



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: NOVEMBER 4, 2025**

FROM: HOUSING AND HUMAN SERVICES **WARDS: ALL**

SUBJECT: REALLOCATION OF \$100,000 FROM THE SENIOR SUPPLEMENTAL RENTAL ASSISTANCE PROGRAM TO THE SALVATION ARMY EMERGENCY FOOD ACCESS PROGRAM TO PROVIDE FOOD ASSISTANCE TO CITY OF RIVERSIDE RESIDENTS WHO ARE PARTICIPANTS IN THE SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM AND FEDERAL EMPLOYEES FINANCIALLY IMPACTED BY THE FEDERAL GOVERNMENT SHUTDOWN; APPROVE CARRYOVER OF \$100,000 UNEXPENDED FUNDS INTO FISCAL YEAR 2025/26

ISSUE:

Consider reallocating \$100,000 from the Senior Supplemental Rental Assistance Program to The Salvation Army Emergency Food Access Program to provide food assistance to City of Riverside residents who are participants in the Supplemental Nutrition Assistance Program and federal employees financially impacted by the federal government shutdown; approve carryover of \$100,000 of unexpended Fiscal Year 2024/25 funds into Fiscal Year 2025/26.

RECOMMENDATIONS:

That the City Council:

1. Approve reallocating \$100,000 from the Senior Supplemental Rental Assistance Program to The Salvation Army Emergency Food Access Program to provide food assistance to City of Riverside residents who are participants in the Supplemental Nutrition Assistance Program and federal employees financially impacted by the federal government shutdown; and
2. Approve a Professional Consulting Services Agreement with The Salvation Army for the expansion of the Emergency Food Access Program, and authorize the City Manager, or designee, to execute the Agreement to be prepared by the City Attorney's Office, including making minor and non-substantive changes.
3. With at least five affirmative votes, approve a carryover of unexpended funds of \$100,000 from Fiscal Year 2024/25 in the General Fund, Senior Supplemental Rental Assistance Program account into Fiscal Year 2025/26; and

4. Authorize the City Manager or designee, to execute the Professional Consulting Services Agreement with The Salvation Army, including making minor and non-substantive changes.

BACKGROUND:

The City of Riverside continues to monitor and respond to the evolving impacts of the ongoing federal government shutdown on local residents. Many households, including seniors and low-income individuals, are expected to experience financial hardship due to delayed or reduced income and interruptions in federal assistance programs. Notably, Supplemental Nutrition Assistance Program (SNAP) benefits are projected to lapse on Saturday, November 1st because of the continuing shutdown, leaving many vulnerable households without critical food support.

DISCUSSION:

In response to the ongoing federal government shutdown, staff recommends reallocating \$100,000 from the Senior Supplemental Rental Assistance Program to The Salvation Army Emergency Food Access Program to provide food assistance to City of Riverside residents who are participants in the Supplemental Nutrition Assistance Program (SNAP) and federal employees financially impacted by the federal government shutdown.

Verification Requirements

The Salvation Army will be required to verify that food assistance is provided only to eligible individuals as follows:

- **City of Riverside residents**
 - Proof of residency via an Identification Card, Driver's License, executed lease, or a utility bill.
- **SNAPS beneficiaries**
 - Proof via a current SNAP beneficiary letter
- **Federal employees**
 - Proof via federal or military identification card

Justification for Single Source (Attachment 1)

A competitive procurement process is not feasible or practical for the following reasons:

- **Existing Infrastructure and Capacity**

The Salvation Army currently operates a robust emergency food access program that serves residents in the city. They have established storage, distribution, and volunteer systems capable of immediate expansion to meet increased demand.
- **Proven Performance and Experience**

The Salvation Army has a longstanding partnership with local agencies such as Feeding America and demonstrated success in managing federally and locally funded emergency food programs.
- **Urgency of Need**

The federal shutdown has created an immediate need for food assistance among affected households. Conducting a competitive procurement process would significantly delay the delivery of critical services.

While there is no published statewide average cost per household for emergency food distribution in California that includes both food and administrative costs, available data (e.g., San Diego Food Bank – \$166 per individual food value) suggest a typical cost of roughly \$550-600 per household assuming an average household size of three (3) and 10-20% administrative overhead. Using this benchmark, allocating \$100,000 to serve 500-700 households results in a unit cost of approximately \$143-\$200 per household (variance accounts for household size differences), which is well below typical benchmarks and indicates cost-effectiveness.

Several community-based organizations were reviewed for potential partnership; however, no other organization possesses the combination of established infrastructure, staffing, food supply partnerships, and rapid response capabilities required to meet the emergency demand within the necessary timeframe.

The Salvation Army was selected to carry out this activity because it is uniquely positioned to provide immediate expansion of emergency food access services, including support for households experiencing interruptions in SNAP benefits and federal employees facing temporary loss of income.

The Senior Supplemental Rental Assistance (SSRA) Program currently has an account balance of \$525,423.52. The proposed reallocation of \$100,000, which would have assisted a minimum of six seniors currently residing in a city shelter, will not negatively impact service delivery, as those individuals may still receive assistance through the City's HOME Investment Partnerships (HOME) Program - Tenant Based Rental Assistance (TBRA) Program.

Due to the report's required publication date of Friday, October 31, 2025, a prepared and signed Professional Consultant Services Agreement (PCSA) could not be completed and executed by The Salvation Army. A PCSA template is attached for reference purposes. The City Attorney's Office will prepare and finalize the agreement for The Salvation Army to sign.

This action will enable the City to respond promptly to emerging community needs and support residents most affected by the federal government shutdown.

Purchasing Resolution 24101, Section 702 states that, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances, (d) When the Procurement can only be obtained timely from a single source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated."

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

Per Riverside Public Utilities (RPU) customers facing hardship at this time may qualify for existing assistance programs or adjusted payment schedules. Customers that qualify for SNAP and other federal assistance programs facing delays in payment typically qualify for RPU's assistance programs. The Sharing Households Assist Riverside Energy (SHARE) Program provides income qualified monthly bill credits and emergency assistance if they are facing a potential disconnection. Additionally, customers may also benefit from establishing a repayment plan that provides customers with the ability to pay outstanding balances over 12 months. Finally, customers may also be able to receive a one-time short-term payment extension based on their needs.

FISCAL IMPACT:

The total fiscal impact associated with this action is the re-allocation of \$100,000 between accounts. Sufficient year-end budgetary savings from fiscal year 2024/25 are available in the General Fund, Housing and Human Services Department, Senior Supplemental Rental Assistance Program Account 9928900-440301. With Council's approval of the carryover of \$100,000 in unexpended funds, sufficient funds will be available in Fiscal Year 2025/26, and the Finance Department will transfer the funds to a new account in the General Fund, Housing and Human Services Department, Housing Authority section for this food assistance program.

There is \$100,000 available in the Home Investment Partnership Program Fund, Home Projects, Tenant-Based Rental Assistance Account 2520300-454302 to assist a minimum of six seniors currently residing in a city shelter.

Prepared by: Michelle Davis, Housing and Human Services Director
Certified as to
availability of funds: Kristie Thomas, Finance Director
Approved by: Mike Futrell, City Manager
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Single Source Justification Form
2. PCSA Template
3. Presentation