CITY OF RIALTO

FY 2026-2027

CDBG PUBLIC SERVICES APPLICATION
[Funded with Administration Set Aside]

Inland Fair Housing & Mediation Board

Fair Housing Services

I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Inland Fair Housing and Mediation Board
Program/Activity Title	Fair Housing Services
Program Physical Address	3172 D Sedona Ct, Suite 2
City, State, ZIP	Ontario, CA, 91764
Name of Applicant Contact	Carmen I. Garcia
Title	CEO
Mailing Address	3172 D Sedona Ct, Suite 2
City, State, ZIP	Ontario, CA, 91764
Email	igarcia@ifhmb.com
Phone	(909)984-2254
Will the proposed project provide services on-site in Rialto?	☐ Yes ☑ No

Type of Organization	☒ Non-Profit ☐ Government ☐ For-Profit
Tax ID	
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	PCTMDFBZA5B6
Name of Workers' Compensation Insurance (Government exempt)	Preferred Insurance
Coverage Amount ($)	1000000
Expiration Date	5/12/2026
Name of General Liability and Property Damage Insurance (Government exempt)	Non Profit Insurance Alliance
Coverage Amount ($)	3000000
Expiration Date	5/12/2026

Amount of CDBG Funds Requested ($)	$35,000
Total Number of Rialto individuals to be served	120 (20 fair housing and 100 landlord-tenant)
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.

This fair housing services program will provide fair housing and landlord/tenant mediation services to 120 residents of the City of Rialto. IFHMB's fair housing activities,and landlord/tenant mediation activities will address the fair housing concerns of Rialto residents. IFHMB provides one-on-one client services through telephone, email, and regular mail. IFHMB will conduct intakes regarding fair housing complaints. Our fair housing department will assist people in resolving fair housing complaints. The landlord/tenant mediation program will assist residents who have housing related disputes. IFHMB staff members conduct community outreach and fair housing education workshops throughout the year. This program will provide fair housing education for community members. See the attached scope of services documents for more specific information about this fair housing program.

COMMUNITY NEED

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

There is a current need for the proposed fair housing services. City of Rialto residents need access to education about their fair housing rights and assistance with resolving matters that involve housing discrimination. In the 2022-23 fiscal year, 86% of the City of Rialto residents who received CDBG services in our fair housing program had incomes that were in the LMI income categories (58% extremely low, 28% low, 0% low-mod). Additionally, 94% of Rialto residents who received CDBG landlord-tenant services were persons with LMI incomes (31% extremely low, 37% low, 26% low-mod). Fair housing services help ensure that residents are informed of their state and federal fair housing rights. Increased awareness and education results in increased reporting and investigation of fair housing violations. Access to landlord/tenant mediation services will help resolve landlord/tenant disputes.

BENEFIT

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

IFHMB's fair housing services and landlord/tenant services provide benefits to persons who have low incomes. There is a continued need for fair housing and landlord/tenant education, outreach, mediation, and enforcement activities. The proposed programs will help identify and process fair housing complaints. Housing discrimination limits housing opportunities. Fair housing education helps to prevent discrimination that is the result of lack of knowledge of fair housing laws. City residents including low-income persons will benefit from having increased knowledge of fair housing laws and access to fair housing enforcement services. In the 2022-23 fiscal year, 86% of the City of Rialto residents who received CDBG services in our fair housing program had incomes that were in the LMI income categories (58% extremely low, 28% low, 0% low-mod).The proposed programs will help increase housing choice, and decrease homelessness.

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.

IFHMB contracts with several CDBG program participant jurisdictions in three Southern California counties (San Bernardino, Riverside, and Imperial) to provide fair housing services, and landlord-tenant mediation services. IFHMB will provide the services to Rialto residents.

SIMILAR RESOURCES

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

IFHMB has experience providing fair housing services. IFHMB is the current provider of fair housing services and landlord/tenant mediation services for residents of the City of Rialto. We are not aware of similar services being provided by another agency or organization.

