

# FY2027 (FFY 2026) Annual Action Plan

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PRINCE WILLIAM

Draft  
FEBRUARY 16, 2026

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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### Introduction

In 1994, the U.S. Department of Housing and Urban Development (HUD) issued new rules consolidating the planning, application, reporting and citizen participation processes to the Community Development Block Grants (CDBG) and HOME Investment Partnership (HOME). The new single-planning process was intended to more comprehensively fulfill three basic goals: to provide decent housing, to provide a suitable living environment and to expand economic opportunities. It was termed the Consolidated Plan for Housing and Community Development.

According to HUD, the Consolidated Plan is designed to be a collaborative process whereby a community establishes a unified vision for housing and community development actions. It offers entitlement communities the opportunity to shape these housing and community development programs into effective, coordinated neighborhood and community development strategies. It also allows for strategic planning and citizen participation to occur in a comprehensive context, thereby reducing duplication of effort.

Prince William County partners with the cities of Manassas and Manassas Park. This Plan will include data from both these areas, called the Prince William Area.

As the lead agency for this Annual Action Plan, Prince William County hereby follows HUD's guidelines for citizen and community involvement. Furthermore, it is responsible for overseeing citizen participation requirements that accompany the Annual Action Plan.

The Annual Action Plan serves as a one-year planning document that undertakes the goals and objectives as identified in the 5-Year Consolidated Plan. As Planning Two of the FFY2025-2029 Five- Year Planning Cycle, this plan identifies projects that are designed to meet the goals and strategies as outlines in the Consolidated Plan. This Plan serves as a planning document meeting the federal government statutory requirements in 24 CFR 91.200-91.230, with revisions for preparing a Consolidated Plan and guidance on the use of CDBG, HOME, and ESG funding based on applications to the U.S. Department of HUD. This Action Plan also serves as the baseline for measuring program effectiveness, as reported in the Consolidated Annual Performance and Evaluation Report (CAPER) required by HUD for each fiscal year's funding allocation. This Annual Action Plan will address the allocation of CDBG, HOME, and ESG funds for the FFY2026 (FY2027) Program Year.

However, Federal Funding may change from what we now believe. In that event, the following will occur:

**Example of Decrease Funding:**

CDBG – If the CDBG allocation is reduced the CDBG Administration would be reduced because the administrative dollars are based upon 20% of the allocation. The remaining CDBG funding is distributed based upon the Prince William County Biannual Population Estimates for the 4th Quarter 2025 and the population estimates for both Manassas City and Manassas Park. Each jurisdiction has funding for the Neighborhood Housing Rehabilitation Program and that program would be reduced to reflect the reduction in funds.

HOME – If the HOME allocation is reduced the HOME Administration would be reduced because the administrative dollars are based upon 10% of the allocation. The remaining HOME funding is distributed based upon the Prince William County Biannual Population Estimates for the 4th Quarter 2025 and the population estimates for both Manassas City and Manassas Park. Each jurisdiction has funding for the First-Time Homebuyer Program (FTHB) and that program would be reduced to reflect the reduction in funds.

ESG – If the ESG allocation is reduced the ESG Administration would be reduced because the administrative dollars are based upon 7.5% of the allocation. The remaining ESG funding is distributed based upon bed count with 60% allocated for Homeless Shelter Operations, funding provided to support the federal Homeless Management Information System (HMIS) required to be used to report data on homeless population. The remaining balance would be obligated for Rapid Re-housing.

**Example of Increased Funding:**

CDBG – If the CDBG allocation is increased the CDBG Administration would be increased because the administrative dollars are based upon 20% of the allocation. The remaining CDBG funding is distributed based upon the Prince William County Biannual Estimates for the 4th Quarter 2025 and the population estimates for both Manassas City and Manassas Park. Each jurisdiction has funding for the Neighborhood Housing Rehabilitation Program and that program would be increased to reflect the increase in funds.

HOME – If the HOME allocation is increased the HOME Administration would be increased because the administrative dollars are based upon 10% of the allocation. The remaining HOME funding is distributed based upon the Prince William County Biannual Population Estimates for the 4th Quarter 2025 and the population estimates for both Manassas City and Manassas Park. Each jurisdiction has funding for the First-Time Homebuyer Program (FTHB) and that program would be increased to reflect the increase in funds.

ESG – If the ESG allocation is increased the ESG Administration would be increased because the administrative dollars are based upon 7.5% of the allocation. The remaining ESG funding is distributed based upon bed count with 60% allocated for Homeless Shelter Operations, funding provided to support the federal Homeless Management Information System (HMIS) required to be used to report data on homeless population. The remaining balance would be obligated for Rapid Re-housing.

## Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The goals of the CDBG and HOME programs are to provide decent housing, a suitable living environment for the Area's low- and moderate-income residents, and economic opportunities for low-moderate income residents. The County strives to accomplish these goals by maximizing and effectively utilizing all available funding resources to conduct housing and community development activities. These goals are further explained as follows:

- Providing decent housing means helping homeless persons obtain appropriate housing and assisting those at risk of homelessness; preserving the affordable housing stock; increasing availability of permanent housing that is affordable to low- and moderate-income persons without discrimination; and increasing the supply of supportive housing.
- Providing a suitable living environment entail improving the safety and livability of neighborhoods; increasing access to quality facilities and services; and reducing the isolation of income groups within an area through integration of low-income housing opportunities.
- Expanding economic opportunities involves creating jobs that are accessible to low- and moderate-income persons; making down payment and closing cost assistance available for low- and moderate-income persons; promoting long term economic and social viability; and empowering low-income persons to achieve self-sufficiency.

### Evaluation of past performance

Prince William County's evaluation of its past performance has been completed in a thorough Consolidated Annual Performance and Evaluation Report (CAPER). These documents state the objectives and outcomes identified in each year's Annual Action Plan and include an evaluation of past performance through measurable goals and objectives compared to actual performance. These documents can be found on the County's website at:

<https://www.pwcgov.org/government/dept/housing/Pages/Reports.aspx>

Prince William County has been successful in allocating the HUD Office of Community Planning and Development (CPD) funds through CDBG, ESG, and HOME program activities. In Federal Fiscal Year 2024, the County accomplished the following undertakings:

During FFY 2024, Prince William County accomplished a variety of activities using CDBG, HOME and ESG funds and CARES ACT Funding through CDBG-CV. CDBG funds were able to provide case management services for extended hours for homeless shelter for homeless population assisting **395** extremely low-income persons, CDBG funds were used to provide transportation services to the Homeless population in the Prince William Area serving **527** extremely low-income persons; and provided CDBG funding for

comprehensive housing financial counseling for approximately **473** persons. CDBG funds were provided to Prince William County Human Rights Commission to perform fair housing testing to local apartment complexes. During FFY 2024. CDBG funds were used to provide homeowner rehab for thirteen (13) low-moderate income owner-occupied households, with four (4) rehab projects started in FY24 and completed in FY25, nine (9) started in FY25 and completed in FY25, and one (1) started in FY25 to be completed in FY26. assisting 33 persons; within eleven (11) households, utilizing prior year CDBG. CDBG prior year funds-were allocated to a local homeless shelter and a local non-profit that provides services to persons with developmental disabilities, for ADA accessibility rehabilitation to their existing playgrounds in FFY23 and the projects continued into FFY24 with total expenditures in the amount of \$430,535.16 and both of the activities are now completed.

FFY2024 HOME funds were used to provide down-payment and closing costs assistance to assist Seven (7) eligible first-time low-moderate income homebuyers to acquire properties located in the Prince William Area utilizing FY21 and FY22 HOME funds and prior year HOME program income assisting twenty (20) low-moderate income persons. ESG funds were used in a variety of shelter operations and rapid re-housing projects which aided **673** extremely low-income persons.

OHCD using \$2,197,062.32 in prior year CDBG funds through the Emergency Housing Assistance Program, II (Subsistence Payments) provided to all eligible low – moderate income households who have experienced financial hardships related to COVID-19 resulting in arrearages in mortgage, rent, Homeowner Association and/or utilities which could potentially result in eviction, foreclosure and loss of utilities causing homelessness which could spread the Coronavirus. Subsistence Payments are defined as a one-time or short-term, (no more than six (6) consecutive months payments) of assistance, with the arrearage amount as one payment and then five additional consecutive monthly payments.

### **Summary of citizen participation process and consultation process**

A variety of public outreach and citizen participation was used to develop this Annual Action Plan. One public meeting was held prior to the release of the draft plan to garner feedback on preliminary findings. The Plan was released for public review and a public hearing will be held to offer residents and stakeholders the opportunity to comment on the plan.

The County will allow for the Citizen Participation Plan to include virtual/online public hearings, in addition to, in-person hearings, as a matter of general practice.

“Substantial Amendment” is defined by Prince William County to be:

- i. A proposed new activity which cannot reasonably be construed to have been included within the programmatic intent of the adopted Annual Action Plan.
- ii. Exceptions may be made to this amendment policy under the following circumstances where uncommitted funds under the CDBG, HOME, ESG and other federally funded allocation plans shall be re-appropriated between categories in response to emergency and/or other contingencies required to meet the intent, public purpose and annual priorities established in the Consolidated Plan. At his/her discretion, the OHCD Director is authorized to reallocate up to 25% of the total federal funds in this manner.

### Summary of public comments

Public Comments will be included in the appendix and summarized below.

### Summary of comments or views not accepted and the reasons for not accepting them

TBD

### Summary

The Needs Assessment and Market Analysis, which has been guided by the 2024 Housing and Community Development Survey and public input, identified five priority needs. These are described below.

- **Homelessness:** Homelessness continues to be a high need in the Prince William Area. While the County continues to support efforts that are seeking to end homelessness, it remains a high priority in the Area. These include homeless prevention activities, emergency shelters, Transitional Housing, permanent supportive housing, HMIS, homeless transportation, and homeless services.
- **Low-to-Moderate Income Housing:** Housing for low to moderate income households is a high priority in the Area due to the number of households with housing problems.
- **Special Needs Populations:** There are numerous special needs population in the Prince William Area that are in need of housing. These households have a variety of housing and service needs and continue to be a high priority within the Area. These include the elderly, persons with substance abuse problems, persons with disabilities, and victims of domestic violence. This also includes low income households in need of public services such as childcare and job trainings.
- **Public Facilities and ADA Accessibility:** Public Facilities, including youth and community centers, and childcare facilities, and ADA Accessibility continue to be a highly rated need in the Prince William Area.
- **Fair Housing:** Fair Housing continues to be a high priority in the Prince William Area.

These Priority Needs are addressed with the following Goals:

### **Support Efforts to End Homelessness**

Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.

Objective: Continue to provide support for service providers within the Continuum of Care to serve homeless and at-risk households in the Prince William Area.

### **Promote Fair Housing in the Area**

Goal: Plan, Monitor and Administer Entitlement Grant Programs. Evaluate upcoming needs related to affordable housing, fair housing, non-housing and the non-homeless special needs populations over a five-year period.

Objective: Continue to Plan, Monitor and Administer Entitlement Grant Programs and ensure compliance with Federal Regulations in the Prince William Area

### **Expand Affordable Housing Option**

Goal: Improve the condition and availability of affordable housing over a five-year period.

Objectives: Improve the condition of and access to affordable housing options in the Prince William Area.

### **CHDO Set Aside**

Goal: Improve the condition and availability of affordable housing over a five-year period.

Objective: Increase the viability for potential homeownership and rental housing opportunities in the Prince William Area.

### **Enhance Access to Public Facilities & ADA Accessibility**

Goal: Improve living conditions by addressing both housing and non-housing community development for special needs and low to moderate income households over a five-year period, including ADA accessible projects.

Objective: Address community needs through improvements to public facilities.

### **Provide Support for Public Service Programs**

Goal: Help address the needs of homeless and non-homeless and special needs populations in the Prince William Area over a five-year period.

