CITY OF RIALTO

FY 2026-2027

CDBG PUBLIC SERVICES APPLICATION

City of Rialto

Parks, Recreation, and Community Services Department

Senior Mobile Recreation

I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto - Parks, Recreation & Community Services Department
Program/Activity Title	Senior Mobile Recreation/Silver Express
Program Physical Address	1411 S. Riverside Ave
City, State, ZIP	Rialto, CA 92376
Name of Applicant Contact	Terre Ermitano
Title	Recreation Programmer
Mailing Address	1411 S. Riverside Ave
City, State, ZIP	Rialto, CA 92376
Email	termitano@rialtoca.gov
Phone	909 877-9706
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 ($)	8,000	
Total Number of Rialto individuals to be served	100	
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 & Community Services Department is requesting continued funding to continue the Senior Mobile Recreation Program for Fiscal Year 2026/2027. This program delivers engaging, hands-on recreational and social activities directly to local senior living facilities, expanding access to enrichment opportunities for older adults who may face mobility, transportation, or health-related barriers to participating in community-based programs.Through the Senior Mobile Recreation Program, staff provide a variety of creative and therapeutic activities, including arts and crafts, painting, jewelry making, scrapbooking, greeting card design, decorative mason jars, photo frames, sun catchers, vision boards, clay modeling, bird feeders, and container gardening. These activities promote social connection, cognitive stimulation, emotional well-being, and overall quality of life for participating seniors. Requested funds will support the purchase of essential program materials and mobile activity supplies, including storage containers, paints, markers, adhesives, scissors, paper products, craft tools, planting materials, clay, beads, yarn, and other activity-specific

COMMUNITY NEED

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

The proposed Senior Mobile Recreation Program addresses a gap in accessible recreational and social services for older adults residing in senior living communities throughout Rialto. Many seniors experience mobility limitations, health challenges, or a lack of transportation, which restricts their ability to participate in programs offered at community centers or public facilities. As a result, a significant number of older adults remain undeserved and at increased risk of social isolation, reduced cognitive stimulation, and diminished overall well-being. The City of Rialto has identified a growing need to bring recreational and enrichment services directly to seniors in their residential settings. The Senior Mobile Recreation Program eliminates common participation barriers by delivering structured, engaging activities on-site at senior living facilities. This approach ensures equitable access to meaningful recreation opportunities for seniors who might otherwise be unable to engage in community programming. By providing consistent, high-quality mobile recreation services, the program supports healthy aging, social connection, and emotional wellness among

BENEFIT

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

The Senior Mobile Recreation Program enriches the lives of participating older adults by delivering engaging activities directly within senior living communities. These structured recreational experiences support the development and maintenance of fine motor skills and dexterity, enhance cognitive functioning, and contribute to reduced stress and anxiety. In addition, the program fosters meaningful social interaction, helping to decrease isolation while promoting a sense of well-being, purpose, and personal accomplishment among participants.

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.

Since the Parks, Recreation & Community Services Department was awarded initial funding to establish the Senior Mobile Recreation Program, staff have worked in coordination with local senior apartment communities to deliver services directly to residents. The Department collaborates with participating senior housing sites to coordinate schedules, identify resident interests, and provide appropriate space for program activities.This ongoing partnership ensures that programming remains responsive to the needs of each community while enabling staff to effectively reach older adults who benefit most from onsite recreational services. The Department will continue working with senior apartment communities throughout Fiscal Year 2026/2027 to sustain and expand program access for participating residents.

SIMILAR RESOURCES

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

While recreational activities for older adults may be offered by various agencies and senior service providers within the region, there are currently no known programs in Rialto that deliver structured, staff-led mobile recreation services directly to senior apartment communities in the same consistent and comprehensive manner. Most senior programming requires participants to travel to community centers or congregate sites, which can present barriers for older adults with mobility limitations, health concerns, or limited transportation.The City of Rialto's Senior Mobile Recreation Program is distinct in that it brings organized recreational activities and all necessary materials onsite to participating senior living communities at no cost to residents. This mobile, facility-based approach eliminates participation barriers and ensures equitable access for seniors who may otherwise remain underserved.By providing regularly scheduled, hands-on enrichment activities within residential settings, the program complements, rather than duplicates, existing senior services in the community and fills a gap in accessible, onsite recreational programming for Rialto's older adult population.