OUTREACH

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

IFHMB conducts various outreach efforts. The services that are provided by our office are advertised through public service channels, through our social media platforms, and by email. Online outreach campaigns provide information on fair housing laws and the services that are provided by our office. Brochures are also distributed as part of our outreach and education efforts.

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
IFHMB conducts various outreach efforts. The services that are provided by our office are	7/1/2026	9/30/2026
2nd Quarter 5 fair housing and25 landlord/tenant	10/1/2026	12/31/2026
3rd Quarter 5 fair housing and 25 landlord/tenant	1/1/2027	3/31/2027
4th Quarter 5 fair housing and 25 landlord/tenant	4/1/2027	6/30/2027

OTHER SOURCES OF FUNDS

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

Source Name	Committed or Pending	Fund Amount ($)	Current Status
Please see the attached secured funders list.			

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 *				
Chief Executive Office	2396	36901	CDBG Cities	39297
CFO/ Fiscal-Davis	2630	40492	CDBG Cities	43122
Grant Analyst/ Superv	8329	128272	CDBG Cities	136601
Testing Coordinator-H	807	12420	CDBG Cities	13227
Specialist/ Mediator -	4839	74521	CDBG Cities	79360
Operator-Bravo	3435	52900	CDBG Cities	56335
Account/Office Manag	2286	35190	CDBG Cities	37476
Executive Assistant/ F	934	14375	CDBG Cities	15309
Housing Counselor- L	2867	44160	CDBG Cities	47027
Total Personnel:	28523	439231		467754
Non-Personnel				
Rent/Lease (Program Only)	2140	32953	CDBG Cities	35093
Supplies	34	514	CDBG Cities	548
Utilities				
Equipment				
Services				
Printing				
Admission/Enrollment				
Other: Accounting & Legal	793	12209	CDBG Cities	13002
Other: Payroll	902	13893	CDBG Cities	14795
Other: Contract Services	1247	19208	CDBG Cities	20455
Other: Phone	715	11012	CDBG Cities	11727
Other: Misc	66	1046	CDBG Cities	1112
Other: Insurance	580	8927	CDBG Cities	9507
Total Non-Personnel:	6477	99762	CDBG Cities	106239
TOTAL PROJECT BUDGET:	35000	538993		573993

*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.

<u>Any changes to the percentage of allocation must be approved by the City through a budget amendment.</u>

Name & Job Titles	Salary/ Hourly	Time Position is Dedicated to CDBG Activity (%)	CDBG Budget Amount
Chief Executive Officer-Garcia	53.48	30%	2035
CFO/ Fiscal-Davis	50.3	35%	2233
Grant Analyst/ Supervisor-Nunez, Palomino, Martin	33.80	55%	7073
Testing Coordinator-Herrera	27	20%	685
FH/ LT Mediator/Specialist -Troyan, Navarro	24	67.5%	4110
Operator-Bravo	23	100%	2917
Account/Office Manager-Morales	35	45%	1941
Executive Assistant/ Project Supervisor-TBD	25	25%	793
Housing Counselor- Luna, Fraser	32	30%	2435
FICA/ SUI/ Heath			4301

KEY PERSONNEL DUTIES

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

Job Title	Duties
	See attached description of key personnel.

COST RATIONALE

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

All program costs are reasonable for the services provided.

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.

There has been an increase in requests for housing related assistance. The increased demand for services will require the provision of increased program services. Our fair housing program and landlord/tenant program will provide education, outreach, mediation, and fair housing services. There is an ongoing need for fair housing services in the City of Rialto.

IMPACT OF NO CDBG FUNDING

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

Partial CDBG funding would result in a commensurate decrease in the amount of services offered. No CDBG funding would result in no services being provided.

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

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.

Carmen I. Garcia	C.E.O.
Print Name	Title
Carmen I. Garcia	2/19/2026
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.

Carmen I. Garcia	C.E.O.
Print Name	Title
Carmen I. Garcia	2/19/2026
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**
none	none	none

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: Carmen I. Garcia/ Inland Fair Housing and Medaition Board

Title: CEO

Signature: Carmen I. Garcia Date: 2/19/2026

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.