Objective: Provide support to public service providers in the Prince William Area to help increase access to public service options



## **Program Administration**

Goal: Support program implementation in the Prince William Area through Program Administration

Prince William County shall administer its grant in accordance with all applicable immigration restrictions and requirements, including the eligibility and certification requirement that apply under title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, as amended (8 U.S. C. 1601-1646) (PRWORA) and any applicable requirements that HUD, the Attorney General, or the U.S. Citizenship and Immigration Services may establish from time to time to comply with PRWORA, Executive Order 14218 or other Executive Orders or immigration laws. The county will not use funding under this grant in a manner that by design or effect facilitates the subsidization or promotion of illegal immigration or abets policies that seek to shield illegal aliens from deportation. Unless excepted by PRWORA, the county must use SAVE, or an equivalent verification system approved by the Federal government, to prevent any Federal public benefit from being provided to an ineligible alien who entered the United States illegally or is otherwise unlawfully present in the United States.

Prince William County agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Government's payment decisions for purposes of section 3729(b)(4) of title 31, United States Code.

Prince William County will not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964.

## PR-05 Lead & Responsible Agencies – 91.200(b)

Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	PRINCE WILLIAM COUNTY	Office of Housing and Community Development
HOME Administrator	PRINCE WILLIAM COUNTY	Office of Housing and Community Development
ESG Administrator	PRINCE WILLIAM COUNTY	Office of Housing and Community Development

**Table 1 – Responsible Agencies**

### Narrative

The lead agency for the development of the 2026 Federal Fiscal Year (FY2027) Annual Action Plan and the administration of CDBG, HOME, and ESG is the Office of Housing and Community Development (OHCD) of Prince William County.

### Consolidated Plan Public Contact Information

Joan S. Duckett, Director of Housing  
Office of Housing and Community Development Prince William County  
Dr. A.J. Ferlazzo Building  
15941 Donald Curtis Dr. Suite 112  
Woodbridge, VA 22191-4217

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **Introduction**

Prince William County consults with a variety of agencies and outside entities on a regular basis in order to establish ongoing relationships and continue to maintain consistency with our understanding of community and housing needs and priorities.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).**

The County has ongoing relationships with several housing providers working on housing development activities. The County provides a forum for assisting these agencies grow and meet their own targeted clientele to include on-going training and workshops providing the most current program requirements and updates. The County also works to utilize Housing Choice Vouchers (formerly referred to as Section 8) received from the federal government to address the housing needs of the County's lowest income households. Through the Continuum of Care process, the County maintains relationships with mental health providers, homeless shelter and services providers, non-profit and for-profit agencies, and other governmental agencies with specific responsibilities for homeless individuals and families. The County also participates in a variety of other coalitions that seek to address other issues that relate to housing and service needs.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness**

County staff works actively and continually with the Prince William County Continuum of Care. Staff participates in regularly scheduled meetings, serves on committees, and point-in-time surveys. The Office of Housing & Community Development (OHCD) has provided administrative support to supplement Continuum of Care initiatives and determines the Emergency Solutions Grant (ESG) allocations to the local shelters for operational costs, and Rapid Re- Housing services, and support of the costs for reporting software Homeless Management Information System (HMIS) for various agencies within the membership of the Prince William County Continuum of Care.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS**

Staff from Prince William County participate in the Continuum of Care regular meetings, serves on committees within the Continuum of Care, and participate in ongoing training, working with area service providers to include County resources, to the extent possible, in the provision of services to homeless individuals and families in Prince William County.

**Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

1	<b>Agency/Group/Organization</b>	ACTS - Action in Community Through Service
	<b>Agency/Group/Organization Type</b>	Services-homeless/Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.
2	<b>Agency/Group/Organization</b>	City of Manassas
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.
3	<b>Agency/Group/Organization</b>	Good Shepherd Housing Foundation
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.
4	<b>Agency/Group/Organization</b>	Northern Virginia Family Service
	<b>Agency/Group/Organization Type</b>	Services – Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.

5	<b>Agency/Group/Organization</b>	Hilda Barg Homeless Shelter, Ferlazzo Homeless Navigation and Supportive Shelter
	<b>Agency/Group/Organization Type</b>	Services – Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.
6	<b>Agency/Group/Organization</b>	Dawson Beach
	<b>Agency/Group/Organization Type</b>	Services – Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.
7	<b>Agency/Group/Organization</b>	Streetlight Outreach Ministries
	<b>Agency/Group/Organization Type</b>	Services – Homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.
8	<b>Agency/Group/Organization</b>	The ARC of Greater Prince William/INSIGHT
	<b>Agency/Group/Organization Type</b>	Services – Developmental Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Invited to participate in the planning and review process.

Table 2 – Agencies, groups, organizations who participated

### Identify any Agency Types not consulted and provide rationale for not consulting

The County was inclusive in its consulting process and made every attempt to include a variety of agencies.

### Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Prince William County Continuum of Care	The Strategic Plan provides a set of goals for addressing homelessness, which are supported by the Prince William County Continuum of Care and its participating agencies.

**Table 3 – Other local / regional / federal planning efforts**

### Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

Prince William County collaborates with the cities of Manassas and Manassas Park to develop programs to address housing, homeless, and community development needs and other local issues covered by the Consolidated Plan.

### Narrative (optional):

The development of the FFY26 (FY27) Annual Action Plan requires the help of the local non-profit community and other organizations. Specific priorities are identified and ranked through that participation utilizing focus group sessions, forums, and surveys. The County relies on its ongoing relationships to ensure that these opinions and observations are incorporated into the Plan.

## AP-12 Participation – 91.105, 91.200(c)

**Summary of citizen participation process/Efforts made to broaden citizen participation. Summarize citizen participation process and how it impacted goal-setting**

During the development of the County's FFY 2026 Annual Action Plan, the County undertook a variety of public outreach methods to gather public input and comment. These outreach efforts included two public input meetings and a public review meeting.

Each public meeting had public notices and met the County's guidelines in its Citizen Participation Plan. The public notifications are included in the Appendix. The County will allow for the Citizen Participation Plan to include virtual/online public hearings in place of, or in addition to, in-person hearings as a matter of general practice.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of Response /attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	TBD	TBD	TBD	
2	Public Hearing	Non-targeted/broad community	TBD	TBD	TBD	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The following resources are estimated based on FFY 2025 (FY2026) funds. Once FFY 2026 (FY2027) funds are released, these amounts will be updated.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,634,741.00	260,037.00	2,802,526.39	5,697,304.39	7,904,223	CDBG Carry-over funds are targeted to partially or fully fund Affordable rental rehab, County Administered Neighborhood Housing Rehabilitation Program , Dawson Beach Renovations, and ARC/INSIGHT Rehabilitation



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	830,452.40	200,000.00	\$4,967,802.00	5,998,254.40	2,491,357.20	The \$4,967,802.00 represents program income to be used for the TBRA HOME program and First-Time Homebuyer Program(s)
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	224,909.00	0.00	0.00	224,909.00	674,727.00	ESG funds are used for overnight shelter, shelter support and homeless prevention along with the activities outlined in the ESG project.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

**Home Leverage/Match**

Matching requirements for the HOME Program will be met through deferred taxes on eligible HOME funded nonprofit owned properties used as affordable rentals, below market rate first trust financing through Virginia Housing (VH) previously known as Virginia Housing Development Authority, and local Housing Preservation Development Funds as available and provided to HOME eligible projects.

**Emergency Solutions Grant Match**

Recipients of ESG funds are required to provide a dollar-for-dollar match. The match must be for the specific project for which ESG funding is requested and must be received and expended within the grant year. Eligible sources of match are:

1. Donated Supplies: Donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
2. Cash Donations or Grants: Private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.
3. Value of Donated Building: The fair market value of a donated building in the year that it is donated. The building must be proposed for ESG-related activities and must not currently be in use for these activities. The verification should state when the building was donated and for what purpose, the current use of the building, and how long the building has been used for its current purpose. A licensed real estate salesperson, broker or licensed appraiser may be used to determine the fair market value of the property.
4. Rent or Lease: Rent paid for space currently used to provide services to the homeless must include the source of funds used to pay rent. The fair market rent, or lease value of a building owned by or space that is donated (rent-free) to the organization is also an acceptable match resource. To document fair market value a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of building, square footage, value per square foot, and total lease or rent value based on 12-month occupancy.
5. Salaries: Any staff salary paid with general operating funds or grant funds (CDBG, United Way, etc.). The position(s) used as match must be involved in ESG related activities and the hours utilized for match must be for hours worked for ESG related activities. For each position include the title, annual salary, percentage of time dedicated to ESG activities, source of funds and the dollar amount proposed as match.

6. Volunteers: Time and services contributed by volunteers, with a value not to exceed \$10 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

Match has historically been from other Federal Funds, Local County Government General Revenue provided to non-profits who operate emergency shelters or transitional housing programs, Private and State Funds.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The Dawson Beach Transitional Housing Program land is owned by Prince William County. This property supports the homeless through transitional housing opportunities.

## **Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Support Efforts to Combat Homelessness	2025	2029	Homelessness	Countywide	Homelessness	CDBG: \$35,000.00 ESG: \$224,909.00	Homeless Person Overnight Shelter: 318 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 27 Beds Homelessness Prevention: 431 Persons Assisted
2	Promote Fair Housing in the Area	2025	2029	Administration	Countywide	Fair Housing	CDBG: \$30,000.00	Other: 1 Other
3	Expand Affordable Housing Options	2025	2029	Affordable Housing	Countywide	Low-to-Moderate Income Housing	CDBG: \$3,226,855 HOME: \$3,438,181.50	Public service activities for Low/Moderate Income Housing Benefit: 140 Households Assisted Rental units rehabilitated: 8 Household Housing Unit Homeowner Housing Added: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 8 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 22 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	CHDO Set Aside	2025	2029	Affordable Housing	Countywide	Low-to-Moderate Income Housing	HOME: \$668,832	Other: 1 Other
5	Enhance Access to Public Facilities & ADA Access	2025	2029	Homeless Non-Homeless Special Needs Non-Housing Community Development	Countywide	Public Facilities & ADA Accessibility	CDBG: \$716,000	Other: 3 Other Public facilities for Low/Moderate Benefit: 50 Households
6	Provide Support for Public Service Programs	2025	2029	Non-Homeless Special Needs Non-Housing Community Development	Countywide	Homelessness Special Needs Populations Public Facilities & ADA Accessibility	CDBG: \$80,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 250 Persons Assisted
7	Program Administration	2025	2029	Administration	Countywide	Homelessness Low-to-Moderate Income Housing Special Needs Populations Public Facilities & ADA Accessibility Fair Housing	CDBG: \$496,948 HOME: \$83,044	Other: 1 Other

**Table 6 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Support Efforts to Combat Homelessness
	<b>Goal Description</b>	<p>Goal: Facilitate an expansion of housing and supportive services offered to homeless families and individuals in Prince William County over a five-year period.</p> <p>Objectives: Continue to provide support for service providers within the Continuum of Care to serve homeless and at-risk households in the Prince William Area. This will include the following actions:</p> <ol style="list-style-type: none"> <li>1. Support and encourage non-profit participation in a Homeless Management Information System (HMIS).</li> <li>2. Provide ESG funds to Rapid-Re-housing Program to assist homeless individuals and households with income at or below 30% of Area Median Income, sleeping in an emergency shelter; a place not meant for human habitation; or in a hospital or institution for up to 180 days but previously housed in an emergency shelter or place not meant for human habitation prior to entry into the hospital or institution; or graduating from, or timing out of, a transitional housing program; or victims of domestic violence.</li> <li>3. Provide ESG funds for operation and supportive services for Emergency Shelter facilities that provide shelter for homeless persons and families and persons at risk of becoming homeless.</li> <li>4. Provide ESG funds for operation and supportive services for Emergency Shelter, Domestic Violence Shelter and Transitional Housing facilities that provide shelter for homeless persons and families and persons at risk of becoming homeless.</li> <li>5. Provide ESG funds for operation and supportive services for Transitional Housing and Emergency Shelter facilities that provide transitional housing for homeless persons and families transitioning to permanent assisted housing or other housing.</li> <li>6. Provide CDBG funds for operation and supportive services for Transitional Housing.</li> <li>7. Transportation for Homeless and Low-Moderate Income</li> <li>8. Support ESG program with ESG Program Administration funds</li> <li>9. Provide HOME funds for rental assistance for HUD qualified populations.</li> </ol>

