



CITY OF RIALTO

CDBG AD-HOC COMMITTEE AGENDA REPORT

CDBG AD-HOC COMMITTEE MEETING March 12, 2025

March 12, 2025

Mayor Baca and Councilmember Perez
City of Rialto
150 S. Palm Ave.
Rialto, CA 92376

Mayor Baca and Councilmember Perez:

CDBG Ad-Hoc Committee Consideration of Community Development Block Grant (CDBG) Funded Projects for FY 2025-2026.

RECOMMENDED ACTION(S):

Request the CDBG Ad-Hoc Committee to (1) Receive presentations and consider funding applications regarding CDBG funded Public Services projects for FY 2025-2026; and (2) Provide funding recommendations for the CDBG FY 2025-2026.

BACKGROUND

The City of Rialto (City), as an entitlement city, receives Community Development Block Grant (CDBG) Program funds on an annual basis from the U.S. Department of Housing and Urban Development (HUD) to carry out a wide range of community development activities to benefit low-income residents. The City anticipates we will receive an allocation of \$1,100,000 of CDBG funds for FY 2025-2026.

Per its Citizen Participation Plan, the City published, in the local newspaper, a Notice of Fund Availability (NOFA) to notify the public that the City was inviting proposals for CDBG activities for Fiscal Year 2025-2026. Eligible applications shall be for activities designed to meet one of the City's four Strategic Plan goals identified in the Consolidated Plan. At this time, the 2025-2029 Consolidated Plan is being developed.

The goals identified for the 2020-2024 Consolidated Plan are (1) Community Facilities and Infrastructure Improvements; (2) Public Services for Low-Income Residents; (3) Housing Preservation; and (4) Fair Housing Services. Public Service projects meeting Strategic Plan Goal 2 must benefit low-and moderate-income people. An application workshop was held on Thursday, January 30, 2025, at 10:00 a.m. to provide an overview

of the program and explain the process. Applications were due no later than 12:00 p.m. noon on Thursday, February 6, 2025.

Annually, the City can utilize up to 20% (\$220,000) of their CDBG allocation for Administration of CDBG programs, this includes Fair Housing Services.

In addition, the City can utilize up to 15% (\$165,000) of its CDBG allocation for Public Service activities.

Table 1 provides a summary of available funding, separated by source as follows:

TABLE 1

Activity	Allocation
FY 25-26 CDBG Projected Allocation	\$ 1,100,000.00
Carry Over	\$ -
Total Available to Program	\$ 1,100,000.00

Activity	Allocation
CDBG Administration (20% Allocation)	\$ 220,000.00
CDBG Public Services (15% Allocation)	\$ 165,000.00
Section 108 Repayment	\$ 143,437.07
Available for Non-Public Services	\$ 571,562.93

DISCUSSION

The allowable allocation for Administration is \$220,000, which includes the costs for Fair Housing Services. Table 2 provides the amount requested for fair housing and remaining Administration:

TABLE 2

CDBG Administration (20% CAP)			
#	Organization	Program	Total Requested
1	Inland Fair Housing & Mediation Board	Fair Housing	\$ 35,000.00
Remaining CDBG Program Administration Funds		CDBG Administration	\$ 185,000.00
Total:			\$ 220,000.00

The anticipated budget for Public Service projects for FY 2025-2026 is \$165,000. The City received nine (9) Public Service project applications as noted below in Table 3. Please note - Legal Aid submitted their application after the deadline.

TABLE 3

CDBG Public Services (15%CAP)			
#	Organization	Program	Total Requested
1	City of Rialto	Senior Mobile Recreation	\$ 48,000.00
2	City of Rialto	Sensory Room	\$ 35,000.00
3	City of Rialto	Teen Center	\$ 23,000.00
4	Legal Aid	Rialto Legal Empowerment	\$ 50,250.00
5	NCNW	NCNW Bethune Center	\$ 45,000.00
6	Never Stop Grinding Impact	Impactful Emotional Teaching Boxing	\$ 45,000.00
7	Rialto Family Health Services	Veterans	\$ 40,000.00
8	Social Science Services Inc.	Cedar House Outreach Services	\$ 25,000.00
9	Sunrise Church	Mobile Food Distribution	\$ 35,000.00
Total:			\$ 346,250.00

The available funding for Non-Public Service projects for FY 2025-2026 is \$571,562.93. The City received five (5) applications as noted below in Table 4:

TABLE 4

Non-Public Services Projects			
#	Organization	Program	Total Requested
1	City of Rialto	Business Signage and Façade Improvement	\$ 50,000.00
2	City of Rialto	CC Building 500 Rehabilitation	\$ 900,000.00
3	City of Rialto	Curb, Gutter Sidewalk Project	\$ 200,000.00
4	City of Rialto	Mobile Home Repair	\$ 145,000.00
5	Upwards	Boost	\$ 48,000.00
Total:			\$ 1,343,000.00

The CDBG Ad-Hoc Committee recommendations will be presented as part of the City's Annual Action Plan and Consolidated Plan for public review and City Council consideration. Listed below are the scheduled activities leading to the submittal of the FY 2025-2026 Annual Action Plan and Consolidated Plan:

Due Date	Task
March 12 th at 5:30pm	Ad-Hoc Committee Meeting
March 20 – April 22*	Notice of Public Hearing & 30-day Comment Period for Annual Action Plan and Consolidated Plan
Tuesday, April 22, 2025*	City Council conducts Public Hearing for Annual Action Plan

Thursday, May 15, 2025*	Submit Annual Action Plan and Consolidated Plan to HUD
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ENVIRONMENTAL IMPACT

The request is not a Project as defined by Section 15378 of the California Environmental Quality Act (CEQA).

FINANCIAL IMPACT

The City receives an annual allocation of CDBG funds. The recommended action may result in appropriating FY 2025-2026 CDBG funds without impact to the General Fund.

Attachments:

1. Exhibit "A": Program Funding Totals
2. Exhibit "B": CDBG Public Services Funding Requests
3. Exhibit "C": Subrecipient Matrix
4. Public Service and Non- Public Service Applications

Activity	Allocation
FY 25-26 CDBG Projected Allocation	\$ 1,100,000.00
Carry Over	\$ -
Total Available to Program	\$ 1,100,000.00

Activity	Allocation
CDBG Administration (20% Allocation)	\$ 220,000.00
CDBG Public Services (15% Allocation)	\$ 165,000.00
Section 108 Repayment	\$ 143,437.07
Available for Non-Public Services	\$ 571,562.93

CDBG Public Services Funding Requests FY 2025 - 2026

15% Cap of Total Allocation = \$165,000

Organization	Program	FY 2022-2023 Allocation	FY 2023-2024 Allocation	FY 2024-2025 Allocation	FY 2025-2026 Requested
City of Rialto	Senior Mobile Recreation	N/A	N/A	N/A	\$48,000
City of Rialto	Sensory Room	N/A	N/A	N/A	\$35,000
City of Rialto	Teen Center	\$20,000	N/A	\$17,277.66	\$23,000
Legal Aid	Empower Rialto	\$23,700	\$28,179	\$29,540.96	\$50,250
National Council of Negro Women	NCNW Bethune Center	\$42,000	\$42,000	\$40,314.54	\$45,000
Never Stop Grinding Impact	Impactful Emotional Teaching Boxing	N/A	N/A	N/A	\$45,000
Rialto Family Health Services	Veterans Programs	\$28,700	\$35,000	\$38,394.80	\$40,000
Social Science Services Inc.	Cedar House Outreach Services	N/A	N/A	N/A	\$25,000
Sunrise Church of CA	Mobile Food Distribution	N/A	\$10,000	\$32,274.67	\$35,000
Public Services Total					\$346,250

Funded With Admin Set Aside

Inland Fair Housing and Mediation Board	Fair Housing Services	\$32,000	\$12,000	\$33,595.45	\$35,000
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Organization	Program	Contact Info	Amount Requested	FY 24/25 Allocation	FY 23/24 Allocation	FY 22/23 Allocation	Comments
Inland Fair Housing	Fair Housing Services	Carmen Garcia	\$35,000	\$33,595.45	\$12,000	\$32,000	1. Application complete. Items requested provided.
City of Rialto	Administration		\$185,000	\$196,773	\$231,894	\$202,712	
Administration Total			\$220,000	\$33,595.45	\$12,000	\$32,000	

Organization	Program	Contact Info	Amount Requested	FY 24/25 Allocation	FY 23/24 Allocation	FY 22/23 Allocation	Comments
City of Rialto	Senior Mobile Recreation	Terre Ermitano	\$48,000	N/A	N/A	N/A	1. Both LMA/LMC selected. Unclear which objective program intends on following. 2. Performance Schedule provided does not include services to be provided and frequency is not defined 3. Budget provided is unclear as 'other' is listed without defining items 1. Performance Schedule provided does not include completion dates of services to be provided
City of Rialto	Sensory Room	Sean Pickel	\$35,000	N/A	N/A	N/A	
City of Rialto	Teen Center	Crystal Quintero	\$23,000	\$17,277.66	N/A	\$20,000	1. Each fiscal year funding allocated is for different programs
Legal Aid	Empower Rialto	Pablo Ramirez	\$50,250	\$29,540.96	\$28,179	\$23,700	1. Application submitted after deadline 2. Bylaws requested but not provided. 3. Certificate of Insurance for Workers Compensation requested but not provided.
National Council of Negro Women	NCNW Bethune Center	Barbara Williams	\$45,000	\$40,314.54	\$42,000	\$42,000	1. UEI is not fully registered.
Never Stop Grinding Impact	Impactful Emotional Teaching Boxing	Darrious Harris	\$45,000	N/A	N/A	N/A	1. UEI is not fully registered.
Rialto Family Health Services	Veterans Programs	Estevan Bennett	\$40,000	\$38,394.80	\$35,000	\$28,700	1. Budget is heavily reliant on CDBG funding and other sources of funds listed are pending donations. 2. Latest tax forms are from 2022 and audited financials not provided. 3. Certificate of Insurance for Workers Compensation not provided.
Social Science Services Inc.	Cedar House Outreach Services	Melissa Hughes	\$25,000	N/A	N/A	N/A	1. Both LMA/LMC selected. Unclear which objective program intends on following. 2. Budget request is entirely for salary cost of personnel responsible for marketing and outreach. Actual training would be administered by other personnel.
Sunrise Church of CA	Mobile Food Distribution	David Gomez	\$35,000	\$32,274.67	\$10,000	N/A	1. Application indicates LMA/LMC. Also selected "people server" and "households." Clarification needed regarding goal and outcome.
Public Services SubTotal			\$298,250	\$157,802.63	\$115,179	\$114,400	

Organization	Program	Contact Info	Amount Requested	FY 24/25 Allocation	FY 23/24 Allocation	FY 22/23 Allocation	Comments
City of Rialto	Business Signage and Façade Improvement	Paul Guerrero	\$50,000	N/A	N/A	N/A	1. Program requires businesses/participants to invest their own funds for upgrades to later be reimbursed at half cost, up to \$5,000.00. Goal of 10 participants may not be attainable due to applicants being required to have such funding available. 2. Concern of project work being able to be completed by year end as it is reliant on participants having upgrades completed.
City of Rialto	Annual Curb, Gutter, Sidewalks	Tim Sullivan	\$200,000	\$150,000	\$200,000	\$150,000	1. Both LMC & LMA National Objectives were selected. Unclear which objective program intends on following. LMA would be advised. 1. Funding request is high. 2. Request is in continuation of current program in efforts of completing project. Project completion date estimated for December 2027.
City of Rialto	Community Center 500	Tim Sullivan	\$900,000	\$100,000	n/a	n/a	1. Application is complete.
City of Rialto	Mobile Home Rehabilitation	Paul Guerrero	\$145,000	\$129,777.78	N/A	N/A	1. Program does not align with current ConPlan goals and need is not fully apparent. While affordable childcare is shown as a need, it is not clear how this program will bring childcare costs down. 2. Organization initially lists goal of 8 participants but states they will help 6 in their program description. Program goal is unclear. 3. Cost per participant is high.
Upwards	Boost	Melanie Faure	\$48,000	N/A	N/A	N/A	
Non-Public Services SubTotal			\$1,343,000	\$379,778	\$200,000	\$150,000	



CITY OF RIALTO

FY 2025-2026

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	3175 D Sedona Ct, Suite 2
City, State, ZIP	Ontario, CA 91764
Name of Applicant Contact	Carmen I. Garcia
Title	CEO
Mailing Address	3175 D Sedona Ct, Suite 2
City, State, ZIP	Ontario, CA 91764
Email	igarcia@ifhmb.com
Phone	9099842254
Will the proposed project provide services on-site in Rialto?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> Other
Agency UEI Number	PCTMDFBZA5B6
Name of Workers' Compensation Insurance (Government exempt)	Preferred Insurance
Coverage Amount (\$)	1000000
Expiration Date	5/12/2025
Name of General Liability and Property Damage Insurance (Government exempt)	Non Profit Insurance Alliance
Coverage Amount (\$)	3000000
Expiration Date	5/12/2025



Amount of CDBG Funds Requested (\$)	\$35,000	
Total Number of Rialto individuals to be served	IFHMB's proposed fair housing services program will provide fair housing and landlord-tenant mediation services to 120 residents (20 Fair Housing and 100 Landlord-Tenant) of th	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input checked="" type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input checked="" type="checkbox"/> Households <input checked="" type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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.

IFHMB's fair housing program will provide monthly progress reports that will detail the income levels and demographics of city residents who receive services and will assist

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 also receives funding to provide HUD-approved default/foreclosure counseling services. Please see the attached Secured Funders List for additional information.



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
1st Quarter 5 fair housing and 25 landlord/tenant	7/1/2025	9/30/2025
2nd Quarter 5 fair housing and 25 landlord/tenant	10/1/2025	12/31/2025
3rd Quarter 5 fair housing and 25 landlord/tenant	1/1/2026	3/31/2026
th Quarter 5 fair housing and 25 landlord/tenant	4/1/2026	6/30/2026

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
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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Chief Executive Officer	2097	34652		36749
Operations	2908	48052		50960
CFO/ Fiscal / Staff Attorney	4911	81159		86070
Grant Analyst/ Supervisor	5483	90613		96096
FH Specialist / Mediator	4504	74432		78936
Testing Coordinator/ Executive Assistant	1513	25007		26520
Operator/ Housing Counselor	3325	54915		58240
FICA/SUI/Health/ Wrkers Comp	3795	62760		66555
Personnel Total	28536	471590		500126
Non-Personnel				
Rent/Lease (Program Only)	1523	25177		26700
Supplies	87	1424		1511
Utilities	100	1652		1752
Equipment	34	569		603
Services	3178	52535		55713
Printing				
Admission/Enrollment				
Other: Insurance				
Other: Telephone	942	15561		16503
Other: Other	52	865		917
Other: Insurance	544	8991		9535
Other: Travel	4	62		66
Other:				
Non-Personnel Total	6464	106836		113300
TOTAL PROJECT BUDGET	35000	578426		613426

*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	Salay/ Hourly	Time Position is Dedicated to CDBG Activity (%)	CDBG Budget Amount
Chief Executive Officer-Garcia	50.48	35%	2097
Operations Officer -TBD	35	70%	2908
CFO/ Fiscal-Davis	47.30	35%	1965
Grant Analyst/ Supervisor-Nunez, Palomino, Martin	33	35%	5483
Testing Coordinator-Herrera	24.50	47%	593
FH/ LT Mediator -Trojan, open FTE	23	32%	4504
Operator-Bravo	22	100%	2611
Staff Attorney-Pena	40.39	32%	1534
Account/Office Manager-Morales	34	35%	1412
Executive Assistant/ Project Supervisor-Lee	25	31%	920
Housing Counselor	30	20%	714
FICA/ SUI/ Heath			3795

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 is 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 2025/2026? 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.



V. 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. Is 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



VI. 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
<i>Carmen I. Garcia</i>	2/6/2025
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
<i>Carmen I. Garcia</i>	2/6/2025
Signature	Date



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
N/A - 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 Mediation Board

Title: C.E.O.

Signature: *Carmen I. Garcia* Date: 2/6/2025

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.



CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

City of Rialto
Parks, Recreation, and
Community Services Department
Sensory Room



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto - Parks, Recreation, & Community Services Department
Program/Activity Title	Sensory Room
Program Physical Address	214 N Palm Ave
City, State, ZIP	Rialto, CA, 92376
Name of Applicant Contact	Sean Pickel
Title	Daycare Site Supervisor
Mailing Address	214 N Palm Ave
City, State, ZIP	Rialto, CA, 92376
Email	spickel@rialtoca.gov
Phone	(909) 421-4949
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	95-6000768
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> 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 (\$)	\$35,000	
Total Number of Rialto individuals to be served	100	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input checked="" type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Abused/Neglected Children <input checked="" type="checkbox"/> Households <input checked="" type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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 proposes adding an establish a sensory room for all children, or people with developmental challenges, particularly those with sensory processing disorders, autism, ADHD, anxiety, and other developmental challenges. This room will provide a safe and calm environment designed to support emotional regulation, cognitive development, and social well-being. The room will provide visual, auditory, tactile, and kinanesthesia (movement) stimulation, as well as interactive sensory equipment. It is used for stress reduction, safe exploration, and can evoke positive emotional responses in children who have developmental challenges. The sensory room will be available to children enrolled in our programs, as well as those referred by schools, therapists, and community organizations. The space will be designed with accessibility in mind to ensure all children, regardless of ability, can benefit.

COMMUNITY NEED

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

Currently, there are limited public spaces in Rialto designed to support children with sensory processing challenges. Many families with children who have autism, ADHD, anxiety, and other developmental differences must seek services outside the city, which can be costly and inaccessible. Schools and therapy centers provide some support, but there is a lack of community-based resources where children can engage in sensory play and regulation outside of structured educational or clinical settings. This project will provide an inclusive environment where children can develop coping skills, build confidence, and enhance their overall well-being. The sensory room will serve as a much-needed resource for families seeking safe, therapeutic spaces for their children. It will also support caregivers by offering a place where children can self-regulate, reducing stress for both children and their families. Additionally, the project aligns with the city's commitment to inclusivity by ensuring that children with diverse developmental needs have equitable access to recreational and therapeutic opportunities.