OUTREACH

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

The City of Rialto Parks, Recreation & Community Services Department conducts targeted outreach to ensure that eligible senior living communities and residents are aware of and able to participate in the Senior Mobile Recreation Program. Department staff maintains ongoing communication with senior apartment communities, property managers, and resident coordinators to introduce services, schedule program visits, and promote upcoming activities directly to residents. Outreach efforts include distribution of program flyer's and activity calendars to participating sites, direct coordination with on-site staff, and in-person engagement with residents during program visits to encourage continued participation. The Department also leverages existing relationships with affordable and senior housing communities to prioritize locations serving low-income older adults and those with limited access to transportation. Through consistent communication and on-site presence, the Department ensures that seniors who may be socially isolated or face participation barriers receive information and encouragement to engage in available recreational

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
Purchase Supplies & Equipment	When Funds are awarded	On-going
Outreach (Advertising)	7/1/2026 or when grant is awarded	On-going
Program Monitoring	When program begins	On-going

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

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	8,000.00			
Utilities				
Equipment				
Services				
Printing				
Admission/Enrollment				
Other:				
Other:				
Other:				
Other:				
Other:				
Other:				
Total Non-Personnel:				
TOTAL PROJECT BUDGET:	8,000.00			

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

PROPOSED PUBLIC SERVICE BUDGET – City of Rialto Parks, Recreation & Community Services
Senior Mobile Recreation/Silver Express FY26-27

Supplies: $8,000

- Wooden Picture Frames
- Mason Jars with Lids
- Crayola Model Magic Modeling Clay
- Air Dry Modeling Clay
- 14 Colors Large Washable Paint Set
- 12 Pack No Spill Paint Cups
- Liquid Glue (24 Pack) 4 oz Washable Glue
- 600 Pack of Mini Hot Glue Sticks
- 54 Pack 5x7 Canvas Boards
- Paint Brushes Sets
- 36 Pack Watercolor Paint Sets
- Watercolor Paper Pad, 9"x12" Water Color Paper
- 400 Sheets Colored Construction Paper
- 200 Sheets 20 Color Tissue Paper 14'x20"
- Washable Markers 12 Assorted Colors
- 288 Count Colored Pencils Bulk, 12 Assorted Colors
- Red Heart Super Saver Yarn Craft Kit
- Rolls 2mm 3 ply Colorful Natural Jute String
- 25 Rolls 1250 Yards Nylon String for Bracelets
- 2300pcs Polymer Clay Beads Making Kit
- Pipe Cleaners 1000 pcs and 20 Assorted Colors 12 inch Chenille Stems
- Tie Dye Kit 32 Colors 80ML Bottles
- 30 Sets Butterfly Suncatchers Window Art Kits
- 18 Pack Large Paintable DIY Wooden Bird Houses
- Spring Garden Paper Pot Craft Kit
- Miracle Gro Potting Mix
- Vegetable Garden Seeds
- Heirloom Flowers Seed Packets
- Card Stock Paper 8.5x11
- Multipurpose Copy Printer Paper 8.5x11
- Ballpoint Pens
- #2 Pencils

***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.

N/A

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 would like to continue our current Senior Mobile Recreation Program with awarded funding during FY2026/2027.

IMPACT OF NO CDBG FUNDING

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

If we are unable to obtain CDBG funding, we will not be able to serve the Senior Communities that lack the necessary transportaion to attend the Grace Vargas Senior Center.

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
Terre Ermitano	Recreation Programmer	self	Parks, Rec, & CSD

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.

Terre Ermitano	Recreation Programmer
Print Name	Title
	2/24/26
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.

Terre Ermitano	Recreaiton Programmer
Print Name	Title
	2/24/26
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: Terre Ermitano

Title: Recreation Programmer

Signature: _____ Date: 2/24/26

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.