2	<b>Goal Name</b>	Promote Fair Housing in the Area
	<b>Goal Description</b>	<p>Goal: Plan, Monitor and Administer Entitlement Grant Programs. Evaluate upcoming needs related to affordable housing, fair housing, non-housing and the non-homeless special needs populations</p> <p>Objective: Continue to Plan, Monitor and Administer Entitlement Grant Programs and ensure compliance with Federal Regulations. This will include the following actions:</p> <ol style="list-style-type: none"> <li>1. Fair Housing Training &amp; Outreach: The Office of Housing and Community Development (OHCD) will enter into a Memorandum of Agreement with the Prince William County Human Rights Commission to perform Fair Housing Media Awareness &amp; Outreach.</li> </ol>
3	<b>Goal Name</b>	Expand Affordable Housing Options
	<b>Goal Description</b>	<p>Goal: Improve the condition and availability of affordable housing over a five-year period.</p> <p>Objectives: Improve the condition of and access to affordable housing options in the Prince William Area. These actions will include:</p> <ol style="list-style-type: none"> <li>1. Provide major Rehabilitation funding to low and moderate-income households at or below 80% of the median income Countywide owner-occupied properties in the Prince William Area, with housing rehabilitation needs under Neighborhood Housing Rehabilitation Program (NHRP).</li> <li>2. Provide major Rehabilitation funding to Non-Profits and landlords/owners with low and moderate-income households at 80% or below the median income in the Prince William County, with housing rehabilitation needs under Affordable Rental Rehabilitation Program (ARRP).</li> <li>3. Provide funding for down payment and closing cost assistance for low and moderate-income first-time homebuyers purchasing homes for owner occupancy through the First-Time Homebuyer Program (FTHB). Eligible applicants must be at or below 80% of the area median income as determined by HUD annually, and must live or work in the Prince William Area, and properties to be purchased must be located within the Prince William Area.</li> <li>4. Provide funding for low- and moderate-income (LMI) Prince William County residents to be provided with financial education, budgeting; pre- and post-purchase homeownership counseling to assist first- time homebuyers.</li> <li>5. Provide funding to local nonprofits for the acquisition of affordable rental properties for low-moderate income households at 80% or below the median income Countywide.</li> </ol>

4	<b>Goal Name</b>	CHDO Set Aside
	<b>Goal Description</b>	<p>Goal: Improve the condition and availability of affordable housing over a five-year period.</p> <p>Objective: Increase the viability for potential homeownership and Rental housing opportunities. This includes the following actions:</p> <ol style="list-style-type: none"> <li>1. Provide funding to CHDO organization for operating funds and development fees to develop affordable housing for low-moderate income homeownership and rental housing.</li> </ol>
5	<b>Goal Name</b>	Enhance Access to Public Facilities & ADA Accessibility
	<b>Goal Description</b>	<p>Goal: Improve non-housing community development projects to address ADA accessibility, over a five-year period.</p> <p>Objective: Address community needs through improvements to public facilities.</p>
6	<b>Goal Name</b>	Provide Support for Public Service Programs
	<b>Goal Description</b>	<p>Goal: Address the needs of homeless and non-homeless special needs populations in the Prince William Area</p> <p>Objectives: Provide support to public service providers in the Area to increase access to public service options. This includes the following actions:</p> <ol style="list-style-type: none"> <li>1. Provide funding public service providers that serve low to moderate income households and special needs populations including, but not limited to, the elderly, victims of domestic violence, persons with substance abuse disorders, and persons with disabilities.</li> </ol>
7	<b>Goal Name</b>	Program Administration
	<b>Goal Description</b>	<p>Goal: Support program implementation in the Prince William Area through Program Administration</p> <p>These actions include:</p> <ol style="list-style-type: none"> <li>1. Support CDBG programs with CDBG Program Administration funds</li> <li>2. Support HOME programs with HOME Program Administration funds</li> <li>3. Support ESG programs with ESG Program Administration funds</li> </ol>



## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following projects will be undertaken in FFY 2026 (County FY 2027).

#### Projects

#	Project Name
1	Emergency Solutions Grant Project
2	Dawson Beach Transitional Housing Case Management
3	CDBG Program Administration
4	HOME Administration
5	Fair Housing Activities
6	County Administered Neighborhood Housing Rehabilitation Program
7	County Rehab Administration
8	Community Housing Development Organization (CHDO) Set-Aside
9	First Time Homebuyer Program
10	Comprehensive Housing Counseling (County & City)
11	Homeless Case Management Outreach – Streetlight Outreach Ministries
12	PWC Department of Social Services Homeless Transportation
13	Affordable Rental Rehab Program
14	Dawson Beach Transitional Housing Property Management
15	HOME – Tenant Based Rental Assistance Program
16	GINN Memorial Park Splashpad ADA Accessibility
17	Dawson Beach Renovation
18	ARC/INSIGHT Rehabilitation

Table 7 – Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects were selected based on the projects proposals received in accordance with their consistency with the priorities established in the Federal Fiscal Year 2025-2029 Consolidated Plan. The projects meet the enumerated needs and goals, as outlined in the Consolidated Plan, and put into action with this Federal Fiscal Year 2026 - County Fiscal Year 2027 Annual Action Plan. Agencies were also selected on their ability to undertake the proposed activities, thus limiting the number of obstacles to meeting needs throughout the Prince William Area.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Emergency Solutions Grant Project
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Support Efforts to Combat Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$224,909
	<b>Description</b>	Subrecipient support for development/administration of continuum of care and homeless supportive services \$20,326 ESG funding, ACTS. PWC Department of Social Services, overnight shelter, homeless prevention & supportive shelter, ESG Funding \$48,558. Supportive services for NVFS/SERVE shelter \$50,816. Supportive services for Dawson Beach Transitional Housing \$15,245. HMIS Support \$42,901, Rapid Re-Housing \$30,195 for ACTS & NVFS and ESG Administration \$16,868. ESG funds support efforts to reduce homelessness, increase access to housing, and help promote self-sufficiency. Aligned with the FFY2026-2030 Support Efforts to Combat Homelessness goal. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	PWC Department of Social Services for the Ferlazzo/Navigation Homeless Shelter, Hilda Barg Homeless Prevention Center & Support Shelter (total 431), ACTS, provides emergency shelter services for 67 persons, NVFS/SERVE shelter services for 251 persons, Dawson Beach Transitional Housing services for 27 persons
	<b>Location Description</b>	Various locations around the County, including shelters, government facilities and non-profit agencies
2	<b>Planned Activities</b>	Subrecipient support for development/administration of continuum of care and homeless supportive services \$20,326 ESG funding, ACTS. PWC Department of Social Services, overnight shelter, homeless prevention & supportive shelter, ESG Funding \$48,558. Supportive services for NVFS/SERVE shelter \$50,816. Supportive services for Dawson Beach Transitional Housing \$15,245. HMIS Support \$42,901, Rapid Re-Housing \$30,195 for ACTS & NVFS and ESG Administration \$16,868.
	<b>Project Name</b>	Dawson Beach Transitional Housing Case Management
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Support Efforts to Combat Homelessness

	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$35,000
	<b>Description</b>	Funding is allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres. This project is aligned with the FFY2026-2030 Support Efforts to Combat Homelessness goal by providing case management to households experiencing homelessness to increase stability and reduce the likelihood of returning to homelessness. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	27 persons
	<b>Location Description</b>	Dawson Beach Transitional Housing
	<b>Planned Activities</b>	CDBG Funding allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres; providing housing and supportive services for homeless families with children for a period up to two years. Services are aimed at economic betterment, financial planning and budgeting, job skills, mental health issues, etc. to 27 persons. 14011 Dawson Beach Rd., Woodbridge 22191.

3	<b>Project Name</b>	CDBG Program Administration
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing Special Needs Populations Public Facilities & ADA Accessibility Fair Housing
	<b>Funding</b>	CDBG: \$496,948
	<b>Description</b>	\$295,591 CDBG Funding for General Program Administration, Coordination, and Oversight; \$110,357 CDBG Funding for CDBG Administration, and \$91,000 CDBG for offset HOME Program Policy and Administrative Costs. Second year of five years.
	<b>Target Date</b>	6/30/2027

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Administrative costs. No direct benefit
	<b>Location Description</b>	Office of Housing and Community Development
	<b>Planned Activities</b>	Develop, revise, implement and evaluate the day-to-day operation of CDBG entitlement program. Activities include program design, grant administration, Subrecipient compliance monitoring, program outreach, public relations, training, and technical assistance to potential and current project sponsors to include Prince William County, Manassas City and Manassas Park.

4	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Program Administration
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	HOME: \$83,044
	<b>Description</b>	Develop, revise, implement and evaluate operation of the HOME program. Activities include grant administration, citizen participation, program outreach and technical assistance. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Program administration, no direct benefit.
	<b>Location Description</b>	Office of Housing and Community Development
	<b>Planned Activities</b>	Develop, revise, implement and evaluate operation of the HOME program. Activities include grant administration, citizen participation, program outreach and technical assistance.

5	<b>Project Name</b>	Fair Housing Activities
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Promote Fair Housing in the Area
	<b>Needs Addressed</b>	Fair Housing
	<b>Funding</b>	CDBG: \$30,000

	<b>Description</b>	The Office of Housing and Community Development will enter into a Memorandum of Agreement with the Prince William County Human Rights Commission to perform Fair Housing Activities. Results will be made part of the CAPER concerning Fair Activities. This project is aligned with the county's goal to promote fair housing, including increasing fair housing knowledge and removing barriers. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Housing Training & Outreach. No direct benefit
	<b>Location Description</b>	PWC Human Rights Commission, 15941 Donald Curtis Dr. Woodbridge, 22191
	<b>Planned Activities</b>	The Office of Housing and Community Development will enter into a Memorandum of Agreement with the Prince William County Human Rights Commission to perform Fair Housing Activities in the Prince William County Area. The results will be made part of the CAPER concerning Fair Housing.

6	<b>Project Name</b>	County Administered Neighborhood Housing Rehabilitation Program
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	CDBG: \$1,746,695
	<b>Description</b>	(\$1,302,849 Rehab plus \$230,037 Anticipated Program Income; \$152,204 Manassas City and \$61,605 Manassas Park); 10 housing units assisted and additional units to be assisted annually, 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office) This project supports efforts to increase sustainable and affordable housing options in the Prince William Area through rehabilitation, aligning with the County's goal to expand affordable housing options. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 10 low to moderate income households will be assisted through these activities

	<b>Location Description</b>	Office of Housing and Community Development
	<b>Planned Activities</b>	The County administers, on an annual basis, a neighborhood housing rehabilitation program, the purpose of which is to improve low- and moderate-income owner-occupied housing. The main objective is to reduce the number of substandard housing units in the Prince William Area. Assistance is in the form of a loan for the rehabilitation of the property. Preference is given to extremely low income (below 30% of area median income), elderly and disabled households. The rehabilitation Program is for Prince William County, cities of Manassas and Manassas Park residents.

7	<b>Project Name</b>	County Rehab Administration
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	CDBG: \$240,000
	<b>Description</b>	\$240,000 CDBG administrative costs associated with Neighborhood Housing Rehabilitation Program and Affordable Rental Rehabilitation Program. This project supports efforts to increase sustainable and affordable housing options in the Prince William Area through rehabilitation, aligning with the County's goal to expand affordable housing options. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 15 households will be assisted through these activities
	<b>Location Description</b>	Office of Housing and Community Development
	<b>Planned Activities</b>	The County administers, on an annual basis, a neighborhood housing rehabilitation program, the purpose of which is to improve low- and moderate-income owner-occupied housing. The main objective is to reduce the number of substandard housing units in the Prince William Area. Assistance is in the form of a deed of trust for the rehabilitation of the property. Preference is given to extremely low income (below 30% of area median income), elderly and disabled households. The rehabilitation Program is for Prince William County, cities of Manassas and Manassas Park residents.