BENEFIT

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

Many families in Rialto, particularly those with low incomes, face financial barriers when seeking sensory-friendly resources for their children. Private therapy sessions, specialized equipment, and sensory-focused play spaces can be costly and are often not covered by insurance, making them inaccessible to many families. This project ensures that children from all socioeconomic backgrounds, regardless of financial means, have access to a high-quality sensory environment at no additional cost. By providing a free or low-cost resource within the community, the sensory room will allow low-income families to support their children’s developmental needs without the burden of expensive private services. Additionally, it will serve as a valuable supplement to educational and therapeutic interventions, helping children develop self-regulation skills that can improve their ability to succeed in school and social settings. Furthermore, this project will help reduce stress for parents and caregivers by offering a safe, structured environment where children can engage in positive sensory experiences.

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.

At this time, the City of Rialto Parks, Recreation, and Community Services Department is leading the development of the sensory room project independently. However, we recognize the value of collaboration and are actively seeking partnerships with local organizations, including schools, therapy centers, and community advocacy groups, to enhance the impact of this initiative. As the project progresses, we aim to engage with stakeholders who specialize in child development, sensory processing disorders, and inclusive programming to ensure that the sensory room is designed and utilized effectively. We are open to working with local service providers, educators, and nonprofit organizations to expand access, provide referrals, and integrate evidence-based sensory interventions into our programming. While no formal partnerships exist at this stage, our department is committed to fostering relationships that will strengthen the long-term success of the sensory room and ensure it meets the needs of children and families in Rialto.



SIMILAR RESOURCES

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

Yes, nearby cities offer similar sensory-friendly services:
San Bernardino: The Center for Individual Development (CID) provides adaptive programs and features a sensory room designed for individuals with various sensory preferences.
Redlands: The San Bernardino County Museum has introduced "Quiet Hour" sessions on select Wednesdays, creating a calmer environment by minimizing audio and visual stimuli to accommodate visitors with sensory processing differences.
Apple Valley: The Victor Valley Museum offers similar "Quiet Hour" sessions on select Thursdays, providing a sensory-friendly experience for visitors.
While these services exist, they are limited in scope and availability. The proposed sensory room in Rialto aims to offer a more accessible and consistent resource for children with sensory processing challenges, addressing a significant gap in the local community.

OUTREACH

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

To ensure the sensory room reaches families in need, we will implement a comprehensive outreach strategy. This includes using social media platforms, the City's website, and newsletters to raise awareness, along with distributing flyers and brochures in community centers, libraries, and clinics. Additionally, we'll engage parent groups, advocacy organizations, and community events to further spread the word. Targeted outreach to low-income families will be made through local support networks, ensuring access for those facing financial barriers.



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 Equipment for room	When funding awarded	Ongoing
Outreach	July 2025	Ongoing
Tentative Start Date	October 2025	Ongoing

OTHER SOURCES OF FUNDS

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

Source Name	Committed or Pending	Fund Amount (\$)	Current Status
City of Rialto	Committed	42,662	



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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Sensory Room Staff		\$42,662	City of Rialto	\$42,662
Personnel Total				\$42,662
Non-Personnel				
Rent/Lease (Program Only)				
Supplies	\$35,000			\$35,000
Utilities				
Equipment				
Services				
Printing				
Admission/Enrollment				
Other:				
Non-Personnel Total	\$35,000			\$35,000
TOTAL PROJECT BUDGET	\$35,000	\$42,662	City of Rialto	\$77,662

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



COST RATIONALE

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

The proposed costs for the sensory room are reasonable given the scope and purpose of the project. The funding will be primarily used for designing and outfitting the room with specialized sensory equipment, which is essential for providing a safe and effective space for children with all needs. These expenditures are necessary to ensure the sensory room meets the needs of the community, providing a high-quality, accessible service for children and families, especially those with developmental disabilities. Additionally, the costs reflect a long-term investment in the well-being of children in Rialto, with the goal of enhancing emotional regulation, cognitive development, and social inclusion. The costs are justified as a community-driven solution to fill a gap in services for children facing sensory challenges.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

This program was not funded last year.

IMPACT OF NO CDBG FUNDING

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

If the project receives partial or no CDBG funding, the implementation of the sensory room may be delayed or scaled back. Without full funding, we may need to reduce the scope of the sensory equipment or delay the hiring and training of necessary staff, which could impact the quality of the space and the level of support available to children and families. The outreach and community engagement efforts may also be limited, reducing the room's visibility and accessibility. Partial funding would still allow for some progress, but it would likely lead to a more gradual rollout of services and could result in fewer features within the room or fewer opportunities for community partnerships.



V. 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
Sean Pickel	Daycare Site Supervisor	Self	Parks, Rec, Com Srvs

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. Is 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



VI. 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.

Sean Pickel Daycare Site Supervisor
Print Name Title

[Signature] 2/6/25
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.

Sean Pickel Daycare Site Supervisor
Print Name Title

[Signature] 2/4/25
Signature Date



CITY OF RIALTO

**DISCLOSURES REQUIRED BY PERSONS OR ENTITIES
CONTRACTING WITH THE CITY OF RIALTO***

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- 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: _____

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:
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 - (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.



CITY OF RIALTO

FY 2025-2026

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@rialto.ca.gov
Phone	909 877-9706
Will the proposed project provide services on-site in Rialto?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Type of Organization	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	95-6000768
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> 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 (\$)	48,000	
Total Number of Rialto individuals to be served	200	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input checked="" type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input type="checkbox"/> Youth <input type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input checked="" type="checkbox"/> Households <input checked="" type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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 proposes adding Free Senior Mobile Recreation programs where staff would go to nearby Senior Living Facilities and offer a variety of activities, which include arts & crafts, painting activities, jewelry making, scrapbooking, greeting cards, decorative mason jars, photo frames, sun catchers, vision boards, clay modeling, bird feeders, container gardening, and much more. To provide these services, we would need to purchase a trailer, shelves and a wrap for the trailer, tables, chairs, storage containers, paint, markers, tape, scissors, staplers, card stock paper, construction paper, tissue paper, poster boards, glue bottles, glue guns, glue sticks, mason jars, planting soil, planter pots, seeds, yarn, beads, string, and clay, and additional supplies as needed.

COMMUNITY NEED

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

The proposed project would bring Senior Mobile Recreation directly to Senior Communities who lack the necessary transportation to attend the Grace Vargas Senior Center.



BENEFIT

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

The benefits of providing Senior Mobile Recreation directly to the Senior Communities would enrich the lives of Senior participants by providing fun activities that would improve their fine motor skills and dexterity, boost their cognitive function, reduce stress and anxiety, encourage social interaction, and promote a sense of well-being and accomplishment.

COLLABORATION

Has your organization/agency developed this project in collaboration with other groups/organizations? If so, please list the groups/organizations and describe their roles in this project.

The Parks, Recreation & Community Services Department has not developed this project in collaboration with other groups or organizations at this time.



SIMILAR RESOURCES

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

Any of our surrounding cities does not provide mobile Recreation or similar services our program would be the first of its kind.

OUTREACH

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

Outreach efforts include social media; we would create flayers to distribute to the Senior Communities with a description of our Senior Mobile Recreation Program.



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)	7/1/2025 or when the 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.



COST RATIONALE

If you consider it necessary, explain why your program/activity costs is 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 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

This would be a new service, we did not receive funding during FY 2024/2025.

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 transportation to attend the Grace Vargas Senior Center.



V. 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. Is 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



VI. 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
	2/6/2025
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	Recreation Programmer
Print Name	Title
	2/6/2025
Signature	Date



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: _____

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.



CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

City of Rialto
Parks, Recreation, and
Community Services Department

Teen Center



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

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

Type of Organization	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	95-6000768
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> 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 (\$)	23,000	
Total Number of Rialto individuals to be served	50	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input type="checkbox"/> Households <input type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD’s CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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 Teen Center plans to offer affordable driver education to low-income teens, helping them gain the skills and confidence needed to become safe, responsible drivers. By providing free or discounted courses, behind-the-wheel training, and access to resources, the Teen Center aims to break down financial barriers, ensuring low-income teens can earn their driver's licenses and improve independence. We focus on empowerment and education and an environment where teens can gain life-changing skills and the ability to gain better job opportunities.

COMMUNITY NEED

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

Many low-income families struggle to afford the cost of a driver's education, limiting teens' opportunities to gain independence and access to better job opportunities. Without driving skills, teens face barriers to employment and education. This program would target the need by offering accessible and affordable driver education.



BENEFIT

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

The program benefits low-income individuals by removing financial barriers. The cost of formal driving lessons and the required behind-the-wheel training can be prohibitive, limiting their access to the opportunities a driver's license can provide. The Teen Center can ensure that teens from low-income families will gain driving skills for employment and higher education.

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.

City Staff will run the program and plan to partner with local driving schools to provide services for teens.



SIMILAR RESOURCES

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

There are no other similar programs in Rialto.

OUTREACH

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

The program will be advertised through City social media and the Rialto Network local TV channel.



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
Establish partnerships with certified driving instructors	February 6, 2025	July 1, 2025
Outreach and Recruitment	July 1, 2025	December 1, 2025

OTHER SOURCES OF FUNDS

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

Source Name	Committed or Pending	Fund Amount (\$)	Current Status
City of Rialto	Committed	30,519.84	Active



IV. PUBLIC SERVICE BUDGET

The use of CDBG funds should be in direct relation to the scope of work. The funds requested through CDBG should be utilized to provide a direct benefit or service to low or moderate-income residents of the City of Rialto. Adequate documentation must be provided by the organization to support the costs associated with the services provided. For Personnel Costs, salaries, and fringe benefits charged to the CDBG program activity, a reimbursement request should include a copy of the timesheet, activity log, and proof of payment, such as a copy of the employee paycheck, canceled check, or payroll journal. The timesheet must reflect the hours charged to the CDBG activity for each employee. Percentage allocation is allowed but must be approved by the City, in advance. It should be noted that vacation and sick time are not reimbursable for staff who do not work full-time on the CDBG program activity.

Operating costs such as office supplies, equipment, printing, rent/lease, utilities, insurance, and telephone are allowed, provided they are related to the CDBG program activity. For rent/lease reimbursement, a copy of the rental/lease agreement should be submitted with the first invoice, and any updated agreements should be submitted thereafter. All reimbursement requests must include a copy of the invoice/statement/bills, including summary pages with detailed expenses outlined and proof of payment, such as a copy of the canceled check, bank, or credit card statement.

The City has the right to request additional documentation needed to determine reimbursement eligibility to comply with CDBG. Any changes to the budget must be approved by the City through a budget amendment.



PROPOSED PUBLIC SERVICE BUDGET

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

Please use the following format to present your proposed line item budget:

- Column A: List the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
N/A	N/A	30,519.84	City of Rialto	30,519.84
Personnel Total		30,519.84		30,519.84
Non-Personnel				
Rent/Lease (Program Only)				
Supplies				
Utilities				
Equipment				
Services	20,000			20,000
Printing				
Admission/Enrollment	3,000			3,000
Other:				
Non-Personnel Total	23,000			23,000
TOTAL PROJECT BUDGET	23,000			23,000

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



COST RATIONALE

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

Professional driving instructors must ensure that students receive quality, certified training in the classroom and behind-the-wheel settings. These fees cover the professional driving instructors and prepare students for their driving test.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

As our teens grow up this year, we recognize that they would greatly benefit from driving courses. Driving education is a key life skill that directly impacts their ability to access employment, education, and other opportunities.

IMPACT OF NO CDBG FUNDING

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

Without full funding, we may need to reduce the number of participants we can offer driving education to. With partial funding, we would have to scale back on essential components such as behind-the-wheel training.



V. CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State, and City law prohibits employees and public officials of the City of Rialto from participating on behalf of the City in any transaction in which they have a financial interest.

The purpose of this questionnaire is to assess potential conflicts of interest involving the applicant, applicant's staff, or applicant's Board of Directors. Additionally, please complete and sign the conflict form, Attachment A.

1. Is there any member(s) of the applicant's staff or governing body who is or has been, within one year of the date of this questionnaire, (a) a City Employee or (b) a City Councilmember?

Yes No

If Yes, please list the name(s) and information requested below:

Name of Person	Job Title	Relationship	City Department
Crystal Quintero	Recreation Programmer	City Employee	Parks, Recreation & Community Services

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is currently or has been, within one year of the date of this questionnaire, (a) a City Employee or Consultant or (b) a City Councilmember?

Yes No

If Yes, please list the name(s) and information requested below:

Name of Person	Job Title	Relationship	City Department

3. Is 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:

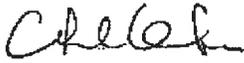
Name of Person	Relationship	Title	If Family, Indicate Relationship



VI. SIGNATURES

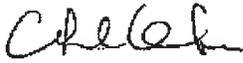
Authorized Signature

To the best of my knowledge, the information provided on this application is true, and I am authorized to submit this application on behalf of the applicant agency.

Crystal Quintero	Recreation Programmer
Print Name	Title
	2/6/2025
Signature	Date

Authorized Signature

I have read "Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems" with special attention to chapters two and five.

Crystal Quintero	Recreation Programmer
Print Name	Title
	2/6/2025
Signature	Date



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: _____

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.



CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

Legal Aid Society of San Bernardino

Empower Rialto



City of Rialto
Community Development Block Grant
Fiscal Year 2025/2026

PUBLIC SERVICE APPLICATION

OVERVIEW

The City of Rialto is now accepting Fiscal Year 2025-2026 Community Development Block Grant (CDBG) Project Application Forms from City departments and community organizations seeking funding to implement eligible housing, community and economic development projects consistent with CDBG regulations at 24 CFR Part 570. The City anticipates receiving approximately \$1.1 million of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Of the total estimated amount, a maximum of fifteen percent (15%) or approximately \$165,000 will be available to applicants for Public Service projects.

Proposed Public Service projects are required to benefit low to moderate-income City residents and meet a HUD eligible activity, including but not limited to those concerned with crime prevention, childcare, health, drug abuse, education, fair housing counseling, senior services, youth at-risk assistance or recreational

NATIONAL OBJECTIVE

In order for an activity to be carried out with CDBG funding it must qualify as meeting one or more of the following Department of Housing and Urban Development (HUD) three National Objectives:

1. **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. (See **CDBG Census Tract/Blocks Map** for eligible areas)
2. **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. Low-Mod income limits are established by HUD. (**See 2024 HUD Income Limits**)
3. **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.

ELIGIBLE PUBLIC SERVICE ACTIVITIES

The CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to

- Employment services (e.g., job training);
- Crime Prevention and public safety;
- Child care;
- Health services;
- Substance abuse services (e.g., counseling and treatment);
- Fair housing counseling;
- Education programs;
- Energy conservation;
- Services for senior citizens;
- Services for homeless persons; and
- Recreational services



2024 HUD INCOME LIMITS

FY 2024 INCOME LIMITS	RIVERSIDE - SAN BERNARDINO - ONTARIO, CA MSA							
	1	2	3	4	5	6	7	8
Extremely Low (30%)	\$21,550	\$24,600	\$27,700	\$30,750	\$33,250	\$35,700	\$38,150	\$40,600
Very Low (50%)	\$35,900	\$41,000	\$46,100	\$51,250	\$55,350	\$59,450	\$63,550	\$67,650
Low-Mod (80%)	\$57,400	\$65,600	\$73,800	\$82,000	\$88,600	\$95,150	\$101,650	\$108,250

REQUIRED REVIEW

Prior to submitting a proposal, it is required that you review "Playing by the Rules: A Handbook for CDBG Sub-recipients on Administrative Systems". Please pay special attention to chapters two and five. The handbook can be located at the following link: <https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/>

REQUIRED DOCUMENTS

Please submit the following information along with your completed application by the abovementioned deadline.

- Completed and Signed Application – Parts I-VI
- By Laws and Articles of Incorporation/Charter
- Non-Profit Determination – 501(c)3 IRS Letter (Only for Non- Profit Organizations)
- List of Board of Directors
- Organizational Chart
- Most Recent Audited Financial Statements
- Most recent audit to 2 CFR (previously Single Audit), if your organization expends more than \$750,000 annually in Federal Awards)
- Copies of last year's Federal Tax Return Form 990
- Copies of last year's State Tax Return Form 199
- Resumes of Key Administrators that will oversee the project
- Job Descriptions for Personnel/Positions Listed in Application
- Most Recent Certificates of Insurances (Liability and Workers Compensation)
- Chart of Accounts
- Signed Conflict of Interest Form (Attachment A)

DEADLINE

The Deadline for returning completed applications is **12:00 p.m., Thursday, February 6, 2025**. Postmarks and late applications will not be accepted. All application must be mailed to:

Rialto Parks, Recreation & Community Services Department
 City of Rialto
 214 N. Palm Ave,
 Rialto, CA 92376

CONTACT

If you have any questions regarding the City of Rialto's Community Development Block Grant (CDBG) funded program, please contact:

Contact	Liza Lopez	Email	llopez@agi.com.co
Phone	(909) 816-5132		



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Legal Aid Society of San Bernardino
Program/Activity Title	Rialto Legal Empowerment Project: Ensuring Stability, Security, and Justice for Vulnerable Residents
Program Physical Address	588 W. Sixth Street
City, State, ZIP	San Bernardino, CA 92410
Name of Applicant Contact	Pablo Ramirez, Esq.
Title	Executive Director
Mailing Address	588 W. Sixth Street
City, State, ZIP	San Bernardino, CA 92410
Email	pablor@legaliadofsb.org
Phone	909-406-5302
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	95-1997024
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input checked="" type="checkbox"/> Other
Agency UEI Number	618171805
Name of Workers' Compensation Insurance (Government exempt)	Sequoia Insurance Company
Coverage Amount (\$)	\$1,000,000/event
Expiration Date	04/08/2025
Name of General Liability and Property Damage Insurance (Government exempt)	Valley Forge Insurance Company
Coverage Amount (\$)	\$2,000,000. per incident; \$4,000,000 aggregate
Expiration Date	04/08/2025



Amount of CDBG Funds Requested (\$)	50250	
Total Number of Rialto individuals to be served	100	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input checked="" type="checkbox"/> Battered Spouses	<input checked="" type="checkbox"/> Abused/Neglected Children <input checked="" type="checkbox"/> Households <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/> Housing Units <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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. <input type="checkbox"/> 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 Rialto Legal Empowerment Project is a proactive, community-based legal assistance initiative that provides free, in-person legal support to Rialto residents facing housing, safety, and employment challenges. This project is necessary because many Rialto families are at risk of eviction, living in unsafe conditions, or struggling to secure employment due to unresolved legal issues.

