railynn Frost	2-27-26
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.

Railynn Frost	Recreation Programmer
Print Name	Title
Railynn Frost	2-27-26
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.