8	<b>Project Name</b>	Community Housing Development Organization (CHDO) Set-Aside
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	CHDO Set Aside
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	HOME: \$668,832
	<b>Description</b>	The HOME program mandates 15% of the annual allocation is set-aside for housing development activities undertaken by non-profit housing development organizations. Funding provided for acquisition and/or rehabilitation of property used as permanent supportive housing. (\$124,568 & \$544,264 (carry-over). This project supports efforts to increase sustainable and affordable housing options in the Prince William Area through providing funds to CHDOs, aligning with the County's goal to set aside funds for CHDOs. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	One unit will be developed through this program, benefiting one low- moderate income household.
	<b>Location Description</b>	Office of Housing and Community Development
	<b>Planned Activities</b>	Provide funding to CHDO organization for operating funds and development fees to develop affordable housing for low-moderate income homeownership and rental housing

9	<b>Project Name</b>	First Time Homebuyer Program
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	HOME: \$ 954,841.52
	<b>Description</b>	\$556,837 HOME Allocation and \$200,000 Program Income, \$132,001.52 Carry-over and \$18,204 Manassas Park; \$47,799 Manassas City. Down-payment and eligible closing cost assistance provided to low- and moderate-income first-time homebuyers in Prince William County, Manassas City or Manassas Park. This project supports efforts to increase sustainable and affordable housing options in the Prince William Area through proving homebuyers' assistance, aligning with the County's goal to expand affordable housing options. Second year of five years.

	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 8 low- and moderate-income households will be provided down payment/closing cost assistance.
	<b>Location Description</b>	Office of Housing and Community Development
	<b>Planned Activities</b>	Down-payment and eligible closing cost assistance provided to low- and moderate-income first-time homebuyers in Prince William County, Manassas City or Manassas Park, 15941 Donald Curtis Drive #112, Woodbridge 22191 (Administrative Office)

10	<b>Project Name</b>	Comprehensive Housing Counseling (County & City)
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	CDBG: \$70,135
	<b>Description</b>	<p>\$70,135 (\$60,580 CDBG Program allocated for PWC to assist 115 persons; \$9,555 CDBG Program allocated for Manassas City to assist 25 persons); Eligible applicants are low and moderate-income at 80% or below the median income citywide. Decent Housing/Affordability</p> <p>This project supports efforts to increase sustainable and affordable housing options in the Prince William Area through housing counseling, aligning with the County's goal to expand affordable housing options. Second year of five years.</p>
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 140 low- and moderate-income residents will be provided Pre and Post Homeownership education and financial counseling services through these activities.
	<b>Location Description</b>	Cooperative Extension, 8033 Ashton Ave #105, Manassas, VA 20109



	<b>Planned Activities</b>	Funding provided to Cooperative Extension Service to provide to low - and moderate-income (LMI) Prince William Area (PWC, Manassas and Manassas Park) residents credit counseling, pre- and post- purchase homeownership counseling to assist first-time homebuyers, information regarding protections established under the Fair Housing Act. Payments will be made based upon completion of the Financial Assessment Clinic and Homeownership Workshops.
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11	<b>Project Name</b>	Homeless Case Management Outreach
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Support for Public Service Programs
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	Provide CDBG funds to Homeless Service Provider for Case Management Operations and Supportive Services for Transitional Housing and Emergency Shelter providers that provide housing and supportive services for homeless persons and families transitioning to permanent assisted housing or other housing. This project supports efforts to increase services and support self-sufficiency for households experiencing homelessness and aligns with the County's goal to provide support to public service programs. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will benefit an estimated 50 persons
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	Provide CDBG funds to Homeless Service Provider Streetlight Outreach Ministries for Case Management Operations and Supportive Services by conducting street/campsite outreach designed to provide essential services necessary to reach out to unsheltered homeless people for the purpose of connecting unsheltered homeless people with emergency shelter, housing, or critical services; and to provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

12	<b>Project Name</b>	PWC Department of Social Services Homeless Transportation
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Provide Support for Public Service Programs
	<b>Needs Addressed</b>	Special Needs Populations
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	The project will provide funding (\$40,000 CDBG) to provide transportation for homeless population in the Prince William Area from streets to local shelters, transportation between shelters or to and from medical clinics, detoxification facilities, public assistance office, and other local service providers. This project supports efforts to increase services and support self-sufficiency for households experiencing homelessness and aligns with the County's goal to provide support to public service programs. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will benefit an estimated 200 persons
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	The project will provide \$40,000 in CDBG Funding to assist Prince William County Department of Social Services (DSS) to provide transportation for homeless population in the Prince William Area from streets to local shelters, transportation between shelters or to and from medical clinics, detoxification facilities, public assistance office, and other local service providers.

13.	<b>Project Name</b>	Affordable Rental Rehab Program
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	CDBG \$1,000,000 (Carry-Over)
	<b>Description</b>	\$1,000,000 prior year CDBG Funds - will be used to rehabilitate rental units for low-moderate households in Prince William County. This is designed to increase access to sustainable and affordable housing in the area and aligns with the goal to expand affordable housing options. Second year of five years. The CDBG Matrix Code is 14A, Rehabilitation: Single-Unit Residential 24 CFR 570.202(a)(1) or 42 USC 5305(a)(4). Rehabilitation of privately owned rental, single-unit homes for

	Landlords/owners to rehabilitate affordable rental units in Prince William Area.
<b>Target Date</b>	6/30/2027
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	An estimated 5 households will be assisted through these activities
<b>Location Description</b>	Office of Housing and Community Development
<b>Planned Activities</b>	Provide assistance to rehabilitate affordable rental units in the Prince William County area.

14.	<b>Project Name</b>	Dawson Beach Transitional Housing Property Management
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Enhance Access to Public Facilities & ADA Access
	<b>Needs Addressed</b>	Public Facilities & ADA Accessibility
	<b>Funding</b>	CDBG: \$166,000
	<b>Description</b>	Funding allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres, with property management. Second year of five years.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	27 persons
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	CDBG Funding allocated to assist Dawson Beach Transitional Housing programs to provide 7 housing units of transitional housing scattered over 7 acres; providing housing and supportive services for homeless families with children for a period up to two years. Services are aimed at economic betterment, financial planning and budgeting, job skills, mental health issues, etc. to 27 persons. 14011 Dawson Beach Rd., Woodbridge 22191.

15.	<b>Project Name</b>	HOME – Tenant Based Rental Assistance Program
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing

<b>Funding</b>	HOME: \$2,483,339.98 (Carry-Over)
<b>Description</b>	Provide Tenant Based Rental Assistance to Low-Moderate income households; with rental assistance for up to two-years or depletion of funding.
<b>Target Date</b>	6/30/2027
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This project will benefit an estimated 22 households
<b>Location Description</b>	Countywide
<b>Planned Activities</b>	Provide assistance to program eligible individual households to help them afford the housing costs of market-rate units. 1st year and additional years as funding available Carry-Over Funds Prior-Years

16	<b>Project Name</b>	GINN Memorial Park Splashpad ADA Accessibility
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Enhance Access to Public Facilities & ADA Access
	<b>Needs Addressed</b>	Public Facilities & ADA Accessibility
	<b>Funding</b>	\$350,000 (Carry-over)
	<b>Description</b>	The project will provide funding of \$350,000 CDBG to provide Acquisition and/or rehabilitation of Public Facilities, (to include group home(s), including youth and community centers, and as well as childcare facilities, to include ADA Accessibility. Carry-Over Funds FFY25. Second year of five years
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Benefit - Area Benefit of more than 50% LMI households
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	The project will provide CDBG funding of \$350,000 carry-over funds for ADA Accessibility of Public Facilities. OHCD will reserve funding based upon a complete application provided by the Town of Dumfries for GINN Memorial Park Splashpad, which will be ADA compatible. Carry-Over Funds FFY25. Second year of five years

17	<b>Project Name</b>	Dawson Beach Renovation
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Enhance Access to Public Facilities & ADA Access
	<b>Needs Addressed</b>	Public Facilities & ADA Accessibility
	<b>Funding</b>	\$200,000
	<b>Description</b>	The project will provide funding of \$200,000 CDBG to provide renovations to the Dawson Beach facilities.
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Benefit 7 people.
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	The project will provide funding of \$200,000 CDBG to provide renovations to the Dawson Beach facilities.

18	<b>Project Name</b>	ARC/INSIGHT Rehabilitation
	<b>Target Area</b>	Countywide
	<b>Goals Supported</b>	Expand Affordable Housing Options
	<b>Needs Addressed</b>	Low-to-Moderate Income Housing
	<b>Funding</b>	\$171,025 (Carry-over)
	<b>Description</b>	The project will provide funding of \$171,025 CDBG carry-over funds to rehabilitation of the remaining affordable rental counted within the original project for two affordable rental units. Carry-Over Funds FFY25
	<b>Target Date</b>	6/30/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Benefit two households
	<b>Location Description</b>	Countywide
	<b>Planned Activities</b>	The project will provide funding of \$171,025 CDBG to rehabilitation of two affordable rental units. Carry-Over Funds FFY25

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Much of the funding from the CDBG and HOME programs is available for use in any of the CDBG neighborhoods or countywide, depending on the specifics of the designated activities. Also, some funding is available according to individual benefit rather than area benefit. It is, therefore, difficult to provide reasonable projections of the distribution of funds by target area. The numbers below are strictly estimates based on experience.

#### *Geographic Distribution*

Target Area	Percentage of Funds
Countywide	100%

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The proposed allocation of funds is based on federal funding requirements for each formula-allocated grant. Areas of low to moderate-income concentration and certain areas of high minority concentration are targeted. Areas of low homeownership and deteriorating housing conditions were also considered in the targeting process.

### Discussion

The distribution of funds by target area is projected to be primarily countywide due to use of funds for administrative, non-profit support, and individual benefit-oriented programmatic uses of the funds.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The following represents the number of households that will be assisted with affordable housing in the FFY 2026.

One Year Goals for the Number of Households to be Supported	
Homeless	
Non-Homeless	48
Special-Needs	
<b>Total</b>	<b>48</b>

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	
Rehab of Existing Units	18
Acquisition of Existing Units	8
<b>Total</b>	<b>48</b>

Table 10 - One Year Goals for Affordable Housing by Support Type

#### Discussion

These units represent eight rental housing units rehabilitated, 10 homeowner housing units rehabilitated, eight units acquired with homebuyer assistance, and 22 households assisted with TBRA.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Prince William County does not have any public housing.

### **Actions planned during the next year to address the needs to public housing**

Prince William County does not have any public housing.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Prince William County does not have any public housing.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

### **Discussion**



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Funding from the Emergency Solutions Grant allocation is used to support non-profit homeless services providers in Prince William County.

(1) Street Outreach funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.

(2) Emergency Solutions Grant funds may be used for costs of providing essential services to homeless families and to individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

(3) Homelessness Prevention funds may be used to provide housing relocation and stabilization services and short and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place.

(4) Rapid Re-Housing Assistance funds may be used to provide housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

(5) Relocation and Stabilization Services funds may be used to pay financial assistance to housing owners, utility companies and other third parties.