Through monthly legal clinics, one-on-one case evaluations, and direct legal representation, LASSB will work to prevent wrongful evictions, secure protections for domestic violence survivors, and help individuals overcome legal barriers to employment. Services will be available in English and Spanish to ensure accessibility for all residents.

COMMUNITY NEED

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

Rialto is facing a legal crisis that disproportionately affects low-income and marginalized populations. According to the 2020 Census, 16.2% of residents live below the poverty line, and 36.6% of all Rialto homes are rental units. This means thousands of families are at risk of eviction, often without legal representation.

Additionally, domestic violence rates have increased, and many survivors struggle to obtain protective orders due to lack of access to legal support. Low-income individuals with past convictions often face employment discrimination, preventing them from securing stable jobs. Without legal assistance, these challenges can lead to homelessness, further victimization, and financial instability.



BENEFIT

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

The Rialto Legal Empowerment Project will have a direct and measurable impact on the lives of low-income individuals by:

- Preventing homelessness through legal eviction defense.
- Securing safety for domestic violence survivors by obtaining restraining orders.
- Removing employment barriers by assisting with record expungements.
- Ensuring stable housing by holding landlords accountable for poor living conditions.

This project goes beyond legal assistance—it empowers residents by giving them the tools to fight back against injustice and create long-term stability for themselves and their families.

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.

LASSB will leverage strong community partnerships to enhance the impact of this project. Collaborations with Cedar House, Maple House, Inland Behavioral Health, Mary's Mercy Center, The Vets Center, and Legal Aid at Work will provide wraparound services, ensuring residents have access to food, shelter, mental health services, and job opportunities.



SIMILAR RESOURCES

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

While some legal services exist in San Bernardino County, they are not focused on serving Rialto residents on-site and do not offer the full range of services LASSB provides. Many existing programs have long waitlists or limited availability, leaving residents without timely legal assistance. The Rialto Legal Empowerment Project is designed to fill this critical gap by ensuring immediate, in-person legal help at a location central to the community.

OUTREACH

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

LASSB will ensure that residents are aware of these services through:

- Monthly legal clinics at the Rialto Community Center.
- Bilingual outreach via community partners and social media.
- Referrals from shelters, housing organizations, and victim advocacy groups.



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
Monthly Clinics - Rialto	07/2024	06/2025
Case Preparation	07/2024	06/2025
Partner Communication	07/2024	06/2025
Client Surveys / Reporting	07/2024	06/2025

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
State Bar of CA	Committed	100,000	Active
State Bar IOLTA	Committed	100,000	Active
CalOES	Committed	214,000	Active



IV. PUBLIC SERVICE BUDGET

The use of CDBG funds should be in direct relation to the scope of work. The funds requested through CDBG should be utilized to provide a direct benefit or service to low or moderate-income residents of the City of Rialto. Adequate documentation must be provided by the organization to support the costs associated with the services provided. For Personnel Costs, salaries, and fringe benefits charged to the CDBG program activity, a reimbursement request should include a copy of the timesheet, activity log, and proof of payment, such as a copy of the employee paycheck, canceled check, or payroll journal. The timesheet must reflect the hours charged to the CDBG activity for each employee. Percentage allocation is allowed but must be approved by the City, in advance. It should be noted that vacation and sick time are not reimbursable for staff who do not work full-time on the CDBG program activity.

Operating costs such as office supplies, equipment, printing, rent/lease, utilities, insurance, and telephone are allowed, provided they are related to the CDBG program activity. For rent/lease reimbursement, a copy of the rental/lease agreement should be submitted with the first invoice, and any updated agreements should be submitted thereafter. All reimbursement requests must include a copy of the invoice/statement/bills, including summary pages with detailed expenses outlined and proof of payment, such as a copy of the canceled check, bank, or credit card statement.

The City has the right to request additional documentation needed to determine reimbursement eligibility to comply with CDBG. Any changes to the budget must be approved by the City through a budget amendment.



PROPOSED PUBLIC SERVICE BUDGET

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

Please use the following format to present your proposed line item budget:

- Column A: List the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Exec. Director	2500	15000	State Bar of CA	17500
Staff Attorney	8500	20000	State Bar of CA	28500
Paralegal/Legal Asst.	15000	15000	State Bar of CA	30000
Intake Worker/Receipt	3000	5000	State Bar of CA	8000
Office Manager	500	5000	State Bar of CA	5500
Deputy Director	500	1000	State Bar of CA	1500
Compliance Analyst	5000	15000	State Bar of CA	20000
Fringe Benefits	8750	19000	State Bar of CA	27750
Personnel Total	43750	95000		138750
Non-Personnel				
Rent/Lease (Program Only)	6000	10000	State Bar of CA	16000
Supplies	0	500	State Bar of CA	500
Utilities	0	500	State Bar of CA	500
Equipment	0	400	State Bar of CA	400
Services	0	300	State Bar of CA	300
Printing	0	300	State Bar of CA	300
Admission/Enrollment	0			
Other:				
Other: Travel	500	0		500
Other:				
Non-Personnel Total	6500	12500		
TOTAL PROJECT BUDGET	94000	202500		296500

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



COST RATIONALE

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

Staff expenses for the Rialto clinic are calculated based on the time dedicated to delivering direct legal services. This includes a wide range of essential activities such as conducting client intake, completing compliance forms for the CDBG Rialto grant, preparing supporting documents, interviewing clients, providing legal counsel, drafting legal documents, negotiating settlements, and representing clients in legal proceedings. Additionally, funding is allocated based on the time staff members spend verifying eligibility and collecting required documentation from Rialto residents. The nonpersonnel expense is limited to satellite office which is used to assist onsite clients.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

In FY 2025/2026, LASSB will expand services to address the rising demand for legal assistance in Rialto. Increasing eviction filings, surging domestic violence cases, and employment barriers due to criminal records have left many residents vulnerable. More families face housing instability, survivors need protective orders, and individuals require legal support to secure jobs. With CDBG funding, LASSB will increase outreach, expand clinic capacity, and provide more direct legal representation, ensuring residents receive timely intervention to prevent eviction, protect their safety, and achieve financial stability.

IMPACT OF NO CDBG FUNDING

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

Without CDBG funding, many Rialto residents facing eviction, domestic violence, or legal barriers to employment would be left without critical legal assistance. A reduction or loss of funding would limit outreach, reduce clinic availability, and decrease direct legal representation, forcing many to navigate complex legal issues alone. This would result in more families losing their homes, more survivors unable to secure protective orders, and more individuals struggling to obtain stable employment. Without these services, the community would experience increased homelessness, financial hardship, and greater demand on emergency resources, making legal intervention even more essential.



V. 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. Is 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



VI. 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.

<u>Pablo Ramirez</u>	<u>Exec. Director</u>
Print Name	Title
	<u>020625</u>
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.

<u>Pablo Ramirez</u>	<u>Exec. Director</u>
Print Name	Title
	<u>020625</u>
Signature	Date



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
NA	NA	NA

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: PABLO RAMIREZ

Title: EX. DIRECTOR

Signature: 

Date: 020625

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.



CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

IE Section NCNW, Inc

NCNW Bethune Center



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	IE Section NCNW, Inc.
Program/Activity Title	NCNW Bethune Center
Program Physical Address	1411 S. Riverside Avenue
City, State, ZIP	Rialto, CA 92376
Name of Applicant Contact	Barbara Williams
Title	Program Director
Mailing Address	1411 S. Riverside Avenue
City, State, ZIP	Rialto, CA 92376
Email	rialtoresourcenter@gmail.com
Phone	(909) 874-6000
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	
Are you a Women owned, or a majority Women operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> Other
Agency UEI Number	XVBEBPB439C1
Name of Workers' Compensation Insurance (Government exempt)	State Compensation Insurance Fund
Coverage Amount (\$)	\$1,000,000
Expiration Date	06/01/2025
Name of General Liability and Property Damage Insurance (Government exempt)	Cornerstone Commercial Insurance Services, Inc.
Coverage Amount (\$)	\$1,000,000
Expiration Date	06/01/2025



Amount of CDBG Funds Requested (\$)	\$45,000	
Total Number of Rialto individuals to be served	30	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input checked="" type="checkbox"/> Households <input checked="" type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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.

See Attachment I - Page 1

COMMUNITY NEED

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

See Attachment 1 - Page 2



BENEFIT

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

See Attachment I - Page 2

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.

See Attachment I - Page 3



SIMILAR RESOURCES

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

See Attachment 1 - Page 4

OUTREACH

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

See Attachment I - Page 4



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
Program Administration;	07/01/2025	06/30/2026
Recruit, train, deploy 30 program participants	07/01/2025	06/30/2026
Employer/Education Site Visits: At minimum 1 monthly (total 10)	07/01/2025	06/30/2026
Job Fairs: At minimum 1 monthly (total 10)	07/01/2025	06/30/2026

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
IE Section NCNW	Committed	\$5,000	On-Going
Morongo Band of Indians	Pending	\$5,000	Pending
IEHP	Pending	\$5,000	Pending
City of Rialto CDBG-CV	Pending	\$37,000	Pending



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.



COST RATIONALE

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

See Attachment I - Page 5

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

See Attachment I - 6

IMPACT OF NO CDBG FUNDING

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

See Attachment I - Page 6



V. 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
Deborah Robertson	City of Rialto Mayor (Former)	NCNW Member	Administration

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. Is 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



VI. 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.

Barbara Williams	Program Director
_____ Print Name	_____ Title
_____ 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.

Barbara Williams	Program Director
_____ Print Name	_____ Title
_____ Signature	_____ Date



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
Deborah Robertson	Deborah Robertson	Self

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: Barbara Williams

Title: Program Director

Signature: _____ Date: _____

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.

Inland Empire Section National Council of Negro Women, Inc. (IE Section NCNW)

**City of Rialto
Community Development Block Grant Fiscal Year 2025/2026
Public Service Application – Attachment I**

III. PROGRAM 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 Inland Empire Section of the National Council of Negro Women, Inc. (IE Section NCNW) Workforce Development Program is committed to providing a critical pathway to long-term economic mobility for Rialto residents. Participants are engaged in a twelve-month program that includes six months of training and placement followed by six months of monitoring and follow-up. Through strategic collaboration, skill-building workshops, and employer engagement, we help individuals secure sustainable, living-wage employment while strengthening the local workforce. This commitment to long-term financial stability ensures that our program has a lasting impact on the community.

Foundational Workforce Skills

- Professionalism and Workplace Ethics
- Problem-Solving
- Customer Service and Professional Communication
- Computer Proficiency
- Resume Building and Interview Skills
- Job Search and Job Application Strategies

Industry-Aligned Training and Certifications

- Industry-Aligned Certification Programs
- On-the-Job Training and Apprenticeships
- Career Pathway Development
- Internships and Paraprofessional Opportunities

Job Readiness and Support Services

- Workforce Readiness Training
- Life Skills Training
- Financial Literacy and Budgeting Workshops
- Job Retention and Career Advancement Coaching
- Employment Placement Assistance and Job Fair Hosting
- Professional Mentorship and Networking Opportunities
- Assistance with Work Clothing, Tools, and Transportation
- Social Services Referrals (shelter, food, healthcare, childcare)

Additionally, we support college enrollment, financial aid applications, and military recruitment processes. Our outreach includes partnerships with local businesses, educational institutions, and workforce development agencies to provide these services, ensuring participants gain the necessary skills and connections to secure sustainable employment.

Over the past four years, the program has consistently surpassed its outcomes by 250%, a testament to its effectiveness. Participants have reported higher job retention rates, increased earnings, and enhanced career mobility, reinforcing the program's success in fostering long-term economic stability.

Inland Empire Section National Council of Negro Women, Inc. (IE Section NCNW)

**City of Rialto
Community Development Block Grant Fiscal Year 2025/2026
Public Service Application – Attachment I**

With funding from the 2025-2026 CDBG program, we aim to expand our reach and enhance services. This funding will allow us to increase the number of participants we can serve, improve the quality of our workshops and training, and strengthen our partnerships with local businesses and educational institutions. By doing so, we can foster a resilient community where individuals and families achieve long-term financial stability and positively impact Rialto's economic future.

COMMUNITY NEED

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

Rialto, California, has a diverse population with significant workforce development needs. According to the latest census data, the city has a population of approximately 104,000 residents, with over 50% Hispanic/Latino, 20% Black/African American, 23% White, and 4% Asian. According to the World Population Review, economic challenges are evident, with 17% of residents living below the poverty line and over 40% of households classified as low-income. Notably, the Black or African American population experiences a higher poverty rate, with 13.38% living below the poverty level.

As of November 2024, Rialto, California, reported an unemployment rate of 5.6%. This figure is higher than the national unemployment rate of 3.9% during the same period, as the U.S. Bureau of Labor Statistics reported. While specific data for youth unemployment (ages 16-24) in Rialto is not readily available, the city's higher overall unemployment rate suggests that youth unemployment surpasses national averages. Nationally, as of the fourth quarter of 2024, the unemployment rate for individuals aged 16 to 19 was 12.4%, with higher rates among Black or African American youth at 17.1% and Hispanic or Latino youth at 16.3%.

With the rising cost of living, many adults in Rialto, particularly seniors, seek part-time employment to supplement their fixed incomes. This trend highlights the importance of workforce development programs catering to youth and seniors, providing them with the necessary skills to secure sustainable employment.

Given Rialto's demographic composition and economic challenges, these statistics emphasize the critical need for targeted workforce development initiatives in Rialto to address unemployment disparities and promote economic stability across all demographic groups.

BENEFIT

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

Implementing workforce development programs has significantly enhanced economic outcomes for participants and their communities. For instance, the National Guard Youth ChalleNGe program, which offers a six-month residential intervention for youth who have dropped out of high school, followed by placement in employment, education, or the military and a year of structured mentoring, has demonstrated positive effects on education, employment, and earnings outcomes.

Moreover, addressing youth unemployment is crucial for economic growth. High levels of youth unemployment can lead to increased poverty, social unrest, and a more significant burden on public resources. Furthermore, it stifles economic growth by reducing the economy's potential

Inland Empire Section National Council of Negro Women, Inc. (IE Section NCNW)

City of Rialto Community Development Block Grant Fiscal Year 2025/2026 Public Service Application – Attachment I

output and increasing the dependency ratio, where a larger portion of the population relies on a smaller working-age population for support.

By focusing on serving a minimum of 60% low-income individuals and families, our program aims to help residents transition from low-income to middle-income status through higher earning potential. This focus supports economic growth by building a viable workforce and promotes long-term job retention and career advancement through professional development and soft skills training.

With our targeted efforts, the IE Section NCNW program aims to break the cycle of economic hardship by increasing employability, self-sufficiency, and workforce participation. By enhancing professional skills and expanding career opportunities, we empower participants to achieve financial stability and contribute positively to the local economy. This uplifts individuals and contributes to the broader economic vitality of the community.

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.

We engage the educational and employment sectors to ensure participants have access to hiring pipelines, internships, and career advancement opportunities. A collaboration strategy we will launch in 2025 is hosting a quarterly Workforce Partners Networking Dialogue to share resources, best practices, and services. Our partners include:

Local Educational Institutions/Training:

- Secondary Schools: Carter High School, Eisenhower High School, Rialto High School, Milor, Zupanic, and Bob Murphy Continuation High Schools, Altus Academy Charter School, Rialto Adult School
- Colleges and Universities: San Bernardino Valley College, Chaffey College, University of La Verne – Inland Empire Campus, California State University, San Bernardino (CSUSB)
- Trade and Vocational Schools: Summit College, UEI College, Center for Employment Training (CET), and others

Employment Sectors and Services:

- Logistics & Warehousing: Amazon, United Postal Service (UPS), FedEx, and local distribution centers
- Healthcare: Arrowhead Regional Medical Center, Kaiser Permanente, Dignity Hospitals, local clinics
- Retail & Customer Service: Walmart, Target, Walgreen, local businesses
- Public Sector: City of Rialto, Rialto Unified School District, City of San Bernardino, San Bernardino County Workforce Development, various San Bernardino County departments, State of California Employment Development Department, United States Postal Service (USPS), Rialto Branch Library, cities of Rialto and San Bernardino Parks and Recreation Departments
- Manufacturing & Construction: Local firms and apprenticeship programs
- Trade Unions: Teamsters Union Local 63, International Brotherhood of Electrical Workers (IBEW) Union Local 440, Inland Empire Labor Council AFL-CIO
- Education & Childcare: Rialto Unified School District, Childcare Career

Inland Empire Section National Council of Negro Women, Inc. (IE Section NCNW)

City of Rialto Community Development Block Grant Fiscal Year 2025/2026 Public Service Application – Attachment I

- Military Recruitment Offices: U.S. Army Recruiting Office, U.S. Army Reserve Recruiting Office, U.S. Air Force Recruiting Office, U.S. Marine Corps Recruitment Station, U.S. Navy Recruitment Station

Community-Based Organizations (CBO's) and Faith-Based Organizations (FBO's):

- CBO's: Grace Vargas Senior Center, Friends of the Grace Vargas Senior Center, Friends of the Rialto Branch Library, Rialto Family Health Services Inc.
- FBO's: Rialto Seventh-day Adventist Church, Calvary Chapel of Rialto, First Christian Church of Rialto, St. Catherine of Siena Church, Sunrise Church, Central City Lutheran Mission, Loveland Jubilee Pantry, Vida Life Ministries,

SIMILAR SERVICES

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

While no single local organization provides the breadth of services offered by IE Section NCNW, several organizations in and around Rialto offer workforce development services that complement our program's objectives. By collaborating with these organizations, we can expand and integrate services to better serve our participants, avoiding duplication and maximizing resources within the community:

- America's Job Center of California (AJCC)
- Goodwill Career Center
- Community Action Partnership of San Bernardino
- San Bernardino County Workforce Development Board
- Inland Empire Job Corps
- California State University, San Bernardino (CSUSB) – Professional and Continuing Education (PACE)
- Inland Adult Education Consortium

OUTREACH

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

Our outreach strategies ensure we effectively reach those in need. Current strategies include hosting job fairs and community career events, conducting workshops at local high schools and continuation schools, engaging parents and guardians to support youth success, and leveraging IE Section NCNW members' networks to expand employment opportunities. We will enhance our outreach strategy for 2025-2026 by incorporating several innovative and cost-effective approaches to effectively reach those in need, even with limited funding and staffing:

1. Digital Storytelling and Success Showcases: Highlighting personal success stories through short videos or blog posts can demonstrate the tangible impact of our programs. Sharing these narratives on social media and our website can inspire others to participate and support our initiatives.

