



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 10, 2024**

**FROM: HOUSING AND HUMAN SERVICES      WARD: 3**

**SUBJECT: PROPOSED AMENDMENT TO THE CITY OF RIVERSIDE FISCAL YEAR 2024-2025 UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT ANNUAL ACTION PLAN TO ALLOCATE \$250,000 OF COMMUNITY DEVELOPMENT BLOCK GRANT UNPROGRAMMED FUNDS TO BLINDNESS SUPPORT SERVICES INC. FOR A ROOF REPAIR PROJECT LOCATED AT 3696 BEATTY DRIVE – FUNDS TRANSFER**

## **ISSUE:**

Approve an amendment to the City of Riverside Fiscal Year 2024-2025 United States Department of Housing and Urban Development Annual Action Plan to allocate \$250,000 of Community Development Block Grant Unprogrammed Funds to Blindness Support Services Inc. for a roof repair project located at 3696 Beatty Drive.

## **RECOMMENDATIONS:**

That the City Council:

1. Authorize an amendment to the City of Riverside Fiscal Year 2024-2025 United States Department of Housing and Urban Development Annual Action Plan to allocate \$250,000 of Community Development Block Grant Unprogrammed Funds to Blindness Supportive Services Inc. for a roof repair project located at 3696 Beatty Drive;
2. Authorize the City Manager, or his designee, to execute a Community Development Block Grant Subrecipient Agreement with Blindness Support Services Inc. for a roof repair project, including making minor non-substantive changes, and to sign all documents and instruments necessary to implement this action; and
3. Authorize a funds transfer in the amount of \$250,000 from the Community Development Block Grant Unprogrammed Funds to the Blindness Support Services Roof Repair Project.

## **BACKGROUND:**

The U.S. Department of Housing and Urban Development (HUD) regulations allow the City of Riverside to retain Unprogrammed Funds, which are comprised of remaining unspent funds from numerous projects over several years. These are generally small amounts that can be transferred to the Unprogrammed Funds account administratively. The remaining balances in the Community

Development Block Grant (CDBG) Unprogrammed Funds account can be used to fund new capital improvement projects or supplement previously authorized capital improvement projects.

### **DISCUSSION:**

Staff received a funding request from Blindness Support Services for a roof repair project at 3696 Beatty Drive totaling \$250,000 (Project). Blindness Support Services promotes the independence and self-reliance of individuals who are blind and visually impaired.

To allocate \$250,000 CDGB Unprogrammed Funds towards the Project, the City will need to amend its Fiscal Year (FY) 2024-2025 HUD Annual Action Plan. The Project will assist the low-to-moderate-income population receiving services at Blindness Support Services.

A public notice was issued announcing the proposed amendment to the City of Riverside FY 2024-2025 HUD Annual Action Plan and a 30-day public comment period was provided in compliance with HUD regulations. The public notice was published in the Press Enterprise on Thursday, November 7, 2024, and included the date this action would be considered by the City Council.

### **STRATEGIC PLAN ALIGNMENT:**

This Amendment to the City of Riverside's 2024-2025 HUD Annual Action Plan for the CDBG Program aligns with **Strategic Priority 2 – Community and Well-Being, Goal 2.3.** to strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhance feelings of pride and belonging citywide.

This Amendment to the City of Riverside FY 2024-2025 HUD Annual Action Plan for the CDBG Program aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – The City of Riverside has identified eight priority development areas to meet the greatest needs of residents in the City. Priorities are based on responses to annual Community Surveys conducted by the City through Community Ward Meetings, Post Card Surveys, and online.
2. **Equity** – Pursuant to the Housing Community Act of 1974, HUD provides critical priority for the funding to ensure all eligible persons receive equitable access to services and are served with dignity, respect, and compassion regardless of the circumstances, ability, or identity.
3. **Fiscal Responsibility** – There is no fiscal impact to the City General Fund associated with this item. This item allows the City to utilize Unprogrammed CDBG funds to assist projects with unmet needs.
4. **Innovation** – This item will allow the City to capitalize on federal funding to add projects while continuing to meet the ongoing needs of low-to-moderate-income individuals receiving assistance through the Blindness Support Services Inc. agency.
5. **Sustainability & Resiliency** – The HUD Annual Action Plan describes the specific actions that will be undertaken using HUD entitlement funds to promote sustainable community and economic development and projects to encourage community engagement and resiliency.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$250,000. Upon Council approval a budget adjustment will be recorded from the CDBG Fund, Unprogrammed Funds Account 2520100-453001 to the Blindness Support Services Roof Repair Project Account No. 9282600-440120. Sufficient funding is available in the Unprogrammed Funds account to cover the budget adjustment.

Prepared by: Martha Naranjo, Project Coordinator  
Approved by: Michelle Davis, Housing and Human Services Director  
Certified as to  
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Mike Futrell, City Manager  
Approved as to form: Jack Liu, Interim City Attorney

**Attachments:**

1. Subrecipient Agreement
2. Presentation