(6) HMIS funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Prince William County Continuum of Care, the coalition of local homeless service agencies, conducts annual surveys of homeless individuals, including unsheltered persons. These surveys serve to help focus agency activities for the coming year, as well as provide documentation in response to HUD program requirements. ESG funding includes street outreach activities.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Programs proposed for Federal Fiscal Year 2026 - County Fiscal Year 2027 involve ESG Funds being provided to local non-profits for operation and supportive services to address needs of homeless persons, through the supportive housing and homeless

prevention through the PWC Department of Social Services for the Ferlazzo/Navigation Homeless Shelter, Hilda Barg Homeless Prevention Center & Support Shelter (total 431), ACTS, provides emergency shelter services for 67 persons, NVFS/SERVE shelter services for 251 persons, Dawson Beach Transitional Housing services for 27.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Proposed funding for the ESG program includes activities targeting improvements in the areas of Rapid Re housing and homeless prevention. Other funding during the Federal Fiscal Year 2026 - County Fiscal Year 2027 Annual Action plan year include providing supportive services for persons in transitional housing to develop job skills, financial planning and other skills that promote self- sufficiency. These programs are designed to shorten the period households experience homelessness and help prevent households from returning to homelessness by promoting self-sufficiency. The County's FFY2026 (FY27) projects also include additional housing and supportive services to help reduce the time households experience homelessness, increase access to affordable housing, and help prevent the return to homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

Homeless prevention is a major focus of the participants in the Continuum of Care. Agencies include homeless prevention as a support program in conjunction with the provision of shelter and other support services. The County is funding homeless prevention activities in the Federal Fiscal Year 2026 - County Fiscal Year 2027 Annual Action Plan.

## **Discussion**

The participants in the Continuum of Care work closely together to meet the needs of homeless individuals and families through the continuum of services coordinated through partnership. The County participates in the planning efforts and provides a framework through the ESG funding process.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Both the Prince William County 2040 Comprehensive Plan and the newly adopted Affordable Dwelling Unit Ordinance and the Affordable Housing Fund policies have been adopted by the Board of Supervisors to address potential barriers to developing affordable housing and help increase the supply of affordable housing in the County.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The adoption of the Affordable Dwelling Unit Ordinance in December 2025, supports the establishment of incentives for density bonuses, to promote development of affordable housing units. The creation of the Affordable Housing Fund in February 2026 will be a method of providing gap financing to developers, who will be instrumental in the creation of affordable dwelling units within the County.

Prince William County Planning Office is in the process of the creation of the "Build-Out Analysis" which is a GIS-based assessment of how much residential and non-residential development could still occur in Prince William County under the Comprehensive Plan and Zoning Mapping. This tool is not a forecast or vision for the future but rather a technical snapshot of current development capacity.

The areas of the analysis representing different development statuses to include developed areas, zoned but unbuilt land, redevelopment opportunity areas all to be better aligned with the growth potential with long-term policy goals and community context.

**Discussion:**

Prince William County has worked to monitor and reduce the impact of public policy on affordable housing development. Market forces have been found to be the main constraint to affordable housing, as found in the Federal Fiscal Year 2025-2029 Consolidated Plan. As such, while the County will continue to monitor barriers to affordable housing, the County does not have any actions planned for Federal Fiscal Year 2026 - County Fiscal Year 2027 to address these market barriers.

Through the Prince William County Comprehensive Plan 2040, there is now a new Housing Chapter, which addresses many of the housing needs in the County. The new Affordable Housing Ordinance is being implemented to encourage affordable housing development.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The County currently provides a variety of services to the residents of Prince William County, some funded by CDBG, HOME, and the ESG allocation, the HOME American Rescue Plan Program (HOME ARP Program) and with private, State, and local County funding bringing additional assets to bear on these problems. Below are some of the actions currently performed by the County or under consideration for the future.

### **Actions planned to address obstacles to meeting underserved needs**

The County has found that the lack of available resources is the primary obstacle to meeting underserved needs. As such, the County will continue to look for new funding sources to meet the needs of residents in the County. OHCD has received through the Department of Behavioral Health and Development Services (DBHDS) State Rental Assistance Program (SRAP) Vouchers to serve SRAP applicants in order to increase access to mainstream, integrated, independent rental housing options for people in the U.S. Department of Justice Settlement Agreement target population and to increase housing opportunities for the U.S. Department of Justice Settlement Agreement target population by leveraging state rental assistance with local public and private housing resources. Currently OHCD administers 11 project based and 32 tenant based SRAP Vouchers.

OHCD has entered into a Memorandum of Agreement with DBHDS to administer 72 additional SRAP Vouchers for Permanent Supportive Housing, to increase access to supportive, affordable rental housing options for persons with Serious Mental Illness (SMI), as well as to increase housing stability for persons with SMI by providing the supports they need to maintain housing.

### **Actions planned to foster and maintain affordable housing**

The County ~~will~~ consider providing financial assistance for Tax Credit Projects for affordable housing development to expand multi-family rental development projects and homeownership opportunities when those projects are present for review. Additionally, acquisition, soft costs and site development funds will be used for affordable housing development. Consideration for additional funding will be given upon completion of the pre-development phase.

Through the Prince William County Comprehensive Plan 2040 there exists a Housing Chapter, which addresses many of the housing needs in the County. The new Affordable Housing Ordinance is being implemented to encourage affordable housing development.

### **Actions planned to reduce lead-based paint hazards**

Continue to meet HUD and EPA lead-based paint abatement standards in housing rehabilitation programs.

Seek funding as it becomes available to provide testing and abatement of lead-based paint hazards in single-family housing where young children are present.

Expand the stock of lead safe housing units through housing initiatives.

Seek funding as it becomes available to provide for testing, abatement, training, and educational awareness.

### **Actions planned to reduce the number of poverty-level families**

The County will continue its efforts in conjunction with the Continuum of Care to reduce the number of poverty-level families through the development of services needed to assist those families with educational opportunities, job growth, and life skills training through the various social service agencies operating in the County and cities of Manassas and Manassas Park.

### **Actions planned to develop institutional structure**

Work with non-profit organizations to address community needs and provide support to federal and non-federal funding initiatives. Work with private industry to address important issues that hamper housing and community development efforts. Identify opportunities to create private/public partnerships for project finance and development to leverage federal funds.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The County will continue to coordinate planning activities with private housing and social service agencies, including participation in the Prince William County Continuum of Care meetings, participate and provide ongoing training and workshops, continued development of the Continuum of Care, and enumeration of point-in-time and homeless surveys. County staff will also continue its participation in other coalitions and study groups as the opportunity arises.

### **Discussion:**

The County has not identified any major gaps in its institutional structure and coordination with outside agencies. The County will continue its efforts to coordinate with outside housing and social service agencies to meet the needs of County and City residents, as identified in the Federal Fiscal Year 2025-2029 Consolidated Plan.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	260,037
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>260,037</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	99.00%

## HOME Investment Partnership Program (HOME)

### Reference 24 CFR 91.220(I)(2)

*A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:*

The County will continue to support the many efforts of the non-profits and social service provider agencies in the community in their efforts to obtain funding from various sources for their programs.

Many of these organizations receive private donations to sustain their programs, and most apply for funding on the federal, state, and local level.

The availability of federal funds would enhance any of the listed programs and would mean that more services, and housing, could be provided. Because of the scarcity of any type of funding, the County has been working with various organizations to try to develop programs that would increase the leveraging capacity of federal funding mechanisms so that more money would be available for other needed endeavors. Better use of the existing resources is a main concern of everyone.

Anticipated HOME Program income for FY27 is \$200,000.

*A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:*

The HOME Recapture Provisions are established §92.253(a)(5)(ii) and permits the original homebuyer to sell the property to any willing buyer during the period of affordability. The repayment conditions for the FTHB Program assistance outline the shared market appreciation also referred to as the share of net proceeds.

**Recapture** provisions are in effect for periods of thirty years from the date of each settlement. Recapture is enforced through deed restrictions to ensure that the entire amount of HOME assistance to homebuyers is recouped if the housing does not continue to be the principal residence of the family for the duration of the period of affordability. Prince William County guidelines for the FTHB Program stipulate that the recapture provision **will be** implemented for use of HOME Funds.

*A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:*



**Resale** requirements must ensure that if the housing does not continue to be the principal residence of the family for the full period of affordability that the housing must be made available for subsequent purchase only to a buyer whose family qualifies as a low-income family and will use the property as their principal residence. The resale requirement must also ensure that the price at resale provides the original HOME-assisted owner a fair return on investment (including the homeowner's investment and any capital improvement as defined below) and ensure that the housing will remain affordable to a reasonable range of low-income homebuyers. Resale requirements are maintained through deed restrictive covenants or other HUD identified enforcement mechanisms. The period of affordability is based on the total amount of HOME funds initially invested in the housing. Prince William County guidelines for the FTHB Program stipulates that PWC **does not** implement the Resale provision for use of HOME funds.

*Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:*

The County does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds. In addition, the funds will not be used to refinance multifamily loans made or insured by any federal program. The County is aware that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.

*If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).*

1. **Homeless**, as defined in 24 CFR 91.5 Homeless (1), (2), or (3);
2. **At-risk of homelessness**, as defined in 24 CFR 91.5 At risk of homelessness \* Has an annual income that is less than or equal to 30% of Area Median Income (AMI);
3. **Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking**, as defined by HUD 24CF.2003;
4. **Other Populations** were providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a)) would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:
  - o **Other Families Requiring Services or Housing Assistance to Prevent Homelessness**
  - o **At Greater Risk of Housing Instability** \* Has an annual income that is less than or equal to 30% of Area Median Income (AMI);
  - Veterans and Families that include a Veteran Family Member** that meet



one of the preceding criteria are eligible to receive HOME-ARP assistance.

HOME Investment Partnerships Program (HOME) permits the creation of flexible programs that aids individual households to assist with affording housing costs of market-rate units. This program is known as "Tenant-Based Rental Assistance," or TBRA. HOME TBRA programs differ from other types of HOME rental housing activities in three keyways:

1. TBRA programs help individual households, rather than subsidizing particular rental projects.
2. TBRA assistance moves with the tenant—if the household no longer wishes to rent a particular unit, the household may take its TBRA and move to another rental property.
3. The level of TBRA subsidy varies—the level of subsidy is based upon the income of the household.

There are many different types of TBRA programs, but the most common type provides payments to make up the difference between the amount a household can afford to pay for housing and the local rent standards.

*If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).*

*If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).*

## **Emergency Solutions Grant (ESG)**

### **Reference 91.220(l)(4)**

*Include written standards for providing ESG assistance (may include as attachment)*

Included as an attachment.

*If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.*

Congress has directed HUD to improve the collection of data on the extent of

homelessness locally and nationally. Communities must collect an array of data including an unduplicated count of homeless persons, analyze their patterns of the use of the McKinney-Vento and other assistance, including information on how they enter and exit the homelessness assistance system and assess the effectiveness of that assistance. Through the Federal Register Notice, the Emergency Solutions Grants Program and Community Development Block Grants were made a part of this mandate.

Therefore, all proposed projects/organizations must provide written certification of their participation in an existing HMIS.

Prince William Area Continuum of Care (CoC) has developed and approved the implementation of Homelessness Services Coordinated Entry System based on HUD requirements, for participation by all current Homeless Service agencies in an effort to establish a central standardized access and assessment for all individuals in need of housing assistance. This system will also assist in coordinated referrals and the housing placement process to ensure that all people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and services, as their needs may be. Coordinated Entry is made available to all eligible persons regardless of race, color, national origin, religion, sex, age, familial status, disability, actual or perceived sexual orientation, gender identify, or marital status.

The Prince William Area (CoC) Coordinated Entry (CE) System will utilize the CoC's Homeless Management Information System (HMIS) to collect, store, share and report participant data associated with the coordinated entry process with the goal of increasing efficiency and effectiveness of screening, assessment, prioritization, and referral for those homeless persons most in need of assistance.

*Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).*

Prince William County expects to receive \$224,909 for the Federal Fiscal Year 2026 - County Fiscal Year 2027 Emergency Solutions Grant (ESG) Program for Shelter Operations. The amount of assistance is calculated based upon the allocation and the bed night count. These funds will be awarded to community-based, nonprofit organizations providing emergency shelter and related services to the homeless, on a dollar-for-dollar match. Emergency Solutions Grant funds may be used for operations and maintenance, homeless prevention, essential support services and renovation/rehabilitation activities in connection with emergency shelters for the homeless. It is a priority of the U.S. Department of Housing and Urban Development (HUD) and Prince William County to work under a Continuum of Care approach to

homelessness to assist homeless individuals and families to obtain a decent living environment, either through rental housing or home ownership. OHCD specifically seeks proposals to provide shelter and supportive services for the homeless

The purpose of the Emergency Solutions Grant (ESG) Program is to: 1) Broaden existing emergency shelter and homelessness prevention activities; 2) Emphasize Rapid Re-Housing; and, 3) Help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness; 4) Enhance alignment of ESG regulations with other HUD programs including CDBG, HOME, and Housing Choice Voucher (HCV) program; and, 5) Support more coordinated and effective data collection, performance measurement, and program evaluation. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG

*If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.*

The Prince William County Housing Board is responsible for overseeing the expenditure of funds for the Office of Housing & Community Development (OHCD) and directing management of programs administered by OHCD. The Housing Board is comprised of eight (8) members approved by the County Board of County Supervisors and six (6) other members' representatives of the following entities:

- \* Commission on Aging
- \* Committee for Persons with Disabilities
- \* Community Services Board
- \* Continuum of Care Network
- \* Social Services Board
- \* Resident of Housing Choice Voucher Program Representative

This Board recommends goals for OHCD depending upon local need and programs for housing opportunities for low-moderate income residents.

The County requires non-profits participating in the ESG program to have homeless

representatives on their boards of directors.

*Describe performance standards for evaluating ESG.*

HUD has implemented a mandated system of reporting performance measurements in a precise and timely manner. All recipients funded under this proposal must provide needed data to Prince William County in order to be reimbursed for eligible expenses. All of the activities funded must identify one of the three performance measurements overarching objectives: 1) creating suitable living environment (In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment); 2) providing decent affordable housing (This objective focuses on housing programs where the purpose is to meet individual family or community needs and not programs where housing is an element of a larger effort); 3) creating economic opportunities (This objective applies to the types of activities related to economic development, commercial revitalization, or job creation). There are also three outcomes under each objective: (1) Availability/Accessibility, (2) Affordability, and (3) Sustainability. Thus, the three objectives, each having three possible outcomes, will produce nine possible outcome/objective statements within which to categorize grant activities, as follows: Availability/Accessibility. This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low-and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to extremely low- low-and moderate-income people. Affordability. This outcome category applies to activities that provide affordability in a variety of ways in the lives of extremely low- low-and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare. Sustainability: Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons or low-and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

## Attachments

## ***EMERGENCY SOLUTIONS GRANT (ESG)***

Catalog of Federal Domestic Assistance (CFDA) Number: 14.231) (Code of Federal Regulations (CFR) Citation Number: 24 CFR Part 576)

### **Background**

The Emergency Shelter Grants Program was established by the Homeless Housing Act of 1986 in response to the growing issue of homelessness in the United States. In 1987, the program was incorporated into Title IV of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. Sec. 11371- 11378), now known as the McKinney-Vento Homeless Assistance Act. ESG funds are federal funds awarded to Prince William County by the U. S. Department of Housing and Urban Development (HUD).

On May 20, 2009, President Obama signed into law a bill to reauthorize HUD's McKinney-Vento Homeless Assistance programs. The bill was included as part of the Helping Families Save Their Homes Act and was enacted by Senate bill 896. The new Act, which amended the McKinney-Vento Homeless Assistance Act, is the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act.

Subtitle B – Emergency Solutions Grant Program is the section of the HEARTH Act pertaining to the Emergency Solutions Grants Program and replaces what was formerly the Emergency Shelter Grants

Program. Because the program regulations were still being revised when the funding became available, HUD released the funding in a two (2)-stage allocation process. The first allocation was made immediately available to avoid a lapse in funding for existing Emergency Shelter Grant activities. These funds were subject to the Emergency Shelter Grant regulations in effect at that time.

The new ESG program provides funding for street outreach, homelessness prevention, rapid re- housing of homeless people, emergency shelter, supportive services to the homeless, and Homeless Management Information System (HMIS) activities. All Subrecipients that receive funding will be required to participate in HMIS.

The American Recovery and Reinvestment Act of 2009 created the innovative Homeless Prevention and Rapid Re-Housing Program (HPRP), which laid the groundwork for preventive and re-housing activities included in the new Emergency Solutions version of ESG. The Emergency Solutions program represents

HUD's now greater emphasis on preventing homelessness for those at risk and responding rapidly to re- house individuals and families that have become homeless.

HUD strongly encourages each jurisdiction to focus as much of its new ESG as possible on rapid re- housing individuals and families living on the streets or in emergency shelters. While both rapid re- housing and homelessness prevention are eligible activities, only rapid re- housing assistance targets those individuals and families living on the streets or in emergency shelters. Effective rapid re-housing helps people transition out of the homeless assistance system as quickly as possible, decreasing the number of persons who are homeless within the community. Rapid re-housing also ensures that emergency shelter resources are used to serve individuals and families with the most urgent housing needs. As public and nonprofit resources become increasingly strained, rapid re-housing should be given the highest priority under ESG to help ensure that existing resources – both within and outside of the homeless assistance system – are used as efficiently as possible to help those most in need.

To receive allocation of funds for the Federal Fiscal Year 2020 - 2024 Emergency Solutions Grants (ESG) program, the County is required to submit, and obtain HUD approval in accordance

with the County's Citizen Participation Plan and 24 CFR part 91, as amended by the Interim Rule. This will make the ESG program consistent with other HUD programs such as Community Development Block Grant (CDBG), the HOME Investment Partnership (HOME) program, and the Housing Choice Voucher (HCV) program to increase efficiency and coordination among the different programs.

### Eligible Applicant Organizations

**Units of general local government** to be considered as a unit of general local government, an organization must have, among other responsibilities, the authority to assess and collect local taxes and to provide general governmental services.

**Private nonprofit organizations** to be considered as a private nonprofit organization, an organization must document existing status as a 501(c)(3) tax-exempt entity. ESG funded private nonprofit organizations must be established for charitable purposes and whose activities include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness as evidenced in its charter, articles of incorporation, resolutions or by-laws and experience in the provision of shelter and services to the homeless. The entity's net earnings may not benefit any individual(s) affiliated with the organization or their governing board and have standards of financial accountability that conform to the HUD Standards of Financial Management Systems.

**FAITH-based organizations** receiving ESG funds, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.

All must have approved established ESG Written Standards in accordance with Continuum of Care Coordinated Entry process and be an active member of the CoC and compliant with all HMIS reporting.

### Program Purpose

The Emergency Solutions Grants Program is designed to be part of a continuum of assistance to enable homeless individuals and families to move toward independent living as well as to prevent homelessness. The objectives of the ESG Program shall be to:

- 1) Provide rental assistance for short-term and medium-term housing to homeless individuals or families or individuals at risk of homelessness.
- 2) Help support emergency shelters for the homeless, but only for use as temporary shelter for persons;
- 3) Help support the costs of operating and maintaining emergency shelters;
- 4) Provide essential services so that homeless individuals and individuals at risk of homelessness have access to the assistance they need to improve their situation and to obtain housing stability; and
- 5) Provide housing relocation and stabilization services homeless individuals and individuals at risk of homelessness.

### Allocation of Funding

**General Provisions:** The Emergency Solutions Grants (ESG) program allows funding to be used in five program components:

- **Street Outreach:** Provision of essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying.
- **Emergency Shelter:** Provision of essential services to homeless families and individuals in emergency shelters and the operation of emergency shelters.
- **Rapid Re-Housing:** Provision of assistance to a homeless individual or family to move into permanent housing.
- **Homelessness Prevention:** Prevention of persons from becoming homeless and the assistance of participants in regaining stability in their current or other permanent housing.
- **Homeless Management Information Systems (HMIS):** Operation, maintenance, and contribution of data to the HMIS designated by the local Continuum of Care or, if a victim service provider to establish and operate a comparable database.

***Expenditure Limits for Street Outreach and Emergency Shelter Activities:***

Under the Interim Rule, the total amount of the County's fiscal year grant that may be used for street outreach and emergency shelter activities cannot exceed the greater of:

- 1) 60% of the County's fiscal year grant; or
- 2) The amount of the Federal Fiscal Year 2010-grant funds committed by contract between the date HUD signed the Federal Fiscal Year 2010 grant and January 4, 2012, the effective date of the Interim Rule. All Agreements were signed during this period.

HUD strongly encouraged each jurisdiction to focus as much of its new ESG funding as possible on rapidly re-housing individuals and families living on the streets or in emergency shelters. While both rapid re- housing and homelessness prevention are eligible activities, only rapid re-housing assistance targets those individuals and families living on the streets or in shelters. Effective rapid re-housing programs help people transition out of the homeless assistance system as quickly as possible, decreasing the number of persons who are homeless within the community.

***Spending Requirements & Funding Decisions:*** The funding provided in the allocation is subject to all ESG requirements under the Interim Rule. These funds must be expended within 24 months after the date HUD approves the FFY23 (FY2024) Annual Action Plan and signs the grant agreement. The Interim Rule shifts the focus from emergency shelter to assisting people to quickly regain stability in permanent housing, which is reflected in expenditure limits on street outreach and emergency shelter activities. Compliance with these expenditure limits is measured using the amount of the Federal grant. HUD encourages communities to focus as much of their funding as possible on rapidly re-housing people who are literally homeless in order to reduce the numbers of people living in shelters and on the streets, in an effort to end homelessness.

***Administrative Limits:*** The Interim Rule increases the expenditure limit for administrative activities from 5% to 7.5%.

Employee compensation and other overhead cost directly related to carrying out street outreach, emergency shelter, homelessness prevention, rapid re-housing and HMIS activities are eligible cost of those activities and not subject to the spending limits for administrative costs.



## Definitions

**Recipient** Any state, territory, metropolitan city, or urban county or in the case of reallocation, any unit of general-purpose local government, approved by HUD to assume financial responsibility and which enters into a grant agreement with HUD to administer Emergency Solutions Grant (ESG). Private nonprofit organizations are excluded from the definition because they are not direct recipients under the program.

**Subrecipient's:** Any unit of general local government, private nonprofit organization, or faith-based organization to which recipient awards ESG grant funds.

**Continuum of Care** A group composed of representatives of relevant organizations, which generally includes nonprofit homeless providers; faith-based organizations; governments; businesses; advocates; public housing agencies; school districts; social service providers; mental health agencies; hospitals; universities; affordable housing developers; law enforcement; organizations that serve homeless and formerly homeless veterans, and homeless and formerly homeless persons that are organized to plan and provide, as necessary, a system of outreach, engagement, and assessment; emergency shelters; rapid re-housing; permanent housing; and prevention strategies to address the various needs of homeless persons and persons at risk of homelessness for a specific geographic area.

**Homeless:** The HEARTH Act updated the McKinney Vento definition of homelessness. The new definitions went into effect January 4, 2012. A Homeless individual is defined under four (4) categories for ESG program:

HUD defines  
"homeless" as:

### ***Homeless means:***

#### **Category 1 Literally Homeless:**

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
  - (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; including a car, park, abandoned building, bus or train station, airport, or camping ground;
  - (ii) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
  - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

#### **Category 2 Imminent Risk of Homelessness:**

- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
  - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
  - (ii) No subsequent residence has been identified; and
  - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith based or other social networks, needed to obtain other permanent housing;

### **Category 3 Homeless under other Federal**

#### **Statutes:**

- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
  - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
  - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
  - (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers: i.e. chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment.

### **Category 4 Fleeing/Attempting to Flee**

#### **Domestic Violence** (4) Any individual or family

who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; and
- (iii) Lacks the resources or support networks, e.g., family, friends, faith based or other social networks, to obtain other permanent housing.

***At Risk of Homeless*** For an individual or family to qualify as "at risk of homelessness" the individual or family must meet two threshold requirements and must exhibit one or more specific risk factors.