2. Virtual Workshops and Webinars: Hosting online workshops can make our resources more accessible to a broader audience.

4. Text Message Campaigns: Implementing SMS campaigns can provide timely updates about job fairs, application deadlines, and new program offerings. Text messages have high open rates and can effectively reach participants who may not have regular internet access.

Inland Empire Section National Council of Negro Women, Inc. (IE Section NCNW)

**City of Rialto
Community Development Block Grant Fiscal Year 2025/2026
Public Service Application – Attachment I**

5. Gamification of Training Programs: Incorporating gamification elements into our training modules can increase engagement and motivation. For example, participants can earn badges or points for completing certain milestones, fostering a sense of achievement and encouraging continued participation.

6. Community Ambassador Programs: Building upon our plan to recruit and train volunteer Bethune Center Ambassadors, we can further empower these ambassadors to act as liaisons between our organization and the community. They can gather feedback, promote our services, and assist in tailoring our programs to meet community needs better.

7. Collaboration with Local Influencers: Partnering with local influencers, such as community leaders, elected officials, educators, and social media personalities, can amplify our message. Their endorsement can lend credibility and extend our reach to diverse community segments. By integrating these strategies, we can enhance our outreach efforts, maximize resource utilization, and strengthen our connection with the community, ultimately empowering more individuals through our workforce development programs.

COST RATIONALE

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

Our budget is structured to ensure that the majority of funds are directed toward program services, aligning with best practices recommended by nonprofit watchdog organizations. By maintaining low administrative costs, we demonstrate our commitment to fiscal responsibility and effective resource utilization. This budget ensures that each participant receives comprehensive services at the CDBG cost of \$1,500 per participant. To supplement our costs, we recruit volunteers to assist with job fairs, employer engagement, partnership training, participant training, mentoring, and coaching, and supply donations. Our budget reflects a strategic allocation of resources aimed at delivering high-quality services to our community while adhering to principles of financial prudence. Here's a breakdown of our cost structure:

1. Program Director Salary: \$42,224

This allocation is below the average salary for nonprofit Program Directors in California, which, according to Indeed.com, is approximately \$90,000 per year. By offering a competitive yet modest salary, we attract qualified leadership committed to our mission, ensuring effective program management within our financial constraints.

2. Supplies: \$668

This budget covers essential materials required for program operations, including office supplies, educational/marketing materials, and other necessary items. We prioritize cost-effective purchasing to keep expenses minimal.

3. Telephone/Internet: \$1,800

Reliable communication is vital for coordinating with participants, partners, and stakeholders. This allocation ensures uninterrupted phone and internet services, facilitating efficient program administration and outreach. We have many competitive service providers to choose from and have selected the one most reasonable for our needs and the Rialto area.

4. Printing: \$308

Despite a focus on digital communication, certain materials necessitate physical copies. This budget supports business cards and the printing of brochures, flyers, and other documents essential for participant engagement and program promotion. While some materials can be printed in-house, to conserve printer ink toner, it is sometimes necessary to use a printing service.

Inland Empire Section National Council of Negro Women, Inc. (IE Section NCNW)

**City of Rialto
Community Development Block Grant Fiscal Year 2025/2026
Public Service Application – Attachment I**

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

Over the past four years, the program has consistently surpassed its enrollment and employment placement goals, a testament to its effectiveness. These successful strategies will allow us to increase program participants by twenty percent (20%); increasing enrollment from 26 to 30 participants. As mentioned above under “Community Need,” Rialto has a significant workforce development needs. The City of Rialto’s Annual Action Plan for Fiscal Year 2024-2025 outlines the allocation of an estimated \$1,538,834.02 in CDBG funds to address housing and community development priorities. Additionally, the Community Action Partnership of San Bernardino County (CAPSBC) has developed its 2024-2025 Community Action Plan, which sets funding priorities for local services based on a comprehensive needs assessment. While specific projections for changes in community needs from 2024 to 2025 are not detailed in these documents, the ongoing allocation of resources and strategic planning efforts indicate a sustained focus on addressing housing affordability, economic development, and support services for low- and moderate-income residents.

IMPACT OF NO CDBG FUNDING

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

The potential reduction or elimination of CDBG funding would significantly impact our workforce development program, necessitating substantial adjustments and potentially leading to decreased services. This, in turn, could adversely affect the economic well-being of the individuals and families we support.

Impact on Program Services:

- **Reduced Capacity:** CDBG funds are instrumental in supporting various community development activities, including workforce development. A decrease in funding would limit our ability to offer essential services such as job training, career counseling, and placement assistance, thereby reducing the number of individuals we can serve.
- **Program Reductions or Eliminations:** A 2019 survey by the CDBG Coalition revealed that over 92% of local government grantees had to reduce programs due to insufficient CDBG funding, with nearly 70% eliminating programs entirely. This underscores the critical role CDBG funds play in sustaining community services.

Strategic Adjustments:

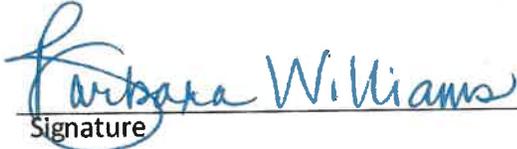
In the event of reduced or eliminated CDBG funding, we would need to increase alternative funding sources, such as private grants, partnerships, and community fundraising, to sustain our workforce development initiatives. Additionally, we may have to prioritize services, focusing on the most critical needs, and implement cost-saving measures to maintain program effectiveness.



VI. SIGNATURES

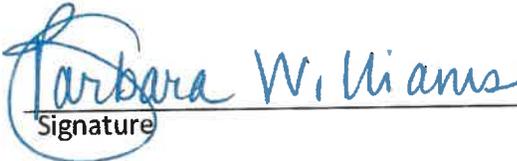
Authorized Signature

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.

Barbara Williams	Program Director
Print Name	Title
	02/05/2025
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.

Barbara Williams	Program Director
Print Name	Title
	02/05/2025
Signature	Date



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.

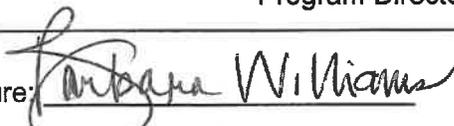
For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected 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
Deborah Robertson	Deborah Robertson	Self

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: Barbara Williams

Title: Program Director

Signature:  Date: 02/05/2025



CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

Never Stop Grinding Impact

**Impactful Emotional Teaching
Boxing Program**



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Never Stop Grinding Impact
Program/Activity Title	Impactful Emotional Teaching Boxing Program
Program Physical Address	898 West Rialto Ave
City, State, ZIP	Rialto, CA, 92376
Name of Applicant Contact	Darious Harris
Title	Chief Executive Officer
Mailing Address	2026 N Riverside Ave C128
City, State, ZIP	Rialto
Email	info@neverstopgrindingimpact.org
Phone	(909) 745-2219
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	85-1693244
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> Other
Agency UEI Number	F6LBXMAFZJV9
Name of Workers' Compensation Insurance (Government exempt)	The Hartford-Automatic Data Processing Insurance Agency
Coverage Amount (\$)	\$3,000,000
Expiration Date	10/17/2025
Name of General Liability and Property Damage Insurance (Government exempt)	United States Liability Insurance
Coverage Amount (\$)	\$3,000,000/ \$1,000,000/ \$1,000,000
Expiration Date	10/17/2025



Amount of CDBG Funds Requested (\$)	\$45,000	
Total Number of Rialto individuals to be served	100	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input type="checkbox"/> Households <input type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other.
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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 Impactful Emotional Teaching (IET) Boxing Program is a proven, data-driven initiative designed to empower low- and moderate-income youth in Rialto through structured physical activity, mentorship, and emotional resilience training using the discipline of boxing. Now in its fourth year, the program has demonstrated measurable success in supporting at-risk youth, reducing negative behaviors, and fostering academic engagement and personal development.

Currently, the program is only available at select Rialto Unified School District sites, where it is limited to 20 students per location due to funding and capacity constraints. Despite this limitation, demand far exceeds availability, as reflected in the large waiting lists at participating schools. This highlights the critical need for expansion to reach more students who would greatly benefit from this structured, skill-building program.

The IET Boxing Program is more than just a sports program—it is an intervention and preventative strategy that offers youth a safe, structured, and supportive environment where they can develop essential life skills.

COMMUNITY NEED

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

Rialto's youth face significant challenges that impact their emotional well-being, academic success, and future opportunities. Many come from low- and moderate-income households, where they experience systemic barriers, including limited access to structured extracurricular activities, exposure to violence, unstable home environments, and mental health struggles. Without intervention, these youth are at an increased risk of academic failure, juvenile delinquency, and long-term disengagement from positive community structures.

The Impactful Emotional Teaching (IET) Boxing Program was created four years ago to fill this critical gap by providing a safe, structured, and skill-building environment that fosters discipline, emotional regulation, and personal development through boxing. Currently, the program is only offered at select Rialto Unified School District sites, where participation is capped at 20 students per location due to funding constraints. Large waiting lists at these sites demonstrate the urgent need for program expansion to serve more youth who would otherwise be left without this life-changing opportunity.

The data-driven impact of this program is undeniable. Participants show measurable



BENEFIT

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

This program will provide free access to quality mentorship and physical training, removing financial barriers that prevent underserved youth from participating in structured recreational activities.

Additionally, by embedding literacy and numeracy education into the program, we support academic improvement while addressing behavioral challenges. The program aligns with crime prevention and youth development goals, offering a preventative approach to reducing juvenile delinquency and recidivism.

Many of these youth do not have access to structured after-school activities, leaving them vulnerable to negative influences, disengagement from school, and mental health struggles.

By expanding the IET Boxing Program at our facility, we will:

Ensure that more youth can participate in structured extracurricular activities free of

COLLABORATION

Has your organization/agency developed this project in collaboration with other groups/organizations? If so, please list the groups/organizations and describe their roles in this project.

The Impactful Emotional Teaching (IET) Boxing Program was independently developed by Never Stop Grinding Impact to address the needs of low- and moderate-income youth in Rialto. While the program was not created in collaboration with other organizations, we have built a strong working relationship with the Rialto Unified School District (RUSD) to ensure that the students who would benefit the most from this program have the opportunity to participate.

Through this partnership, we:

Engage with Rialto Unified School District to assess student interest, ensuring that those who need structured extracurricular activities and mentorship have access to the program.

Track student progress and performance, using data-driven approaches to measure the program's impact on behavior, academic engagement, and personal development.



SIMILAR RESOURCES

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

Currently, no free boxing-based youth programs in Rialto incorporate literacy, numeracy, and mentorship. While some fitness centers offer boxing, they do not provide the preventative intervention strategies that address recidivism and mental health challenges like our program.

OUTREACH

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

The Impactful Emotional Teaching (IET) Boxing Program is in high demand within the City of Rialto, with a growing internal waiting list as well as waitlists from each Rialto Unified School District (RUSD) school where the program is currently offered. Due to limited capacity at school sites, many Rialto youth who are eager to participate have been unable to enroll, further emphasizing the critical need for expansion.

To ensure that the program reaches Rialto residents who need it most, we will implement a targeted outreach strategy, including:

Leveraging our internal and RUSD-generated waiting lists to prioritize Rialto students who have already expressed interest but have been unable to enroll due to space limitations.

Working closely with Rialto Unified School District counselors, teachers, and administrators to identify Rialto students who would benefit most, with a particular focus on foster youth, McKinney-Vento families, and students struggling with academic and behavioral challenges.



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
Student Recruitment & Enrollment	March 3, 2025	March 23, 2025
Program Launch & Weekly Sessions Begin at Facility	March 29, 2025	ongoing
Ongoing Data Collection & Performance Monitoring	May 2025	ongoing

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
Inland Empire Health Plan Foundation	Committed	\$13,000	Awarded
Inland Empire Health Plan	Committed	\$9,500	Awarded
Rialto USD	Committed	\$9,500	Awarded
BEI	Committed	\$4,000	Awarded
PAL Academy	Committed	\$4,000	Awarded



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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Salaries	20,000	25,000	IHEP, Rialto USD	45,000
Personnel Total				
Non-Personnel				
Rent/Lease (Program Only)	5,000	5,000	IHEP, Rialto USD	10,000
Supplies	3,000	3,000	IEHP Foundation	6,000
Utilities	2,000	4,000	IEHP Rialto USD	6,000
Equipment	7,000	10,000	IEHP Rialto USD	17,000
Services	3,000	6,000	IEHP Foundation	9,000
Printing	1,000	4,000	BEI	5,000
Admission/Enrollment	2,000	2,000	PAL	4,000
Other:				
Other: Insurance	2,000	4,000	IEHP Foundation	6,000
Other: Curriculum		20,000 2,000	PAL	2,000
Other:				
Other:				
Other:				
Non-Personnel Total				
TOTAL PROJECT BUDGET	45,000	65,000		110,000

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



COST RATIONALE

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

Why This Funding is Necessary and Justified:

Meeting High Demand: The program is currently at capacity, serving only 20 students per Rialto Unified School District site. Large waiting lists show the urgent need for expansion.

Serving the Most At-Risk Youth: We prioritize foster youth and McKinney-Vento families, ensuring that the most underserved have access to structured mentorship and fitness.

Essential Program Costs: Funding will cover facility expenses, equipment, program materials, and trained staff, ensuring quality programming and participant safety.

A Cost-Effective Investment: Preventative programs like this reduce the risk of juvenile delinquency and mental health crises, saving the community long-term costs in intervention.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

N/A

IMPACT OF NO CDBG FUNDING

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

While we have secured some funding to support the Impactful Emotional Teaching (IET) Boxing Program, it is not enough to meet the growing demand and the full scope of services needed for Rialto's youth. Without CDBG funding, we will be forced to scale back our efforts, limiting access to a program that has already proven its effectiveness in fostering emotional resilience, academic engagement, and physical well-being.

If CDBG funding is not secured:

We will be unable to expand the program to serve more Rialto youth, leaving many students on waiting lists without access to structured mentorship and positive extracurricular activities.

We will have to reduce the number of program participants, limiting how many students can



V. 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. Is 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



VI. 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.

Darious Harris	Chief Executive Officer
Print Name	Title
	02/05/2025
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.

Darious Harris	Chief Executive Officer
Print Name	Title
	02/05/2025
Signature	Date



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.*
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Name of Person/Entity: _____

Title: _____

Signature: _____

Date: _____



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Yes No

If Yes, please list the name(s) and information requested below:

Name of Person	Job Title	Relationship	City Department
N/A	N/A	N/A	N/A

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
N/A	N/A	N/A	N/A

3. Is 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
N/A	N/A	N/A	N/A



CITY OF RIALTO

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- 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.
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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
N/A	N/A	N/A

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: Darios Harris

Title: Chief Executive Officer

Signature: 

Date: 02/05/2025

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.

2.48.450 Employee conflict of interest.

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 - (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.
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 - (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;
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- (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.

PUBLIC SERVICE APPLICATION- Never Stop Grinding Impact

Please see the attached add on page with answers to questions from III. PROJECT NARRATIVE PROJECT/PROGRAM DESCRIPTION that were too long on the original document to print.

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 Impactful Emotional Teaching (IET) Boxing Program is a proven, data-driven initiative designed to empower low- and moderate-income youth in Rialto through structured physical activity, mentorship, and emotional resilience training using the discipline of boxing. Now in its fourth year, the program has demonstrated measurable success in supporting at-risk youth, reducing negative behaviors, and fostering academic engagement and personal development.

Currently, the program is only available at select Rialto Unified School District sites, where it is limited to 20 students per location due to funding and capacity constraints. Despite this limitation, demand far exceeds availability, as reflected in the large waiting lists at participating schools. This highlights the critical need for expansion to reach more students who would greatly benefit from this structured, skill-building program.

The IET Boxing Program is more than just a sports program—it is an intervention and preventative strategy that offers youth a safe, structured, and supportive environment where they can develop essential life skills.

Through weekly structured sessions, participants engage in:

Boxing training – to instill discipline, self-control, and physical fitness.

Mentorship and life skills workshops – to foster self-confidence, leadership, and emotional regulation.

Group discussions – to encourage healthy coping mechanisms and strengthen social-emotional well-being.

Literacy and numeracy activities – to improve academic skills and reinforce positive learning habits.

The impact of the program is clear and supported by data, showing that youth participants experience significant improvements in behavior, school engagement, and overall well-being. By providing a safe alternative to negative influences, this program reduces recidivism, supports mental health, and promotes physical wellness, ultimately preparing youth to thrive in all aspects of life.

Expanding this highly successful program at our 898 WW Rialto Ave facility will allow us to reach more youth in need, addressing the overwhelming demand and ensuring that more students receive the guidance, structure, and mentorship necessary for long-term success.

COMMUNITY NEED

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

Rialto's youth face significant challenges that impact their emotional well-being, academic success, and future opportunities. Many come from low- and moderate-income households, where they experience systemic barriers, including limited access to structured extracurricular activities, exposure to violence, unstable home environments, and mental health struggles. Without intervention, these youth are at an increased risk of academic failure, juvenile delinquency, and long-term disengagement from positive community structures.

The Impactful Emotional Teaching (IET) Boxing Program was created four years ago to fill this critical gap by providing a safe, structured, and skill-building environment that fosters discipline, emotional regulation, and personal development through boxing. Currently, the program is only offered at select Rialto Unified School District sites, where participation is capped at 20 students per location due to funding constraints. Large waiting lists at these sites demonstrate the urgent need for program expansion to serve more youth who would otherwise be left without this life-changing opportunity.

The data-driven impact of this program is undeniable. Participants show measurable improvements in behavior, school engagement, and social-emotional well-being. Studies consistently demonstrate that structured physical activity, such as boxing, is one of the most effective tools for reducing aggression, enhancing emotional resilience, and improving cognitive function especially among youth exposed to adversity.

Expanding the IET Boxing Program at our 898 W Rialto Ave facility will:

Reduce recidivism and juvenile delinquency by providing youth with structured activities and mentorship that deter them from negative influences.

