

RICHARDSON'S BAY REGIONAL AGENCY

STAFF REPORT

For the meeting of July 10, 2025

To: RBRA Board of Directors

From: Brad Gross, Executive Director

Subject: Carry forward of \$859,871 of expenditure budget and \$1,074,735.71 in contract encumbrances in RBRA's Fund 8050, project 40RBRAHOUS, which allows RBRA to fully utilize the Housing grant funds for FY2025-26.

STAFF RECOMMENDATION:

Approve Resolution No. 25-12

Motion: Adopt Resolution 25-12 and approve budget amendment Number 1, in the Fiscal Year 2025-26 budget in the amount of \$859,871 of expenditure budget and \$1,074,735.71 in contract encumbrances in RBRA Fund 8050, project 40RBRAHOUS.

BACKGROUND/DISCUSSION:

On November 10, 2022, this Board approved Resolution 23-22, accepting an award of grant funding in the amount of \$3,000,000 from the State Department of Housing and Community Development, after working in coordination with Senator McGuire. Resolution 23-22 also approved FY22 Budget Amendment #2 adding an additional \$400,000 in expenditures.

The funding for this grant was received on March 28, 2023, and is the only funding source for the RBRA Temporary Housing Voucher Program, which began on May 1, 2023. The Program has been well received and proven to be quite successful. To date, there have been 24 people housed throughout Marin County.

On April 13, 2023, this Board approved Resolution 23-07 authorizing FY23 Budget Amendment #2, increasing expense appropriations by \$2,600,000. Resolution 23-07 also established RBRA Fund 8050, project 40RBRAHOUS to maintain these revenues and expenses.

At the June 8, 2023 meeting, this Board was advised that at the end of each fiscal year, staff will request authorization from this Board to carry forward any unrealized revenue or unspent expenditures to the next fiscal year until all funds for this project are expended.

As of June 26, 2025, \$1,065,393.29 have been expended from RBRA's Fund 8050, project 40RBRAHOUS. An additional \$1,074,735.71 has been set aside in contract encumbrances. The full grant amount of \$3,000,000 in revenue was received in FY 2022-23. Therefore, staff are requesting authorization to carry forward the unspent/unencumbered expenditure budget of \$859,871 and \$1,074,735.71 in contract encumbrances for use during FY2025-26.

FISCAL IMPACT:

The recommended action will increase the expenditure budget in 40RBRAHOUS by \$859,871 for FY 2025-26 and carry forward encumbrances of \$1,074,735.71 to be utilized in FY 2025-26.

Housing grant revenues and expenditures in RBRA's Fund 8050, project 40RBRAHOUS, will continue to be tracked, and after the close of FY26, staff will request authorization from this Board to carry forward the unspent expenditure budget to the next fiscal year until all funds for this project are expended.

Attachments:

- Attachment 1: May 1, 2024 to April 30, 2025 Marin Housing Authority expenditures
- Attachment 2: Year to date MUNIS budget report
- Attachment 3: DRAFT Resolution No. 25-12