#### ***At risk of homelessness means:***

##### **(1) An individual or family who:**

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the 'homeless' definition in this section; and (iii) **Meets one of the following conditions:**

- (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
  - (B) Is living in the home of another because of economic hardship;
  - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
  - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
  - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
  - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
  - (G) Otherwise lives in housing that has characteristics assorted with instability and an increased risk of homelessness, as identified in the recipient's approved Con Plan
- (2) **A child or youth** who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C.5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C.254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C.2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C.1786(b)(15)); or
- (3) **An unaccompanied youth** who does not qualify as "homeless" under this section but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42U.S.C. 11434a (2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

***Chronically homeless means:***

- (1) An individual who:
  - (i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and
  - (ii) Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years, where each homeless occasion was at least 15 days; and
  - (iii) Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), posttraumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;
- (2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) before entering that facility; or
- (3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1), including a family whose composition has fluctuated while the head of household has been homeless.

***Emergency Shelter*** The definition of emergency shelter has been revised to distinguish this type of shelter from transitional housing. An emergency shelter provides temporary shelter for the homeless, which do not require occupants to sign leases or occupancy agreements. This

distinction was necessitated by the McKinney-Vento Act's explicit distinction between what activities can or cannot be funded under the Continuum of Care program and the Rule Housing Stability program. In the final rule, HUD clarified that "Shelter" means "Emergency Shelter" but not "Transitional Housing" for qualifying as homeless under this provision. However, under the definition, any project that received funding in FY2010 as an emergency shelter may continue to be funded under the ESG program, regardless of whether the project meets the revised definition.

**Coordinated Entry System Coordinated** entry is a process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.

**Homeless Management Information System (HMIS)** The HMIS information system designated by the Continuum of Care to comply with HUD's data collection, management and reporting standards and used to collect client level data and data on the provision of housing and services to homeless individuals, families, and persons at risk of homelessness.

**Rapid Re-Housing Assistance** The provision of housing relocation and stabilization services and short and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

**Youth** is defined as less than 25 years of age. By establishing youth as less than 25 years of age, it is HUD's hope that the programs authorized by the HEARTH Act amendments to the McKinney Vento Act (42 U.S.C. 11301 *et seq*) will be able to address the unique needs of transition-aged youth adequately and appropriately, to include youth exiting foster care systems to become stable in permanent housing.

**Long-Term Period** The term long-term period is defined in the HEARTH Act to mean 60 days with two moves during that period.

### Eligible Program Participants

There are two eligible target populations identified for ESG funds: persons who are still housed but at risk of homelessness and persons who are already homeless. Subrecipients are responsible for verifying and documenting the individuals' risk of homelessness and qualifies them for receiving assistance. HUD requires that Subrecipient's evaluate and certify the eligibility of program participants at least once every three (3) months for all persons receiving medium-term rental assistance. If a household or individual needs more intensive services or long-term assistance, or is not at risk of homelessness, Subrecipient's should link them to other appropriate available resources. To receive financial assistance or services funded by ESG, individuals and families, whether homeless or housed, must at least meet the following minimum criteria:

1. Have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs.
2. The household must be at or below **30 percent** of the Area Median Income (AMI). Income limits are available on HUD's website found at <https://www.huduser.gov/portal/datasets/il.html> Subrecipients should use HUD's Section 8 income eligibility standards to determine income eligibility for ESG funded assistance.

3. The household must be either homeless or at risk of losing its housing and meet both of the following circumstances: 1) no appropriate subsequent housing options have been identified; and 2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in existing housing. Applicants must meet the “but for” test, that is, **but for** prevention assistance, the household would continue to remain homeless because they lack the financial resources or support networks to obtain housing and they have not subsequent housing options.

Other Selection Criteria would include:

1. Employment History – current and past
2. Transportation – ability to get to work/daycare
3. Household Budget – debt ratios
4. Lease – have lease in applicants name or ability to obtain lease in applicants' name

**Homelessness Prevention Assistance** is to be targeted to individuals and families at the greatest risk of becoming homeless. One question to ask is “Would this individual or family be homeless if they were not assisted with ESG funds?” The assistance must be necessary to avoid eviction or termination of utility services. Consideration should also be given to whether the individual or household will be able to resume payments after the ESG program cannot assist them. Case management services should be provided to assist the individual and family to work toward self-sufficiency.

**Rapid Re-Housing Assistance** is available for persons who meet HUD’s definition. Individuals and families who meet one of the following criteria, along with the minimum requirements, are eligible under the rapid re-housing portion. The criteria are:

- Sleeping in an emergency shelter;
- Sleeping in a place not meant for human habitation, such as cars, parks, abandoned buildings, streets/sidewalks;
- Staying in a hospital or other institution for up to 180 days but was sleeping in an emergency shelter or other place not meant for human habitation (cars, parks, streets, Etc.) immediately prior to entry into the hospital or institution; • Graduating from, or timing out of, a transitional housing program; and • Victims of domestic violence.

## **Eligible Activities**

### ***Street Outreach Component***

ESG grant amounts may be used for one or more of the following activities:

1. **Street Outreach:** Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach are also eligible.

**Eligible Program Participants:** Unsheltered individuals and families who qualify as homeless under Category 1 of HUD’s Definition of “Homeless”.

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical

services; and provide urgent, non- facility-based care to unsheltered homeless people who are unable to access emergency shelter, housing, or an appropriate health facility.

The eligible cost and requirements for essential services consist of:

- 1) **Engagement** The cost of activities to locate, identify and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs (meals, blankets, clothes, toiletries) and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs (emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.
- 2) **Case Management** The cost of assessing housing and service needs arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of program participants.
- 3) **Emergency Health Services** Eligible cost are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings to include streets, parks, and other places where unsheltered homeless are living.
- 4) **Emergency Mental Health Services** Cost for direct outpatient treatment by licensed professionals of mental health conditions, operating in community-based settings to include streets, parks, and other places where unsheltered homeless are living.
- 5) **Transportation** Cost of travel by outreach workers, social workers, medical professionals, or other service providers are eligible provided that the travel takes place during the provision of serviced eligible under this section. The cost of transporting unsheltered people to emergency shelters or other service facilities is also eligible.
- 6) **Services for Special Population** ESG funds may be used to provide services for homeless youth, victim services and services for people living with HIV/AIDS so long as the cost of providing these services are eligible under number 1-5.

## *Emergency Shelter Component*

### **Eligible Participants:**

Individuals and families who qualify as homeless under Categories 1,2,3 and 4 of HUD'S Definition of "Homeless"

ESG Funds may be used to cover the costs of providing essential services to homeless families and individuals in emergency shelters and operational expenses of emergency shelters.

### **2. Allowable Activities:**

- a. **Essential Services.** This includes services concerned with employment, health, drug abuse, education, and staff salaries necessary to provide these services and may include, but are not limited to:

**(i) Case Management.** The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under §576.400(d);
- (B) Conducting the initial evaluation required under §576.401(a), including verifying and documenting eligibility; (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits; (E) Monitoring and evaluating program participant progress;
- (F) Providing information and referrals to other providers;
- (G) Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking; and
- (H) Developing an individualized housing and service plan, including planning a path to permanent housing stability.

**(ii) Child Care.** The costs of childcare for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13 unless they are disabled. Children with disabilities must be under the age of 18. The child-care center must be licensed by the jurisdiction in which it operates for its costs to be eligible.

**(iii) Education Services.**

When it is necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language and GED.

**(iv) Employment Assistance and Job Training.**

The cost of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on the job instruction and services that assist individuals in securing employment, acquiring learning skills. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also eligible.

**(v) Outpatient Health Services.** Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services; including providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

**(vi) Legal Services.**

Eligible costs are the hourly fees for legal advice and representation by Attorneys, licensed and in good standing with the bar association in Virginia, regarding matters that interfere with the program participant's ability to obtain and retain housing. Emergency Solutions Grant funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community.

Eligible subject matters are child support, guardianship, paternity, emancipation and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating

violence, sexual assault and stalking, appeal of veterans and public benefit claim denials and the resolution of outstanding criminal warrants. Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings and counseling.

Fees based on the actual service performed are also eligible, but only if the cost would be less than the cost of hourly fees.

Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible cost as well as retainer fee arrangements and contingency fee arrangements.

**(vii) Life Skills Training** The cost of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance abuse use and homelessness are eligible costs. These costs for services must be necessary to assist the program participant to function independently in the community.

**(viii) Mental Health Services** Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions where other appropriate mental health services are unavailable or inaccessible within the community. Eligible treatment consists of crisis intervention, individual, family or group therapy sessions, the prescriptions of psychotropic medications or explanations about the use and management of medications and combinations of therapeutic approaches to address multiple problems.

**(ix) Substance Abuse Treatment Services** Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. ESG Funds may only be used to the extent that other appropriate substance abuse treatment services are unavailable in the community. Treatment consists of client intake, assessment, and outpatient treatment for up to 30 days. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.

**(x) Transportation** Eligible cost consists of transportation cost of a program participant's travel to and from medical care, employment, childcare, or other eligible essential services facilities.

These costs include the following:

- a) Cost of program participant's travel on public transportation
- b) If service worker uses their own vehicle, mileage allowances for service worker to visit program participants;
- c) Cost of purchasing or leasing a vehicle for the County or Subrecipient to which staff transports program participants and/or staff serving program participants and the cost of gas, insurance, taxes, and maintenance for the vehicle; and
- d) Travel cost of County or Subrecipient staff to accompany or assist program participants to use public transportation.

**(xi) Services for Special Populations** ESG funds may be used to provide services for homeless youth, victim services and services for people living with HIV/AIDS so long as the cost of providing these services are eligible under categories listed above.

**Operations.** Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for



the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

**(xii) Renovation, Rehabilitation or Conversion of Building for Shelters** Eligible cost includes labor, materials, tools, and other costs for renovation (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a governmental entity or private nonprofit organization.

Examples of allowable rehabilitation projects include, but are not limited to, accumulated deferred maintenance (i.e., replacing flooring), replacement of principle fixtures and components, improvements to increase energy efficiency (i.e., replacing a furnace or air conditioning unit), and structural changes necessary to make the facility accessible for persons with physical disabilities. Rehabilitation projects include deferred repairs for items that are inoperable or broken and in need of replacement prior to the request of the ESG funds. Rehabilitation does not include non-deferred repairs.

**Types of rehabilitation projects include:**

- a) **Conversion:** a change in the use of a building to an emergency shelter or transitional housing where rehabilitation costs exceed 75% of the value of the building **after** conversion. If selected for funding, the facility would be required to be used as a shelter for the homeless for at least **10 years**.
- b) **Major rehabilitation:** rehabilitation or conversion involving costs in excess of 75% of the value of the building **prior to** the proposed rehabilitation or conversion. If selected for funding, the facility would be required to be used as a shelter for the homeless for at least **10 years**.
- c) **Renovation:** rehabilitation that involves costs of 75% or less of the value of the building **prior to** the proposed rehabilitation. If selected for funding, the facility would be required to be used as a shelter for the homeless for at least **3 years** to 10 years depending upon the type of renovation and the value of the building after completion of renovations.

**Operations & Maintenance of Shelter**

ESG funds may be used for maintenance, operation, insurance, provision of utilities, and furnishings related to emergency shelter.

**Maintenance** costs include contract services for copier or security system maintenance, pest control, lawn care, contracted janitorial service, etc.

**Operation** costs include facility rent, utilities, internet service, and telephone; building maintenance and non-deferred repairs; food for shelter residents; vehicle maintenance, registration, repairs, and fuel; building or equipment insurance; fidelity bond coverage; office and maintenance supplies; contracted security services, staff mileage reimbursement (for travel relating to ESG service delivery), and pre-award travel expenses.

ESG funds may not be used for recruitment or on-going training of staff, mortgage payments for the organization, or depreciation. If a building is owned by the ESG Subrecipient or a subsidiary, rent may not be charged to ESG. Only the allocable share of maintenance, utilities, and insurance may be charged.

Non-deferred repairs are items that break during the contract period, such as:

- a) repairing a window that is broken;
- b) repairs due to water damage; or
- c) repairing a broken furnace or air conditioning unit.

**Furnishings** may include beds, mattresses, linens, desks, tables, chairs, etc.

### *Homelessness Prevention Component*

ESG funds may be used to provide housing relocation and stabilization services and short and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place. This assistance, referred to as homelessness prevention, may be provided to individuals or families who meet the criteria under the “at risk of homelessness” definition or homeless definition and have an annual income below 30% of median family income for area as determined by HUD.