Serve as a preventative measure for mental health challenges by equipping youth with healthy coping mechanisms, emotional resilience, and positive role models.

Promote long-term academic and personal success by incorporating literacy and numeracy activities, ensuring that students develop both mental and physical strength.

With overwhelming demand and clear evidence of success, this program is essential to Rialto's youth development strategy. Without expansion, hundreds of at-risk students will remain on waiting lists, missing out on a crucial opportunity to build the discipline, confidence, and skills

necessary to break negative cycles and thrive. This funding will allow us to serve more youth, deepen our impact, and create lasting change in the community.

BENEFIT

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

This program will provide free access to quality mentorship and physical training, removing financial barriers that prevent underserved youth from participating in structured recreational activities.

Additionally, by embedding literacy and numeracy education into the program, we support academic improvement while addressing behavioral challenges. The program aligns with crime prevention and youth development goals, offering a preventative approach to reducing juvenile delinquency and recidivism.

Many of these youth do not have access to structured after-school activities, leaving them vulnerable to negative influences, disengagement from school, and mental health struggles.

By expanding the IET Boxing Program at our facility, we will:

Ensure that more youth can participate in structured extracurricular sports, free of charge, giving them access to positive activities that build discipline, confidence, and emotional strength.

Provide a safe and structured environment that reduces recidivism and delinquency, keeping youth engaged in mentorship-based activities that deter them from negative behaviors.

Offer a preventive mental health solution, equipping participants with healthy coping strategies, emotional regulation skills, and strong mentorship to navigate life's challenges.

Support academic success, incorporating literacy and numeracy elements into the program to help students develop focus, discipline, and learning skills that contribute to better school performance.

Promote lifelong physical health, encouraging fitness habits that improve both physical and mental well-being.

COLLABORATION

Has your organization/agency developed this project in collaboration with other groups/organizations? If so, please list the groups/organizations and describe their roles in this project.

The Impactful Emotional Teaching (IET) Boxing Program was independently developed by Never Stop Grinding Impact to address the needs of low- and moderate-income youth in Rialto. While the program was not created in collaboration with other organizations, we have built a strong working relationship with the Rialto Unified School District (RUSD) to ensure that the students who would benefit the most from this program have the opportunity to participate.

Through this partnership, we:

Engage with Rialto Unified School District to assess student interest, ensuring that those who need structured extracurricular activities and mentorship have access to the program.

Track student progress and performance, using data-driven approaches to measure the program's impact on behavior, academic engagement, and personal development.

Identify students who are on waiting lists for extracurricular programs, prioritizing participation for those who may not otherwise have access to structured expanded learning activities.

Prioritize enrollment for foster youth and McKinney-Vento families, ensuring that students experiencing homelessness or unstable housing situations have access to a structured, supportive environment where they can build resilience, a sense of belonging, and confidence.

By working closely with RUSD administrators, teachers, and counselors, we ensure that the program remains relevant, effective, and accessible to the students who need it most. This collaboration helps us bridge the gap between education, mentorship, and structured physical activity, giving students especially those facing the greatest challenges.

SIMILAR RESOURCES

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

Currently, no free boxing-based youth programs in Rialto incorporate literacy, numeracy, and mentorship. While some fitness centers offer boxing, they do not provide the preventative intervention strategies that address recidivism and mental health challenges like our program.

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

The Impactful Emotional Teaching (IET) Boxing Program is in high demand within the City of Rialto, with a growing internal waiting list as well as waitlists from each Rialto Unified School District (RUSD) school where the program is currently offered. Due to limited capacity at school sites, many Rialto youth who are eager to participate have been unable to enroll, further emphasizing the critical need for expansion.

To ensure that the program reaches Rialto residents who need it most, we will implement a targeted outreach strategy, including:

Leveraging our internal and RUSD-generated waiting lists to prioritize Rialto students who have already expressed interest but have been unable to enroll due to space limitations.

Working closely with Rialto Unified School District counselors, teachers, and administrators to identify Rialto students who would benefit most, with a particular focus on foster youth, McKinney-Vento families, and students struggling with academic and behavioral challenges.

Distributing program flyers and information at key community locations in Rialto, including food distributions, school events, Rialto businesses, and City-run events, ensuring that Rialto families are aware of this free-of-charge opportunity.

Engaging with Rialto community centers, libraries, and faith-based organizations to share information with families and youth who may not be connected to RUSD but reside in Rialto and would benefit from participation.

Utilizing social media and digital outreach, promoting the program through targeted campaigns focused on Rialto residents via platforms commonly used by parents, guardians, and youth.

Direct outreach to Rialto families, ensuring that parents and guardians are aware of the program's benefits and its positive impact on students' emotional well-being, academic engagement, and physical health.



CITY OF RIALTO
FY 2025-2026
CDBG PUBLIC SERVICES APPLICATION

Rialto Family Health Services, Inc.

Veterans Program



City of Rialto
Community Development Block Grant
Fiscal Year 2025/2026

PUBLIC SERVICE APPLICATION

OVERVIEW

The City of Rialto is now accepting Fiscal Year 2025-2026 Community Development Block Grant (CDBG) Project Application Forms from City departments and community organizations seeking funding to implement eligible housing, community and economic development projects consistent with CDBG regulations at 24 CFR Part 570. The City anticipates receiving approximately \$1.1 million of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). Of the total estimated amount, a maximum of fifteen percent (15%) or approximately \$165,000 will be available to applicants for Public Service projects.

Proposed Public Service projects are required to benefit low to moderate-income City residents and meet a HUD eligible activity, including but not limited to those concerned with crime prevention, childcare, health, drug abuse, education, fair housing counseling, senior services, youth at-risk assistance or recreational

NATIONAL OBJECTIVE

In order for an activity to be carried out with CDBG funding it must qualify as meeting one or more of the following Department of Housing and Urban Development (HUD) three National Objectives:

1. **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. (See **CDBG Census Tract/Blocks Map** for eligible areas)
2. **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. Low-Mod income limits are established by HUD. (See **2024 HUD Income Limits**)
3. **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.

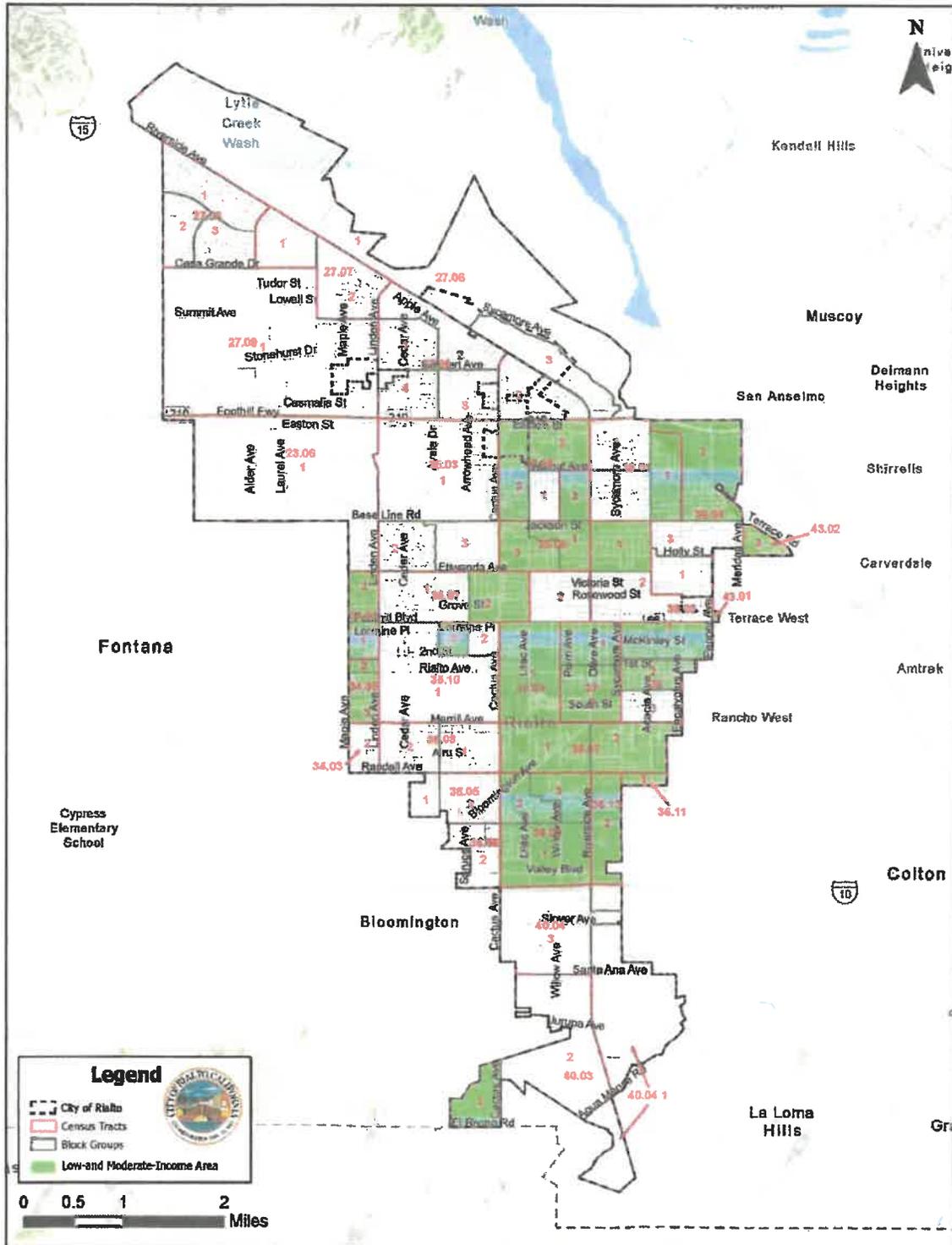
ELIGIBLE PUBLIC SERVICE ACTIVITIES

The CDBG regulations allow the use of grant funds for a wide range of public service activities, including, but not limited to

- Employment services (e.g., job training);
- Crime Prevention and public safety;
- Child care;
- Health services;
- Substance abuse services (e.g., counseling and treatment);
- Fair housing counseling;
- Education programs;
- Energy conservation;
- Services for senior citizens;
- Services for homeless persons; and
- Recreational services



CDBG CENSUS TRACT/BLOCKS MAP





I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Rialto Family Health Services Inc.
Program/Activity Title	Veterans
Program Physical Address	214 N. Palm Ave Suite #504
City, State, ZIP	Rialto, CA 92377
Name of Applicant Contact	Estevan Bennett
Title	Executive Director
Mailing Address	1444 N. Birch
City, State, ZIP	Rialto, CA 92376
Email	rialtofamilyhealthsvcs@gmail.com
Phone	(909)685-3897
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	47-1610166
Are you a Women owned, or a majority Women operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input checked="" type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> Other
Agency UEI Number	EZLTFEZJWGJ5
Name of Workers' Compensation Insurance (Government exempt)	
Coverage Amount (\$)	
Expiration Date	8/08/2025
Name of General Liability and Property Damage Insurance (Government exempt)	Next Insurance
Coverage Amount (\$)	\$1,000,000
Expiration Date	8/08/2025



Amount of CDBG Funds Requested (\$)	\$40,000	
Total Number of Rialto individuals to be served	45	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input type="checkbox"/> Households <input type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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 Veterans Assistance Program provides alternative, temporary, and/or permanent living arrangements, job assistance, accessing disability benefits, and discharge upgrades for veterans within the city. Clients are provided with a case manager that assists them in veterans education, counseling, and obtaining health and financial resources that are available to them. It is the goal of the program, that by establishing roots in the community that there is a decreased homeless veteran population, decreased rent burdens and expenses to related shelters, and most of all, provide stability and reduce healthcare complications suffered by most veterans that have served in the United States Military.

COMMUNITY NEED

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

The City of Rialto Lacks dedicated Veteran Support programs. Without this support many Veterans find it difficult in accessing benefits that they are entitled to, or may even be aware that they are entitled to those benefits.



BENEFIT

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

Rialto Family Health Services aids Veterans in the community by providing support for homeless veterans, give guidance in accessing Discharge upgrades, counseling, benefits, navigating bureaucratic channels, as well as acting as an advocate for their needs.

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.

Our agency has collaborated with VFW, Salvation Army, NCNW, and Loma Linda VA. As these agencies send identified veterans to our agency to service their unique needs.



SIMILAR RESOURCES

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

There are currently no other Organizations providing similar services in the city of Rialto.

OUTREACH

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

RFHS takes part in the VA Stand Down Project, Rialto's National Night Out, Memorial Day events and visits Assisted Living facilities to reach out to the Veterans population in the City of Rialto, as well as key social service agencies in order to reach the Homeless Veterans Population



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
National Night Out	July	Sept
Veterans Day	November	November
Holiday Food Give Away	October	December
Memorial Day Outreach	April	June

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
Donations	Pending	\$6,000	



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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Estevan Bennett	\$11,500	\$1,000	Donations	\$12,500
Michael Bennett	\$7,700	\$1,000	Donations	\$8,700
Alex Blain	\$9,000	\$1,000	Donations	\$10,000
Ila Moodie-Lee	\$5,600	\$1,000	Donations	\$6,600
Personnel Total	\$33,800	\$4,000		\$37,800
Non-Personnel				
Rent/Lease (Program Only)	N/A			
Supplies	\$1300	\$500	Donations	\$1800
Utilities	\$430			\$430
Equipment	\$500	\$500	Donations	\$1000
Services	N/A			
Printing	\$600	\$500	Donations	\$1100
Admission/Enrollment				
Other: Insurance	\$1200			\$1200
Other: Subscriptions	\$1900	\$500	Donations	\$2,400
Other: P.O. Box	\$150			\$150
Other: Business License	\$120			\$120
Other:				
Other:				
Non-Personnel Total	\$6,200	\$2000		\$8,200
TOTAL PROJECT BUDGET	\$40,000	\$6000		\$46,000

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



COST RATIONALE

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

Personal Case Management requires reasonable compensation in order for team members to invest and dedicate adequate time to address each client and their specific needs.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

No significant changes have occurred since last year, however the effects of the US military pulling out of Afganistan are still being felt as many veterans exit the service and are in need of guidance in obtaining benefits and healthcare.

IMPACT OF NO CDBG FUNDING

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

There are very few Veteran Assistance Program in the City of Rialto, and none that dedicate the time to un-housed clients such as we do. Without CDBG funding there would be no group to adequately advocate on their behalf.



V. 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. Is 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



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: Estevan Bennett

Title: Executive Director

Signature: Estevan Bennett Date: 2-6-2025

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.

RFHS CDBG Job Descriptions

Estevan Bennett - Program director: Dictates the schedule and what actions the organization takes to reach clients and collaborations with other agencies.

Michael Bennett - Assistant Case Manager: Assists in the primary aspects in determining the needs of each client and executing the actions required in meeting those needs.

Alex Blain - Administrative Specialist: Catalogs and tracks relevant client data and progress throughout their time in the program.

Ila Moodie-Lee - Payroll Administrator: Tracks and reports the time each member of the team dedicates to the program for applicable compensation

Rialto Family Health Services Veterans Program Organizational Chart





CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

Social Science Services, Inc.

Cedar House Outreach Services



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Social Science Services, Inc.
Program/Activity Title	Cedar House Outreach Services
Program Physical Address	18612 Santa Ana Ave.
City, State, ZIP	Bloomington, CA 92316
Name of Applicant Contact	Melissa Hughes
Title	Director of Marketing & Development
Mailing Address	18612 Santa Ana Ave.
City, State, ZIP	Bloomington, CA 92316
Email	mhughes@cedarhouse.org
Phone	909-835-0752
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	
Are you a Women owned, or a majority Women operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input checked="" type="checkbox"/> Black African American & White <input checked="" type="checkbox"/> Other
Agency UEI Number	QVM4W768MAK6
Name of Workers' Compensation Insurance (Government exempt)	GuideOne Insurance Companies
Coverage Amount (\$)	\$1,000,000
Expiration Date	07/01/2025
Name of General Liability and Property Damage Insurance (Government exempt)	Allied World Assurance Company (U.S.) Inc
Coverage Amount (\$)	\$3,000,000
Expiration Date	07/01/2025



Amount of CDBG Funds Requested (\$)	\$25,000	
Total Number of Rialto individuals to be served	120	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> Homeless Persons <input checked="" type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input type="checkbox"/> Households <input checked="" type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input checked="" type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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.

Since 1973, Cedar House Life Change Center has been serving the Inland Empire with high-quality, evidence-based addiction treatment services. Today, Cedar House has multiple CARF-Accredited 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 is a 501c3 non-profit corporation serving a predominantly Medi-Cal or county-funded population, and all of our programs are licensed and certified by the State of California Dept. of Health Care Services. We are requesting funding to provide outreach services in the Rialto area. This would involve outreach to area organizations and businesses offering to share our Overdose Prevention Training and information on our residential and outpatient services with their employees and clientele.

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 community. 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 need with a comprehensive approach to services for this population, and our outreach activities speak directly to this critical need. By reaching out to the vulnerable, low-income population to make them aware of our services and arm them with our Overdose Prevention Program, we strengthen the resolve of our entire community.



BENEFIT

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

We aim to establish a full continuum of care and outreach activities to achieve healing for individuals, families, and communities. By prioritizing their safe recovery from chemical dependence, our clients can pursue new opportunities in education and employment. Improved access to those opportunities will mean more successful outcomes that advance overall wellness. Low-income persons will benefit by becoming knowledgeable about the use of naloxone to prevent overdose and will in turn be able to save their neighbor's life in an emergency situation. As we proceed with this project, we anticipate improved outcomes as a result of increased awareness of our services for the behavioral health needs of our community.

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.

San Manuel provided initial funding for the Overdose Prevention Program's development. Additionally, 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 through 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?

Other government agencies and organizations are beginning to offer training on the use of naloxone. The difference in our Cedar House training is that it is being delivered by our Clinical Director and Medical Coordinator. They share real scenarios in which our team has been able to save lives and offer a clinical perspective for trainees. Their expertise makes the difference. Additionally, they share information on the services provided by Cedar House so those in need, or with loved ones in need, can find hope in the resources we offer.

OUTREACH

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

Cedar House provides the Overdose Prevention Program to area businesses and organizations through connections made at community events. For this proposed activity, our Outreach Coordinator would spend time reaching out to businesses and organizations throughout the Rialto area in order to make new connections and serve the City of Rialto with this educational material. Once the connections are formed, Cedar House's Clinical Director and Medical Coordinator will meet at a specified time convenient for all parties to introduce our training. The Overdose Prevention Training involves an explanation of the importance of being prepared in a dangerous overdose situation and a demonstration of how to administer naloxone. Training materials and doses of naloxone are distributed to all trainees. Our staff also shares information on Cedar House's services for those in need and offers follow-up support.



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
Prepare a list of businesses and organizations in the City of Rialto who would benefit from this program.	6/30/25	9/30/25
Reach out to businesses and organizations to offer the program and schedule trainings.	7/30/25	10/31/25
Provide training and support to Rialto businesses and organizations.	8/30/25	4/30/26
Follow up with further information and resources for individuals in need.	9/1/25	6/30/26

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 Manuel Band of Mission Indians	committed	\$65,000	paid



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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Jake Strommen - Marketing & Outreach Coordinator	25,000	65,000	San Manuel	90,000
Personnel Total	25,000	65,000		90,000
Non-Personnel				
Rent/Lease (Program Only)				
Supplies				
Utilities				
Equipment				
Services				
Printing				
Admission/Enrollment				
Other:				
Non-Personnel Total	0	0		0
TOTAL PROJECT BUDGET	25,000	65,000		90,000

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



COST RATIONALE

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

It is necessary for Cedar House to engage the community with outreach activities that provide important information and lifesaving resources for the low-income community to find wholeness in recovery. By covering personnel expenses dedicated to these outreach efforts, this funding will contribute to overall health outcomes in our community.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

N/A

IMPACT OF NO CDBG FUNDING

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

Without additional funding for these expenses, our outreach efforts are limited to the time we can afford to dedicate to these activities. The more time we can spend sharing these resources, the better off our community will be.



V. 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. Is 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



VI. 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.

Jamie Lamb CEO
Print Name Title
Jamie Lamb 02/25/25
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.

Jamie Lamb CEO
Print Name Title
Jamie Lamb 02/25/25
Signature Date



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.

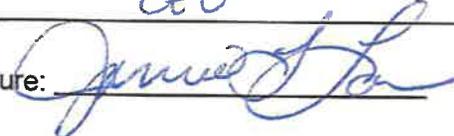
For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected 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: Jamie Lamb

Title: CEO

Signature:  Date: 02/25/25

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.



CITY OF RIALTO

FY 2025-2026

CDBG PUBLIC SERVICES APPLICATION

Sunrise Church of California

Mobile Food Distribution Program



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Sunrise Church of California
Program/Activity Title	Mobile Food Distribution Program Mobile
Program Physical Address	2759 Ayala Drive
City, State, ZIP	Rialto, CA 92377
Name of Applicant Contact	David Gomez
Title	Communication and Events Pastor
Mailing Address	2759 Ayala Drive
City, State, ZIP	Rialto, CA 92377
Email	dgomez@sunrisechurch.org
Phone	909-904-1022
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Type of Organization	<input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	
Are you a Women owned, or a majority Women operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> Other
Agency UEI Number	YWXHM5V7U1C9
Name of Workers' Compensation Insurance (Government exempt)	Brotherhood Mutual
Coverage Amount (\$)	1,000,000
Expiration Date	08/13/2025
Name of General Liability and Property Damage Insurance (Government exempt)	Brotherhood Mutual
Coverage Amount (\$)	2,000,000
Expiration Date	08/13/2025



Amount of CDBG Funds Requested (\$)		
Total Number of Rialto individuals to be served		
Type of Beneficiary (select one)	<input type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input type="checkbox"/> Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input type="checkbox"/> Households <input type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs. <input type="checkbox"/> Public Facilities/Improvements <input type="checkbox"/> Housing/Special Activities by Subrecipients <input type="checkbox"/> Economic Development <input type="checkbox"/> Acquisition and/or rehabilitation of real property <input type="checkbox"/> Other. Click to specify
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households. <input type="checkbox"/> Addresses the prevention or elimination of slums or blight.
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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 Food Distribution Program aims to improve access to nutritious food for low-income residents in Rialto through both stationary and mobile services. The program dedicates one day each month to serving Rialto's low-income residents at the Rialto Peace Center, providing essential food items to individuals and families in need. Additionally, the program operates a mobile food distribution initiative, delivering emergency relief boxes, baby supplies, and senior care products to four targeted communities on a monthly basis. The program prioritizes vulnerable populations in low-to-moderate-income (LMI) census tracts, where at least 51% of households earn below 80% of the Area Median Income (AMI). Special attention is given to Opportunity Zones, which have an average poverty rate significantly higher than the state average. The project has identified several affordable housing communities for its operations, including: Renaissance Village in census tract 003510, where 62.76% of residents are classified as low-to-moderate income. TELACU La Paz and The Crossings, both 55+ affordable housing communities in census tract 003700, with a low/mod income percentage of 73.81%. Citrus Grove, another 55+ affordable housing site in census tract 003506, with a low/mod income percentage of 55.24%. Collectively, these communities represent a total of 508 housing units, ensuring that food distribution efforts reach those most in need across Rialto.

COMMUNITY NEED

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

The proposed Food Distribution Program directly addresses the escalating issue of food insecurity in the City of Rialto, mirroring broader trends within the San Bernardino-Riverside metropolitan area. Recent data indicates that the food insecurity rate in the Riverside-San Bernardino metro area has risen to 15.7% in 2021, up from 13.4% in 2019. This upward trend underscores a growing need for accessible food assistance programs.

Economic challenges have exacerbated this situation. Despite a decline in the unemployment rate to 3.6% in December 2022, many residents continue to face financial hardships due to stagnant wages and rising living costs. The Inland Empire's emergence as a logistics hub has led to job growth; however, these positions often offer wages that do not keep pace with the increasing cost of living, leaving many families struggling to afford basic necessities.

The expiration of pandemic-related assistance programs has further strained low-income households. For instance, the conclusion of CalFresh emergency allotments in early 2023 reduced the supplemental nutrition assistance that many families relied upon, increasing the demand for local food support services.

Since 2019, Sunrise Church and Sunrise Life Development have been distributing food to 500-600 families weekly at the PEACE Center in Rialto. However, by mid-2022, demand surged to over 1,000 families per week, partly due to the expiration of rent moratoriums and the economic ripple effects of inflation. The increasing number of families walking to collect food underscores the urgent need for accessible and mobile food assistance.

The proposed mobile food distribution program aims to meet these challenges head-on by delivering food and essential supplies directly to targeted communities. This initiative will address the persistent demand for food assistance amidst ongoing economic uncertainties and ensure that support reaches those most in need, including seniors and individuals with limited transportation options.



BENEFIT

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

The program directly benefits low-income individuals, particularly seniors, by increasing access to nutritious food and essential supplies. Many households in Rialto's low-to-moderate-income neighborhoods struggle to afford both food and other necessities, such as housing and medical care. Rising inflation, persistently high food costs, and the expiration of pandemic-related assistance programs have intensified food insecurity, disproportionately impacting vulnerable populations.

For seniors, food insecurity poses additional risks, as research links inadequate nutrition to chronic conditions such as diabetes, hypertension, and cognitive decline. By providing consistent and reliable food distribution, the program helps mitigate these health risks and supports the well-being of at-risk individuals.

Through both stationary and mobile food distribution, the program ensures that those with limited access to transportation receive critical support. This initiative reflects a commitment to improving the quality of life for low-income residents, enabling them to meet their basic needs with dignity while promoting long-term community health and stability.

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.

Sunrise Church has developed the Food Distribution Program in collaboration with several key organizations to ensure the effective delivery of food assistance to low-income individuals and families in Rialto. Sunrise Church partners with Feeding America to distribute food to families in South Rialto. Community Action Partnership of San Bernardino County (CAPSBC) plays a vital role by providing food commodities through the USDA Food Distribution Program, which supports low-income households. Feeding America, a national hunger-relief organization, supplies food resources that are distributed through the program, helping to meet the growing demand for nutritious meals. Sunrise Life Development supports the program's operations and provides volunteers who assist with food distribution efforts. Additionally, the USDA contributes essential food commodities that further support the program's outreach. These partnerships have been instrumental in supplying food, volunteer support, and program assistance, ensuring that vulnerable populations receive the resources they need to combat food insecurity in the community.



SIMILAR RESOURCES

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

Within the City of Rialto, there are two other food distribution sites. However, our program distinguishes itself by offering a mobile food distribution service that directly reaches individuals in vulnerable communities who face barriers to accessing fixed-location services. While other programs require individuals to travel to distribution sites, our initiative ensures that food and essential supplies are delivered directly to low-to-moderate-income neighborhoods, including seniors and individuals with limited transportation options. By combining a stationary distribution day with mobile outreach, our program expands accessibility and ensures that critical food assistance reaches those who need it most.

OUTREACH

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

Sunrise's outreach efforts utilize a multi-channel approach to ensure that information about the food distribution program reaches those most in need. The program is promoted through social media advertising and updates on the Sunrise website, keeping the community informed about distribution schedules. Additionally, flyers are distributed at targeted housing locations to reach residents directly. Sunrise also collaborates with partner organizations and community-based organizations that serve low-income families, leveraging their networks to share details about upcoming food distribution events. These outreach strategies help maximize awareness and participation.



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
Ramp up program	07/01/2025	07/31/2025
Launch Program in targeted communities	08/01/2025	06/05/2026
Grant Program closeout	06/06/2026	06/30/2026

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
Sunrise Church of California	Committed		
Grocery Store Sponsorship/Private Donations	Pending		



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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Community Service Reps	7000	77240	Sunrise Church	84240
Outreach Team	0	18720	Sunrise Church	18720
Operations Team	0	18720	Sunrise Church	18720
Executive Team	0	18720	Sunrise Church	18720
Personnel Total				
Non-Personnel				
Rent/Lease (Program Only)				
Supplies	28000	75000	Sunrise Church, Grocery Outlet	103000
Utilities				
Equipment				
Services				
Printing				
Admission/Enrollment				
Other:				
Non-Personnel Total	28000	75000		103000
TOTAL PROJECT BUDGET	35000	208400		243400

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



COST RATIONALE

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

Sunrise Church, with its longstanding presence in the City of Rialto and a robust base of supporters, ensures that program costs are kept to a minimum. This efficiency is achieved through securing essential resources via partnerships and leveraging the support of dedicated volunteers.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

We will continue the same level of service.

IMPACT OF NO CDBG FUNDING

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

Without full or partial CDBG funding, we would be unable to designate a specific day exclusively for Rialto residents and would have to reduce the number of individuals we can serve.



V. 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. Is 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



VI. 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.

Samantha Jones Executive Director
Print Name Title

Sam Jones 2/5/2025
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.

Samantha Jones Executive Director
Print Name Title

Sam Jones 2/5/2025
Signature Date



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
N/A	N/A	N/A

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: Samantha Jones / Sunrise Church

Title: Executive Director

Signature: [Handwritten Signature]

Date: 2/5/2025

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.



CITY OF RIALTO

FY 2025-2026

CDBG NON-PUBLIC SERVICES APPLICATION

City of Rialto
Community Development
Department

**Business Signage and
Façade Improvement**



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto - Community Development Department - Economic Development Division
Program/Activity Title	Sign and Facade Improvement Program
Physical Address	150 S. Palm Avenue
City, State, ZIP	Rialto, CA 92376

Type of Organization	<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> For-Profit
Tax ID	95-60000768		
DUNS Number	083583849		

Name of Applicant Contact	Paul Guerrero
Title	Economic Development Manager
Mailing Address	150 S. Palm Avenue
City, State, ZIP	Rialto, CA 92376
Email	paguerrero@rialto.ca.gov
Phone	(909) 820-2505
Fax	None

Amount of CDBG Funds Requested (\$)	\$50,000	
Proposed project will serve:	<input type="checkbox"/> Units <input type="checkbox"/> Inspections <input type="checkbox"/> Square Feet	<input checked="" type="checkbox"/> Census Tracts <input type="checkbox"/> Public Facilities
Estimated number of units anticipated to be completed with grant funds:	<input type="checkbox"/> Number of Units: <input type="checkbox"/> Number of Square Feet: <input type="checkbox"/> Number of Inspections: <input checked="" type="checkbox"/> 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.?	<input type="checkbox"/> No. <input checked="" type="checkbox"/> Yes. If yes, please describe boundaries below: <small>Businesses located within current census areas for CDBG low/moderate income blocks. Street boundaries, Foothill Blvd (North), Valley Blvd (South), Pepper Ave (East), and Maple Ave (West). 034.03, 034.04, 034.05, 035.05, 035.09, 035.10, 036.03, 036.05, 036.07, 036.08, 036.11, 037.00, 038.03, and 039.00.</small>	
Will a fee be charged to use the facility/improvement?	<input type="checkbox"/> Yes. If yes, attach a copy of the fee schedule. <input checked="" type="checkbox"/> No	



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Public Facilities/Improvements</p> <p><input type="checkbox"/> Housing/Special Activities by Subrecipients</p> <p><input checked="" type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Acquisition and/or rehabilitation of real property</p> <p><input type="checkbox"/> Other. Click to specify</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households.</p> <p><input type="checkbox"/> Addresses the prevention or elimination of slums or blight.</p> <p><input type="checkbox"/> Community development needs having a particular urgency.</p>
<p>Meetings National Objectives Check all statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p>



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.

Business Signage and Facade Improvement Program:

Program offers a 50% matching grant to licensed commercial property and business owners committed to enhancing building street-facing exteriors. Designed to revitalize storefronts, improve aesthetic appeal of commercial districts, & attract more customers.

Eligible Improvements - The program covers the following types of improvements: Custom, sculptured illuminated cabinet signage; New copy faces for signage; Vinyl window signage, and Exterior painting.

Reimbursement Details - A rebate-based program, allowing applicants to receive reimbursement up to 50% of total project cost, maximum of \$5,000 for completed work.

Application Requirements - Applicants must meet the following criteria: Location: The property must be in an eligible area; Documentation: Completed application and IRS W-9 form; City business license; Improvements proposal; Building permits & signed-off permit; Proof of invoice payment for reimbursement.

COMMUNITY NEED

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

The proposed Program aims to offer financial support to commercial property and business owners, enabling them to utilize their own resources to promote essential services and products, while also addressing blight by upgrading the street-facing exteriors of properties in low- to moderate-income census tracts. By investing in improvements that enhance visual appeal of commercial properties, participants will help drive economic growth while improving overall customers experience. Community development initiatives play a crucial role in driving positive social change and advancement within neighborhoods. These initiatives foster collaboration, empower local communities, and prioritize inclusivity, all while delivering sustainable and meaningful improvements that enhance the overall well-being of residents.



BENEFIT

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

The proposed program aims to empower low-income individuals by improving access to essential services and products, enhancing neighborhood conditions, and fostering social cohesion. By focusing on upgrading the exteriors of blighted street-facing properties, we intend to revitalize communities, create a sense of pride, and reduce the negative effects of urban decay. These improvements will not only uplift residents but also promote inclusivity by ensuring all communities are beautified.

Through sustainable practices, we will create long-lasting change that enhances the well-being of residents and the environment. By addressing these challenges, we envision a stronger, more resilient community where everyone can thrive.

COLLABORATION

Has your organization/agency developed this project in collaboration with other groups/organizations? If so, please list the groups/organizations and describe their roles in this project.

The City's Economic Development Division is working closely with the Planning and Building Division to enhance the program's marketability and drive its success.

SIMILAR RESOURCES

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

At present, neither the City nor any other agency or organization provides a comparable service or program.



OUTREACH

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

The City's Economic Development Division is working closely with the Planning and Building Division to enhance the program's marketability and drive its success.

PERFORMANCE SCHEDULE

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

Activity	Completion Date
Develop Program Guidelines	July - August 2025
Develop Program Application Package	July - August 2025
Develop Program Marketing	July - September 2025
Program Implementation, Administration, Document Success	September - June 2025
Program Reporting	As Required
-	-

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
Commercial property and business owners	Pending on each project.	Pending on each project.	Pending on each project.



IV. PROPOSED 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.



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 2024/2025.
- Column B: Provide description of how you arrive at a total for each line item.
- Column C: Provide total CDBG Budget Amount.

Column A	Column B	Column C
Budget Item PERSONNEL *	CALCULATION/DESCRIPTION	CDBG Budget amount
Salaried Positions-Name & Job Titles	Please provide either the hourly/salary rate and number of hours spent on the program.	Enter the budget amount here.
Economic Development Manager	City Funded	\$0
Planner	City Funded and Permits	\$0
Building Plan Checker	City Funded and Permits	\$0
Building Inspector	City Funded and Permits	\$0
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
	-	-
Fringe Benefits- List Individual Cost		
N/A	None	\$0
	-	-
	-	-
	-	-
	-	-
Total Personnel Cost:		
OPERATING COST	Provide description of how you arrive at a total for each line item	
Rent/Lease (Program Only)	City Provided/ Contribution to the Program	\$0
Supplies	City Provided/ Contribution to the Program	\$0
Utilities	City Provided/ Contribution to the Program	\$0
Equipment	City Provided/ Contribution to the Program	\$0
Services	City Provided/ Contribution to the Program	\$0
Printing	City Provided/ Contribution to the Program	\$0
Other:	10 Grant Awards at \$5,000 each	\$50,000
Other:	-	-
Total Operating Cost:	10 Grant Awards at \$5,000 each	\$50,000
	-	-
TOTAL PROJECT BUDGET:	10 Grant Awards at \$5,000 each	\$50,000

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



COST RATIONALE

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

The program's cost will only address the street-facing exteriors of their buildings and require a dollar match up to \$5,000 from the commercial property and/or business owners.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

Does not apply.

IMPACT OF NO CDBG FUNDING

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

Storefronts would not address the blighted street-facing exteriors conditions in low- to moderate-income census tracts. There will no community development initiative to play a crucial role in driving positive social change and advancement within these neighborhoods. There will be no foster collaboration, no local empowerment, inclusivity, and meaningful improvements to enhance the overall well-being of residents.



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



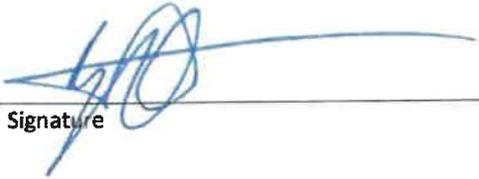
V. SIGNATURES

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.

COLBY CATALDI
Print Name

DIRECTOR OF COMMUNITY DEVELOPMENT
Title


Signature

FEBRUARY 6, 2025
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.

COLBY CATALDI
Print Name

DIRECTOR OF COMMUNITY DEVELOPMENT
Title


Signature

FEBRUARY 6, 2025
Date



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: _____

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.



CITY OF RIALTO

FY 2025-2026

CDBG NON-PUBLIC SERVICES APPLICATION

City of Rialto
Public Works Department
**Annual Curb, Gutter, and
Sidewalk Project**



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto Public Works Department
Program/Activity Title	Annual Curb, Gutter, and Sidewalk Project
Physical Address	Throughout the City within CDBG areas
City, State, ZIP	Rialto, CA

Type of Organization	<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> For-Profit
Tax ID	95-6000768		
DUNS Number	JSSRWCN1S4C7		

Name of Applicant Contact	Tim Sullivan
Title	Public Works Director
Mailing Address	150 S. Palm Avenue
City, State, ZIP	Rialto, CA 92376
Email	tsullivan@rialto.ca.gov
Phone	909-421-7229
Fax	N/A

Amount of CDBG Funds Requested (\$)	\$ 200,000.00	
Proposed project will serve:	<input type="checkbox"/> Units <input type="checkbox"/> Inspections <input type="checkbox"/> Square Feet	<input type="checkbox"/> Census Tracts <input checked="" type="checkbox"/> Public Facilities
Estimated number of units anticipated to be completed with grant funds:	<input type="checkbox"/> Number of Units: <input checked="" type="checkbox"/> Number of Square Feet: <input type="checkbox"/> Number of Inspections: <input type="checkbox"/> LMI Census Tracts. If yes, please attach list of census tracts.	Approximately 10,000 square feet of sidewalk, curb, gutters, and curb ramps
Is there a recognized boundary for the area served, such as census tracts, block groups, neighborhoods, street boundaries, etc.?	<input type="checkbox"/> No. <input checked="" type="checkbox"/> Yes. If yes, please describe boundaries below:	
	CDBG designated area	
Will a fee be charged to use the facility/improvement?	<input type="checkbox"/> Yes. If yes, attach a copy of the fee schedule. <input checked="" type="checkbox"/> No	



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<p><input type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Public Facilities/Improvements</p> <p><input type="checkbox"/> Housing/Special Activities by Subrecipients</p> <p><input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Acquisition and/or rehabilitation of real property</p> <p><input type="checkbox"/> Other. Click to specify</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households.</p> <p><input type="checkbox"/> Addresses the prevention or elimination of slums or blight.</p> <p><input type="checkbox"/> Community development needs having a particular urgency.</p>
<p>Meetings National Objectives Check all statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p>



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 Curb, Gutter, and Sidewalk project generally consists of installation of new, removal and/or replacement of curbs, gutters, cross-gutters, driveway approaches, disabled accessible curb ramps, and sidewalks.

The proposed capital improvement projects will install approximately 10,000 square feet of sidewalk, curb, gutters, and curb ramps. The proposed project aims to improve the City's transportation infrastructure, public safety, property values, and storm water runoff control.

COMMUNITY NEED

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

City-conducted surveys and reporting residents have aided in identifying deteriorated and damaged curbs, gutters, and sidewalks throughout the City. The repair of damaged sidewalks, curb ramps, and drainage facilities will improve overall accessibility, reduce hazards to the community, promote walking, and increase neighborhood property values. Priority will be given to improvements near schools and activity centers, focusing on areas with the most significant damage, CDBG funds will be directed toward low- to moderate-income areas to enhance pedestrian safety, increase foot traffic, improve storm water drainage, and elevate the overall community aesthetic.



BENEFIT

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

The target population for this project are residents and community members of all ages who live, work, and play within the CDBG identified area. This project will serve the target population of approximately 104,000 local residents, which according to the US Census Bureau data, have a median household income of \$80,320, and 12.2% are identified as living below the poverty level. The project will serve the target population by providing additional recreational space which will further improve the community's overall quality of life. The California Healthy Places Index can also be used to identify disadvantaged communities. A threshold of 50% can be used to identify disadvantaged communities based on this index. The City of Rialto ranks in the bottom 25.2% of California cities and towns in terms of overall community health conditions based on this standard.

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.

N/A

SIMILAR RESOURCES

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

N/A



OUTREACH

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

The City of Rialto Parks, Recreation, and Community Services Department currently does outreach through the Rialto Progress Magazine, Rialto Network, Social Media and citywide special events.

PERFORMANCE SCHEDULE

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

Activity	Completion Date
Preparation of Bid Documents	September 2025
Contract Award	November 2025
Construction	January 2026
Project Acceptance	March 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



IV. PROPOSED 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.



COST RATIONALE

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

Deteriorated curbs, gutters, and sidewalks are safety hazards to pedestrians and motorists, increase liability risks, and allow water to infiltrate into the sub-base causing damage to roadway pavements.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

N/A

IMPACT OF NO CDBG FUNDING

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

The funds awarded will determine the scope/phase and number of locations within the CDBG area that could be improved. If partial funds are awarded, staff will reduce the scope to the funding availability.



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
Tim Sullivan	Director	Self	Public Works 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.

Tim Sullivan

Public Works Director

Print Name

Title

A handwritten signature in blue ink, appearing to read "Tim Sullivan", is written over a horizontal line.

02/06/2025

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.

Tim Sullivan

Public Works Director

Print Name

Title

A handwritten signature in blue ink, appearing to read "Tim Sullivan", is written over a horizontal line.

02/06/2025

Signature

Date



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.

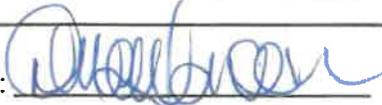
For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected 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
N/A	N/A	N/A

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: Dayan Malfavon

Title: Administrative Analyst

Signature:  Date: 02/06/2025



CITY OF RIALTO

FY 2025-2026

CDBG NON-PUBLIC SERVICES APPLICATION

City of Rialto
Public Works Department
**Community Center Building 500
Rehabilitation Project**



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto Public Works Department
Program/Activity Title	Community Center Building 500 Rehabilitation Project
Physical Address	214 N Palm Avenue
City, State, ZIP	Rialto, CA 92376

Type of Organization	<input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/> Government <input type="checkbox"/> For-Profit
Tax ID	95-6000768
DUNS Number	JSSRWGN1S4C7

Name of Applicant Contact	Tim Sullivan
Title	Public Works Director
Mailing Address	150 S. Palm Avenue
City, State, ZIP	Rialto, CA 92376
Email	tsullivan@rialto.ca.gov
Phone	909-421-7229
Fax	n/a

Amount of CDBG Funds Requested (\$)	\$ 900,000.00	
Proposed project will serve:	<input type="checkbox"/> Units <input type="checkbox"/> Census Tracts <input type="checkbox"/> Inspections <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Square Feet	
Estimated number of units anticipated to be completed with grant funds:	<input checked="" type="checkbox"/> Number of Units: <input type="checkbox"/> Number of Square Feet: <input type="checkbox"/> Number of Inspections: <input type="checkbox"/> LMI Census Tracts. If yes, please attach list of census tracts.	1
Is there a recognized boundary for the area served, such as census tracts, block groups, neighborhoods, street boundaries, etc.?	<input type="checkbox"/> No. <input checked="" type="checkbox"/> Yes. If yes, please describe boundaries below:	
	CDBG designated area	
Will a fee be charged to use the facility/improvement?	<input type="checkbox"/> Yes. If yes, attach a copy of the fee schedule. <input checked="" type="checkbox"/> No	



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<p><input type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Public Facilities/Improvements</p> <p><input type="checkbox"/> Housing/Special Activities by Subrecipients</p> <p><input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Acquisition and/or rehabilitation of real property</p> <p><input type="checkbox"/> Other. Click to specify</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households.</p> <p><input type="checkbox"/> Addresses the prevention or elimination of slums or blight.</p> <p><input type="checkbox"/> Community development needs having a particular urgency.</p>
<p>Meetings National Objectives Check all statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p>



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 Public Works Department proposes to renovate the Community Center Building 500 located at 214 N. Palm Avenue to provide upgraded facilities and improve accessibility to comply with Americans with Disabilities Act (ADA) compliance standards. The current facility houses an office for Veteran services, a Teen Club center, and the non-profit young Marines program. Additionally, the facility hosts tiny tots, preschool, youth, adult, and other community-wide City programs.

The buildings/wings, which are more than 50 years old, consist of approximately 2,570 square feet each of office and open classroom space as part of the Rialto Community Center (Johnson Community Center). Currently, patrons face challenges in using the buildings/wings due to the long overdue remodel and deteriorating condition. Moreover, it is difficult and unsafe, if not impossible, for community patrons in wheelchairs to enter and exit the buildings.

The proposed project scope includes contractor mobilization, materials, as well as the following key elements: an interior remodel to achieve ADA building compliance, incorporating ADA accessible doors at building/wing entrances, removal of existing carpet and flooring with replacement of upgraded flooring throughout the buildings/wings, conversion of interior lighting to energy-efficient LED lighting, repainting the building interior, and replacement of kitchen cabinets, counter tops, appliances, windows, ceilings, and mechanical systems as applicable.

The City is requesting \$900,000 to initiate the construction phase of the project. The total project cost is estimated to be \$1,500,000 for construction and \$300,000 for soft costs.

COMMUNITY NEED

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

The 500 wing houses the City of Rialto's contract classes. These classes are designed for two main purposes. First, all these classes are for the enrichment or advancement in skills for all residents of Rialto. Classes include music, dance, self-defense, educational/cultural workshops and home repair or new job skill acquisition classes. Furthermore, these classes are designed for any person with a unique skill, that the community is interested in, to be able to share that skill with the rest of the community. The programs are offered through a partnership with the City of Rialto Parks, Recreation, and Community Services Department, which in turn makes sure that the activity is administered in a safe and professional class setting.



BENEFIT

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

The target population for this project includes residents and community members of all ages who live, work, and play within the CDBG-identified area. This project will serve approximately 104,000 local residents, who, according to U.S. Census Bureau data, have a median household income of \$80,320, with 12.2% living below the poverty level. By providing an improved recreational space, the project will enhance the community's overall quality of life. The California Healthy Places Index (HPI) also identifies disadvantaged communities, using a 50% threshold for classification. Based on this standard, all census tracts within a mile of the project corridor are considered disadvantaged. The lowest recorded percentile, which includes Downtown Rialto at the corridor's center, ranks in the bottom 2.8% of California cities and towns for overall community health conditions.

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.

N/A

SIMILAR RESOURCES

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

N/A



OUTREACH

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

The City of Rialto Parks, Recreation, and Community Services Department currently does outreach through the Rialto Progress Magazine, Rialto Network, Social Media and citywide special events.

PERFORMANCE SCHEDULE

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

Activity	Completion Date
Design	May 2025
Construction	December 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
2024-2025 CDBG Funding (Design)	Committed	\$100,000	In Progress



IV. PROPOSED 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.



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 2024/2025.

Column B: Provide description of how you arrive at a total for each line item.

Column C: Provide total CDBG Budget Amount.

Column A	Column B	Column C
Budget Item	CALCULATION/DESCRIPTION	CDBG Budget amount
PERSONNEL *		
Salaried Positions-Name & Job Titles	Please provide either the hourly/salary rate and number of hours spent on the program.	Enter the budget amount here.
Fringe Benefits- List Individual Cost		
Total Personnel Cost:		
OPERATING COST	Provide description of how you arrive at a total for each line item	
Rent/Lease (Program Only)		
Supplies		
Utilities		
Equipment		
Services		
Printing		
Other: Capital Improvement Cost	Construction Cost	\$900,000
Other:		
Total Operating Cost:		\$900,000
TOTAL PROJECT BUDGET:		\$900,000

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



COST RATIONALE

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

The funds requested is an average cost based on recently completed projects similar to the proposed Building 500 Rehabilitation Project.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

N/A

IMPACT OF NO CDBG FUNDING

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

The funds awarded will determine the scope/phase that could be delivered. If partial funds are awarded, staff will pursue future CDBG funding opportunities.



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
Tim Sullivan	Director	Self	Public Works

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.

Tim Sullivan

Public Works Director

Print Name

Title

A handwritten signature in blue ink, appearing to read "Tim Sullivan", written over a horizontal line.

02/06/2025

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.

Tim Sullivan

Public Works Director

Print Name

Title

A handwritten signature in blue ink, appearing to read "Tim Sullivan", written over a horizontal line.

02/06/2025

Signature

Date



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.

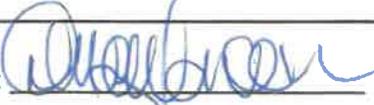
For the purpose of helping the City understand whether City personnel might have a conflict of interest in you or your organization, please disclose below whether you or any of your members, employees, paid or unpaid officers, paid or unpaid directors, or owners are (or are related to) a City elected 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
N/A	N/A	N/A

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: Dayan Malfavon

Title: Administrative Analyst

Signature: 

Date: 02/06/2025



CITY OF RIALTO

FY 2025-2026

CDBG NON-PUBLIC SERVICES APPLICATION

City of Rialto
Housing Division

**Mobile Home
Rehabilitation Program**



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	City of Rialto - Housing Division
Program/Activity Title	Mobile Home Repair Grant Program
Physical Address	150 S. Palm Ave.
City, State, ZIP	Rialto, CA 92376

Type of Organization	<input type="checkbox"/> Non-Profit	<input checked="" type="checkbox"/> Government	<input type="checkbox"/> For-Profit
Tax ID	95-60000768		
DUNS Number	083583849		

Name of Applicant Contact	Kim Dame
Title	Administrative Analyst
Mailing Address	150 S. Palm Ave.
City, State, ZIP	Rialto, CA 92376
Email	kdame@rialto.ca.gov
Phone	(909) 820-8034
Fax	n/a

Amount of CDBG Funds Requested (\$)	\$145,000.00	
Proposed project will serve:	<input checked="" type="checkbox"/> Units <input type="checkbox"/> Inspections <input type="checkbox"/> Square Feet	<input type="checkbox"/> Census Tracts <input type="checkbox"/> Public Facilities
Estimated number of units anticipated to be completed with grant funds:	<input checked="" type="checkbox"/> Number of Units: 7 <input type="checkbox"/> Number of Square Feet: <input type="checkbox"/> Number of Inspections: <input type="checkbox"/> 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.?	<input checked="" type="checkbox"/> No. <input type="checkbox"/> Yes. If yes, please describe boundaries below:	
Will a fee be charged to use the facility/improvement?	<input type="checkbox"/> Yes. If yes, attach a copy of the fee schedule. <input checked="" type="checkbox"/> No	



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Public Facilities/Improvements</p> <p><input type="checkbox"/> Housing/Special Activities by Subrecipients</p> <p><input type="checkbox"/> Economic Development</p> <p><input checked="" type="checkbox"/> Acquisition and/or rehabilitation of real property</p> <p><input type="checkbox"/> Other. Click to specify</p>
<p>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.</p>	<p><input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households.</p> <p><input type="checkbox"/> Addresses the prevention or elimination of slums or blight.</p> <p><input type="checkbox"/> Community development needs having a particular urgency.</p>
<p>Meetings National Objectives Check all statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<p><input type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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).</p>



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 Mobile Home Repair Grant Program will assist mobile homeowners with repairs to their residence with a maximum grant award of \$20,000.00 per household. The types of repairs that are addressed include interior/exterior improvements, correcting any Code violations, health and safety issues as determined by the California Health and Safety Code, energy efficiency upgrades, and accessibility.

The program guidelines are as follows: 1. Applicant(s) must reside in the mobile home where repairs are needed for at least one year. 2. Existing mortgage payments, property taxes, utility bills and homeowner's property insurance must be current and up to date. 3. Applicant(s) must also meet the county median income guidelines not to exceed 80%.

The purpose of this program is to aid those that need additional resources to make vital improvements to their mobile home. Without the program, owners on a limited and/or

COMMUNITY NEED

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

The purpose of this program is to assist mobile home owners with needed repairs to their homes. Without this program, owners on a limited or fixed income may be forced to live with hazardous and/or unhealthy living conditions. This program is one solution in the elimination of blight within the Rialto community, creating safe and healthy living conditions.



BENEFIT

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

One of the goals of the Community Development Department is to improve the quality of life for every Rialto resident by offering housing rehabilitation programs and services which make the City of Rialto a better place to live. This program is instrumental in improving the living conditions within Rialto's mobile home communities and improving neighborhoods through the elimination of blight within the City of Rialto.

COLLABORATION

Has your organization/agency developed this project in collaboration with other groups/organizations? If so, please list the groups/organizations and describe their roles in this project.

The Mobile Home Repair program was implemented by the City of Rialto in 2016. The City has obtained a consultant, Avant-Garde, Inc., to assist with the administration of the program.

SIMILAR RESOURCES

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

The City of Rialto will be launching a new loan program for manufactured homes in 2025 funded by the CalHOME grant. While the CDBG funded Mobile Home Repair program is currently in place, the key distinction between the two programs lies in their financial structure: the existing program offers grants, whereas the new CalHOME program will provide forgivable loans.

The demand for mobile home repair assistance remains high, particularly among senior citizens on fixed incomes. With 17 mobile home parks in the City of Rialto comprising approximately 1,980 spaces, many low- and extremely low-income individuals and families face significant challenges in maintaining safe and stable housing. By offering both a grant-based and a forgivable loan program, the City can better address the diverse financial needs of residents and ensure access to critical home repair.



OUTREACH

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

The City of Rialto employs a multi-faceted outreach strategy to ensure that residents are aware of and can access the Mobile Home Repair Program. Program details are readily available on the City's website, providing an accessible resource for interested applicants. Additionally, the City collaborates with local non-profits, other government agencies, and organizations that maintain directories of assistance programs, ensuring that information about the program reaches a broader audience.

Word-of-mouth referrals have also proven to be a valuable outreach tool, as many applicants learn about the program from neighbors who have previously received assistance. To further engage the community, City staff plans to actively participate in outreach efforts, including periodically hosting informational pop-ups at the weekly Farmers market and attending City-sponsored events. These in-person interactions

PERFORMANCE SCHEDULE

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

Activity	Completion Date
Review and update of guidelines and application for new fiscal year	May 2025
Posting of updated application and guidelines to the City website	July 2025
New funding year begins	July 1, 2025
Review of applications begins and applicants are asked to provide updated documents	July 2025 - December 2025
Grants are awarded and contractors are procured. Work begins on repairs of grantee homes	September 2025 - June 2026
Completion of all work and payment to vendors/contractors	November 2025 - June 2025

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
N/A	N/A	N/A	N/A



IV. PROPOSED 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.



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 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

The program guidelines and service will remain the same, however, we hope to serve more individuals in the upcoming fiscal year than in the previous year.

IMPACT OF NO CDBG FUNDING

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

The impact of receiving partial or no CDBG funding would be highly detrimental to the Mobile Home Repair Program, as it is entirely dependent on these funds for operation. Without adequate CDBG funding, the program would be severely limited in its ability to provide critical home repair assistance to low- and extremely low-income residents, many of whom are seniors on fixed incomes.

A reduction in funding would result in fewer households served, longer wait times, and potential safety hazards going unaddressed. In the absence of CDBG funding, the program may be forced to scale back significantly or cease operations altogether, leaving many vulnerable residents without the resources needed to maintain safe and stable housing.



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.

COLBY CATALDI

Print Name

DIRECTOR OF COMMUNITY DEVELOPMENT

Title

A handwritten signature in blue ink, appearing to be "Colby Cataldi", written over a horizontal line.

Signature

FEBRUARY 6, 2025

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.

Colby Cataldi

Print Name

DIRECTOR OF COMMUNITY DEVELOPMENT

Title

A handwritten signature in blue ink, appearing to be "Colby Cataldi", written over a horizontal line.

Signature

FEBRUARY 6, 2025

Date



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: _____

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.



CITY OF RIALTO
FY 2025-2026
CDBG NON-PUBLIC SERVICES APPLICATION

Upwards Care, Inc.

Boost



I. APPLICANT AND PROJECT/ACTIVITY INFORMATION

Legal Name of Organization/Agency	Upwards Care, Inc
Program/Activity Title	Boost
Program Physical Address	The Boost program serves Family Child Care (FCC) provide
City, State, ZIP	Rialto CA
Name of Applicant Contact	Mélanie Faure
Title	Community Impact Manager
Mailing Address	255 Circle Way
City, State, ZIP	Boulder Creek CA 95006
Email	melanie@upwards.com
Phone	213-400-3438
Will the proposed project provide services on-site in Rialto?	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No after an initial on-site visit, program can be conducted remotely, with additional visits as needed

Type of Organization	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Government <input checked="" type="checkbox"/> For-Profit
Tax ID	
Are you a Women owned, or a majority Women operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
Are you a Minority owned, or a majority Minority operated organization?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Decline to state
If yes, please select which category or categories is most applicable.	<input type="checkbox"/> White <input type="checkbox"/> Black/ African American <input checked="" type="checkbox"/> Asian <input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Asian & White <input type="checkbox"/> Black African American & White <input type="checkbox"/> Other
Agency UEI Number	HRBLHQGMG4T5
Name of Workers' Compensation Insurance (Government exempt)	Aon Risk Services
Coverage Amount (\$)	\$2,000,000
Expiration Date	7/1/25
Name of General Liability and Property Damage Insurance (Government exempt)	Vouch Insurance Services
Coverage Amount (\$)	\$5,000,000
Expiration Date	7/1/25



Amount of CDBG Funds Requested (\$)	\$48,000	
Total Number of Rialto individuals to be served	8+	
Type of Beneficiary (select one)	<input checked="" type="checkbox"/> Persons	<input type="checkbox"/> Households
Groups that the Program/Activity will Serve (Check all that apply)	<input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Homeless Persons <input type="checkbox"/> Disabled Persons <input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Abused/Neglected Children <input checked="" type="checkbox"/> Households <input type="checkbox"/> Community <input type="checkbox"/> Housing Units <input type="checkbox"/> Public Facilities <input checked="" type="checkbox"/> Businesses



II. CDBG ELIGIBILITY

<p>CDBG Eligible Activity Categories Please choose the CDBG Eligible Activity Category for your proposed project.</p>	<p><input type="checkbox"/> Public Service. Improves community public services and facilities, including but not limited to those concerned with employment, fair housing and homeownership, homelessness, crime prevention, child care, health, drug abuse, education or recreational needs.</p> <p><input type="checkbox"/> Public Facilities/Improvements</p> <p><input type="checkbox"/> Housing/Special Activities by Subrecipients</p> <p><input checked="" type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Acquisition and/or rehabilitation of real property</p> <p><input type="checkbox"/> Other. Click to specify</p>
<p>CDBG National Objective Compliance Your proposed project/activity must meet at least one of HUD's CDBG National Objectives. Please check <u>only one</u> category under which the project best qualifies.</p>	<p><input checked="" type="checkbox"/> Benefits Low and Moderate Income (LMI) Individuals/Households.</p> <p><input type="checkbox"/> Addresses the prevention or elimination of slums or blight.</p>
<p>Meetings National Objectives Check <u>one</u> statements that describe how your proposed project/activity meets one of the National Objectives above:</p>	<p><input type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>



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.

Boost equips low-to-moderate income women and minority microenterprise in-home childcare providers with personalized 1-on-1 coaching and digital tools to optimize operations and revenue. This allows them to efficiently manage and expand their small businesses, creating local jobs and expanding access to affordable, quality care for the working families in the community. The program's personalized guidance covers areas like marketing, enrollment management, accounting, and curriculum planning. This allows providers to spend less time on administrative tasks and more time delivering quality care. Upwards has identified 37 in-home childcare providers within Rialto's city limits. We are aware the City awards its CDBG funding to several sub-recipients and wants to be respectful of the other community partners. The scope of this proposal will be based on serving 6 microenterprise home daycares to start, potentially creating 2 new LMI jobs from daycares hiring teaching assistants, improving the availability and quality of care for hundreds of families who use their services.

COMMUNITY NEED

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

Rialto faces an urgent need for childcare services, underscored by community feedback and critical demographic and economic data. There are 6,936 children under six years of age, underscoring the crucial role that early care and education play in children's brain development, socialization, and school readiness (U.S. Census, 2020). The demand for childcare is especially critical for households with young children, particularly for single-parent households, where 3,801 children live with one parent. Reliable, affordable childcare is essential to supporting these families' economic stability and well-being, which in turn helps prevent homelessness and promotes economic mobility (U.S. Census, 2021; National Alliance to End Homelessness, 2022). Economic challenges also affect the childcare workforce, highlighting the need for immediate support. Childcare workers in Rialto earn an average of \$17.57 / hour, significantly less than elementary educators. This wage gap contributes to high poverty rates among early educators, putting further strain on the childcare system (Zippia, 2022; Center for the Study of Child Care Employment, 2020).

Surveys conducted by RAPID from 2021 to 2023 show that 44% of childcare providers struggle to meet basic needs like food, housing, and utilities. Family home childcare providers and center teachers face the greatest hardship, with one in three experiencing food insecurity and 43% worried about meeting rent or mortgage payments (RAPID, 2024). Boost seeks to address these pressing challenges by providing critical business support to microenterprise daycare providers, promoting stability and sustainability within the local childcare industry in Rialto. By offering tailored assistance, Boost empowers providers to meet the needs of the community, with a particular focus on supporting low- and very-low-income families who depend on accessible, high-quality childcare services.



BENEFIT

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

The target population for the Boost program is low- and very low-income microenterprise owners who run licensed childcare facilities, commonly known as home daycares. This group consists predominantly of female-run, minority-owned microenterprises, with many owners serving as the primary income earners in their households. According to Zippia (2023), the average earning of a childcare provider in Rialto is approximately \$17.57/hour, placing them in the low-income bracket. These childcare providers are integral to the local economy, and play a crucial role in neighborhood revitalization efforts, especially in underserved areas. Through one-on-one coaching, training, and digital tools, the Boost team gives childcare providers the back-office operational support they need to increase their revenues and grow their businesses in a sustainable way. The program's personalized guidance covers areas like marketing, enrollment management, accounting, and curriculum planning. This allows providers to spend less time on administrative tasks and more time delivering quality care. Our educational programs offer providers ongoing professional development in early childhood education, empowering them to elevate the quality of care they provide. By optimizing their operations, child care microenterprises can boost profits while maintaining affordability for families. The increased revenue gives providers the means to hire teaching assistants and expand capacity. This leads to new job opportunities being created, especially for low-income residents. By helping these LMI providers stabilize their operations and increase their revenue, Boost not only strengthens their businesses but also improves the lives of the families they serve, creating a ripple effect of positive change in the community.

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.

Upwards provides all of its services directly to clients and does not subcontract any work. However, we have established strong partnerships with several community organizations to ensure holistic support for both childcare providers and families. When a need is identified, we refer providers and families to trusted partner organizations that offer additional services. These collaborations include connecting providers to licensing authorities when they are ready to expand their daycare operations, referring families to developmental health professionals for concerns about a child's progress, or guiding families facing food insecurity to local food banks. Through these partnerships, Boost benefits from Upwards' ability to link clients with comprehensive support services that address their unique challenges beyond childcare. Our collaborative approach ensures that working families have access to the resources they need, fostering stability and success for both providers and the families they serve. These partnerships strengthen our impact by ensuring a consistent, integrated support system for the community.



SIMILAR RESOURCES

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

To the best of Upwards' knowledge, other community resources in the area do not provide 24/7 dedicated support to each daycare provider or family looking for care. Boost's bilingual Provider Care Specialists will work with providers to create a 12 month business plan. They guide providers through the Childcare Management System, which helps increase revenue and enrollment, save 20 hours a week on administrative tasks & improve the quality of care offered. Within the portal, providers can access a customized webpage, proprietary matching algorithm, curriculum database, translation & safety features, automatic billing and more. All training materials will be translated into the provider's preferred language. Upwards also provides a Teacher Assistant Subsidy for eligible providers ranging from \$1200-\$2400 per provider to help offset the cost of hiring a teaching assistant. Families will also have access to free support through the Upwards' app. Family Care Specialists assist families find the care that suits their unique needs, reply within 20 minutes and find a match within 24 hours. Specialists also assist Families qualify for Subsidy.

OUTREACH

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

Upwards' is connected to all licensed in-home childcare providers within the City via phone, email and printed mail, however to ensure equitable access to the program, Upwards undertakes comprehensive and inclusive outreach to inform all eligible family child care providers and families needing care. Our public announcement and marketing strategies leverage both broad-reach and targeted channels including: Social media campaigns, Local newspaper ads, Announcements through community organizations. The Boost program is designed to accept participants based on a High-Risk/ High Need Assessments that reflect their personal situation and the area they serve. High-Risk factors include income, housing ownership (renters vs. owners), race/ethnicity, and the impact of recent Hurricanes and the COVID-19 Pandemic. High Need Areas include zip codes with high populations of single-headed households, Black and Hispanic families with children under six years old, and schools with high participation in free or reduced-lunch programs.

A marketing campaign will also launch to make LMI families who need child care aware of the open spots available at participating locations. Upwards will take out paid advertisements in key locations such as grocery stores, bus stops, clinics, WIC offices, and other locations where a need has been identified. Upwards partners with diverse providers, offering translated materials and culturally relevant curricula. Bilingual staff and local leaders help ensure language accessibility. We track engagement data to adjust our outreach, aiming for proportional participation reflective of the community's diversity.

The income eligibility process begins with the completion of an intake application that records each participant's household size and annual income. Initially, participants self-certify their income, which is then followed by the collection of supporting documentation. Required documents may include W-2 forms, pay stubs, bank statements, or tax returns. Care Specialists are responsible for reviewing these documents and verifying that the participants meet the income eligibility criteria. In addition to income verification, a comprehensive provider profile is created for each participant, which includes proof of active licensing, background checks, and inspection reports.



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
Outreach & Marketing Campaign	Q1	End of Q1
Provider Enrollment & Initial E	Q2	End of Q2
Boost Curriculum + Recruit TA	Q3	End of Q3, ongoing
Onboard TAs, Outcome Repo	Q4	End of Q4

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
Upwards	Committed	\$10,216	Pending Award



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 the items for which you anticipate the need for CDBG Funds during FY 25/26.
- 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. The proposed program may not rely solely on CDBG funding.
- Column E: List the total line budget. Please round your request to the nearest ten.

Column A BUDGET ITEM	Column B CDBG REQUEST (\$)	Column C OTHER SOURCES (\$)	Column D NAMES OF OTHER SOURCES	Column E TOTAL BUDGET (\$)
Personnel*				
Judy Ahumada, Program	7531		Upwards	7531
Starlynn Perez, Provider	11074		Upwards	11,074
Alex Estrada, Provider	0		Upwards	
Kay Oliva, Enrolment	0		Upwards	
Kevin Pedronan, Producer	11,093		Upwards	11,093
Rachel Peterson, Marketing	9086		Upwards	9086
Melanie Faure, Community	1754		Upwards	1754
Fringe	6261		Upwards	6261
Personnel Total				48,000 CDBG
Non-Personnel				
Rent/Lease (Program Only)				
Supplies		2976	Upwards	2976
Utilities				
Equipment		1920	Upwards	1920
Services				
Printing				
Admission/Enrollment				
Other: Marketing for Providers		\$2316	Upwards	2316
Other: Marketing for Families		\$480	Upwards	480
Other: Cost of Payments		\$2224	Upwards	2224
Other: Technology Cost		\$300	Upwards	300
Other: Teacher Assistant Subsidy				
Non-Personnel Total				
TOTAL PROJECT BUDGET	\$48,000	\$10,216		\$58,216

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

Note: The total cost to support each child care microenterprise for a full year is about \$12,000. However, we only request \$8,000 per microenterprise and in the event that additional funding is needed to hit the program's goals, Upwards will cover any additional expenses with our in-kind matching program. The Boost program is free to all participating providers and the families they serve. In addition, Upwards is pleased to offer a Teacher Assistant Subsidy to eligible providers to help them pay for a portion of the teaching assistant's salary (ranging from \$800-\$1200).



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 2025/2026.
- Column B: Provide description of how you arrive at a total for each line item.
- Column C: Provide total CDBG Budget Amount.

Column A	Column B	Column C
BUDGET ITEM	CALCULATION/DESCRIPTION	CDBG BUDGET AMOUNT
PERSONNEL *		
Salaried Positions-Name & Job Titles	Please provide either the hourly/salary rate and number of hours spent on the program.	Enter the budget amount here.
Judy Ahumada, Program Director	\$120,000 x 6%	\$7531
Starlynn Perez, Provider Care Specialist	\$95,000 x 12%	\$11,074
Alex Estrada, Provider Care Specialist	\$95,000 x 12%	
Kay Oliva, Provider Enrollment Specialist	\$95,000 x 12%	
Kevin Pedronan, Product and Technical Support	\$175,000 x 6%	\$11,093
Rachel Peterson, Marketing	\$120,000 x 8%	\$9086
Melanie Faure, Community Impact	\$115,000 x 2%	\$1754
Teacher Assistant Subsidy		\$1200
Fringe Benefits- List Individual Cost		
13% of Salary		6261
Total Personnel Cost:		48,000
OPERATING COST	Provide description of how you arrive at a total for each line item	
Rent/Lease (Program Only)		
Supplies	Training Materials and Office Supplies	0
Utilities		
Equipment	Equipment (computer, tablet, laptop)	0
Services		
Printing		
Other:	Marketing for Providers \$2316 Upwards Match	0
Other:	Marketing for Families \$480 Upwards Match	0
Other:	Cost of Payments \$2224 Upwards Match	0
Other:	Technology Cost \$300 Upwards Match	0
Other:		
Other:		
Other:		
Total Operating Cost:	\$10,216 Upwards Match - Non-Personnel + \$1200 Teacher Assistant Subsidy	0
TOTAL PROJECT BUDGET:	\$58,216 including Upwards' Match	\$48,000 CDBG

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



COST RATIONALE

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

Boost's cost-effectiveness and reasonable budget for anticipated results are evident in its strategy to offer personalized business and technical assistance to 6 local childcare microenterprises over 12 months. The Boost program is free to all participating providers and the families they serve. One of the advantages of the Boost program is its scalability. It can be implemented at various levels based on the funding awarded, ensuring that the program can still operate effectively even if only partially funded. The systems and tools needed to run Boost are already in place, so scaling up or down will not compromise the quality of the services—it just means reaching more or fewer providers based on the funding available. The budget breaks down to approximately \$8000 per daycare, which equates to over 156 hours of dedicated time per provider over 12 months in addition to 24/7 support.

PROGRAM CHANGES

If you received CDBG funding last year, has there been an increase in service that you will provide during FY 2025/2026? Explain why there is a new demand or an unmet need in the community for this service.

Boost would be a new service in Rialto, however Upwards has successfully implemented the Boost program with the support of CDBG funding to make significant impacts in nearly 20 cities and counties including: San Jose, Santa Barbara, Sonoma County, Rancho Cordova, Escondido, Chula Vista, Garden Grove, Tustin, Palo Alto, San Mateo, Cathedral City, CA; Greeley, CO; Miami Beach, Clearwater, FL; Bellevue, WA; Tonawanda, NY; West Jordan, UT

In 2024, Upwards partnered with 12 cities to support 220 providers and assisted them in creating 129 new jobs— far exceeding all projected outcomes.

IMPACT OF NO CDBG FUNDING

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

Upwards' revenue comes from our corporate benefit clients and various service contracts. However, our community programs operate similarly to non-profits, prioritizing the social good of strengthening the childcare landscape over profit. We do not generate revenue from our community programs, but our team believes in their importance. The services we offer through Boost are completely free for our clients, though they are not free for us to produce. Therefore, we are requesting local government support to subsidize these costs so we can continue offering these services to communities that otherwise could not afford them. Without this grant, we cannot run Boost in Rialto, leaving the LMI in-home childcare providers who are in most urgent need of support vulnerable to closing within the program year. With fewer in-home childcare providers in the City, that means fewer options for working families especially those who work non-traditional hours or rely on subsidy.



V. 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. Is 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



VI. 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.

Mélanie Faure	Community Impact Manager
Print Name	Title
	Feb 5, 2025
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.

Mélanie Faure	Community Impact Manager
Print Name	Title
	Feb 5, 2025
Signature	Date



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: Melanie Faure

Title: Community Impact Manager

Signature: 

Date: Feb 5 2025

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.