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into another permanent housing and achieve stability in the housing.

### *Rapid Re-Housing Assistance Component*

ESG funds may be used to provide housing relocation and stabilization services and short and/or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This housing, referred to as rapid re-housing assistance, may be provided to program participants who live in an emergency shelter or other place described in the homeless definition. The rapid re-housing assistance must be provided in accordance with housing relocation and stabilization services requirements, as well as the short- and medium-term rental assistance requirements.

### *Housing Relocation and Stabilization Services*

#### Financial Assistance Costs

ESG funds may be used to pay housing owners, utility companies and other third parties for the following costs:

**Rental Application Fees** ESG funds may pay for the rental housing application fee that is charged by the owner to the applicant.

**Security Deposits** ESG funds may pay for a security deposit that is equal to no more than two months' rent.

**Last Month's Rent**, If necessary, to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of the housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.

**Security Deposits** ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities.

**Utility Payments** ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. Assistance may only be provided if the program participant or a member of the same household has an account in his or her name with the utility company or proof of responsibility for making utility payments.

**Moving Cost** ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

#### Service Cost

This category includes the provision of housing relocation or stabilization services for homeless individuals or families or individuals or families at risk of homelessness, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for a final month at a location, assistance with moving costs, or other activities that are effective at **(a)** Stabilizing individuals and families in their current housing; or **(b)** Quickly moving such individuals and families to other permanent housing

Housing search and placement funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services may include tenant counseling, assisting participants to understand leases, securing utilities, making moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.

Regarding legal services to help pay people stay in their homes, such services must be provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not allowable.

Credit repair includes costs associated with assisting program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues.

#### ***Short Term & Medium-Term Rental Assistance***

This category includes a provision of rental assistance to provide short-term or medium-term housing to homeless individuals or families or individuals or families at risk of

homelessness. Such rental assistance may include tenant-based or project-based rental assistance.

In order to assist with rental assistance program, the participant must have a written lease with the property owner and the Subrecipient and property owner must have a rental assistance agreement.

**Short-term rental assistance** may not exceed rental costs accrued over a period of three (3) months.

**Medium term rental assistance** may not exceed actual rental costs accrued over a period of 4 to 24 months. No participant may receive more than 24 months of assistance.

After three (3) months of assistance, a participant must be re-evaluated for eligibility to receive additional months of medium-term rental assistance, for a total of 24 months. HUD encourages Subrecipient's to provide ongoing case management to all program participants in order to transition them to independence, including permanent housing arrangements.

**Arrears** Rental assistance may be used to pay up to six (6) months of rental arrears for eligible participants including any late fees on those arrears. Such may be paid if the rental payment enables the participant to remain in the housing unit for which the arrears are being paid or to move to another unit. If funds are used to pay arrears, the arrears are included in determining the maximum 24 months of assistance.

**Rent Restrictions** Rental assistance cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD.  
<http://www.huduser.org/portal/datasets/fmr.html>

For purposes of calculating rent, the rent shall equal the sum of the total monthly rent for the unit. If the tenant pays separately for utilities, the monthly allowance for utilities (excluding phone) is established by

OHCD Housing Choice Voucher Program and is added to the requested rent to determine if the rent is within the Fair Market Rent. Rental assistance must be in compliance with HUD's standard of "rent reasonableness". Information can be located at:

[www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc](http://www.hud.gov/offices/cpd/affordablehousing/library/forms/rentreasonablechecklist.doc)

**Rental Assistance Agreement** the Subrecipient can only make payments to owners if they have entered into a Rental Assistance Agreement. The Agreement must:

- Set forth the terms under which rental assistance will be provided;
  - Provide that during the term of the Agreement the owner must give the Subrecipient a copy of any notice to program participant to vacate the housing unit or any compliant used under state law to commence an eviction action.
  - Subrecipient must make timely payments to the owner and the Agreement must contain the same payment due date, grace period and late payment penalty requirements as the program participant's lease. The Subrecipient is solely responsible for paying late payment penalties that incurs with non-ESG funds.
- Agreement may be terminated under the following conditions:

- Program participant moves out of the housing unit for which the program participant has a lease;
- The lease terminates and is not renewed; or
- The program participant becomes ineligible to receive ESG rental assistance.

### ***Homelessness Management Information System (HMIS) Component***

Eligible costs related to data collection and reporting for ESG conducted through the Homeless Management Information Systems (HMIS) are an eligible expense under the ESG program. Reasonable and appropriate costs associated with operating an HMIS for purposes of collecting and reporting data required under ESG and analyzing patterns of use of ESG funds are eligible. Eligible costs include purchase of HMIS software and/or user licenses, leasing or purchasing needed computer equipment for providers and the central server, costs associated with data collection, entry and analysis, and staffing associated with the operation of the HMIS, including training.

HMIS activities that are ineligible include planning and development of HMIS systems, development of new software systems, and replacing local government funding for existing HMIS. Only those Subrecipient's that do not have an HMIS already implemented may use a portion of these funds for HMIS implementation or start-up activities.

### **Acceptable Documentation & Recordkeeping Requirements:**

Third party documentation, where it is available, is the preferable documentation of homeless status. The exception to this is for recipients that provide emergency assistance, including emergency shelters that provide a bed for one night, and victim service providers.

Utilizing other forms of already available documentation is acceptable evidence of an individual or family's homeless status. Already available documentation includes certification or other appropriate service transactions recorded in a Homeless Management Information System (HMIS) or another database. This also includes discharge paperwork, to verify a stay in an institution.

### ***Literally Homeless***

- Written observation by the outreach worker; or
- Written referral by another housing or service provider; or
- Certification by the individual or head of household seeking assistance stating that he/she/they were living on the streets or in shelter;
- For individuals exiting an institution-one of the forms of evidence above and:
  - Discharge paperwork or written/oral referral, or
  - Written record of intake worker's due diligence to obtain above evidence and

certification by individual that they exited institution

Would include oral statement made by a social worker, case manager, or other appropriate official at an institution documented by the intake worker of housing or service program. Where the intake worker is not able to obtain a written or oral statement from a social worker, case manager or other appropriate official at an institution, the intake worker may document his or

her due diligence in attempting to obtain a statement from the appropriate official in the case file.

***Imminent Loss of Housing***

- A court order resulting from an eviction action notifying the individual or family that they must leave; or
- For individual or families leaving a hotel or motel – evidence that they lack the financial resources to stay; or
- A documented and verified oral statement; and
- Certification that no subsequent residence has been identified and
- Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing

***Homeless status of an unaccompanied youth or family with children and youth who qualify for homeless under “other federal statutes.”***

- Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; and
- Certification of no PH in last 60 days; and
- Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; and
- Documentation of special needs or two or more barriers

***Homeless status by providers serving individuals and families fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, and stalking that are not victim service providers***

- The rules impose additional verification requirements for oral statements by individuals or families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, and stalking who are seeking or receiving shelter or services from providers who are not victim service providers.

***For victim service providers:***

- An oral statement by the individual or head of household seeking assistance which states
  - They are fleeing; they have no subsequent residence; and they lack resources
  - Statement must be documented by a self-certification or a certification by the intake worker

***For non-victim service providers:***

- Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
- Certification by the individual or head of household that no subsequent residence has been identified; and
- Self-Certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing

**Disability Status 1)** written verification from a professional who is licensed by the state to diagnose and treat that condition, that the disability is expected to be long-continuing or of indefinite duration and that the disability substantially impedes the individual's ability to live independently; and 2) written verification from the Social Security Administration, or the receipt of a disability check (e.g., Social Security Disability Insurance check or Veterans Disability Compensation). Where disability is an eligibility requirement, the intake staff recorded observation of disability status as long as the disability is confirmed by the aforementioned evidence within 45 days of the application for assistance.

## Other Program Requirements

**Confidentiality** to ensure the safety and security of ESG project participants fleeing domestic violence situations, ESG recipients are required to develop and implement procedures to guarantee the confidentiality of records concerning project participants. In addition, the address and location of family violence shelter facilities receiving ESG funding may not be publicly disclosed except with the written authorization of the person(s) responsible for the shelter facility's operation. To comply with this requirement, recipient organizations should, for example, keep written records or files pertaining to families under lock and key with only particular personnel granted access to those files.

**Termination and Appeals Process** the Subrecipient may terminate assistance to a program participant who violates program requirements. Subrecipients may resume payments to a program participant who was previously terminated. Subrecipients must develop a formal process that recognizes the rights of individuals receiving assistance to due process of law. In terminating assistance to a program participant, the Subrecipient must at a minimum consist of: (1) written notice to the program participant containing a clear statement of the reasons for termination; (2) a review of the decision, in which the participant is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and (3) prompt written notice of the final decision of the program participant.

**Program Accessibility** The recipient (County) and Subrecipient must operate each existing program or activity receiving federal financial assistance so that the program or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. Reasonable accommodations must be provided for persons with disabilities in order to enable program participants with disabilities to have equal opportunity to participate in program or activity. If an activity involves alterations to shelters, they may be subject to additional accessibility requirements in accordance with 24 CFR part 8.

**Compliance with Fair Housing and Civil Rights Laws** Subrecipient's must comply with all applicable fair housing and civil rights requirements in 24 CFR Part 5.105(a).

**Conflict of Interest With** respect to procurement activities, the Subrecipient must maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. At a minimum, these standards must:

- Require that no employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict would be involved. Such a conflict would arise when any of the following parties has a financial or other interest in the firm selected for an award:
  - an employee, officer, or agent of the Subrecipient;
  - any member of an employee's, officer's, or agent's immediate family;
  - an employee's,

agent's, or officer's partner; or ○ an organization which employs or is about to employ any of the in the preceding section

- Require that employees, agents, and officers of the Subrecipient neither solicit nor accept gratuities, favors, or anything of value from contractors, or parties to sub agreements. However, Subrecipient's may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value.
- Provide for disciplinary actions to be applied for any violations of such standards by employees, agents, or officers of the Subrecipient.

With respect to all other assisted activities, the general standard is that no employee, agent, or officer of the Subrecipient, who exercises decision-making responsibility with respect to funds and activities, is allowed to obtain a financial interest in or benefit from activities, or have a financial interest in any contract, subcontract, or agreement regarding those activities or in the proceeds of the activities. Specific provisions include that:

- This requirement applies to any person who is an employee, agent, consultant, officer, or elected or appointed official of the County, a designated public agency, or a Subrecipient, and to their immediate family members, and business partner(s).
- The requirement applies for such people during their tenure and for a period of 1 year after leaving the County or Subrecipient organization.
- Upon written request, exceptions may be granted by HUD on a case-by-case basis, after consideration of the cumulative effect of various factors and only with: (a) full disclosure of the potential conflict, and (b) a legal opinion of the County attorney that there would be no violation of state or local laws in granting the exception.

**Reallocation of Funds** if the amount of unused or returned funds is not sufficient to justify the administrative burden of reallocating those funds; the funds may be added to the next fiscal year's allocation.

**Systems Coordination** Emergency Solutions Grants recipients (County) must consult with Continuums of

Care in allocating funds for eligible activities; developing performance standards, evaluating outcomes of ESG assisted projects and developing funding policies and procedures for the administration and operation of the HMIS.

**Centralized or Coordinated Assessment** Emergency Solutions Grants recipients (County) and

Subrecipient's are to use a centralized or coordinated system to initially assess the eligibility and needs of each individual and family who seeks homeless assistance or homelessness prevention assistance. This centralized or coordinated assessment system has been developed and implemented by the Continuum of Care in accordance with minimum requirements to be established by HUD.

**Shelter and Housing Habitability Standards** The revised habitability standards incorporate lead-based paint remediation and disclosure requirements. All shelters must meet the minimum habitability standards adopted from the SHP regulations. Shelters renovated with ESG funds are also required to meet state or local government safety and sanitation standards including emergency efficient appliances and materials. If ESG funds are used to help program participants remain in or move into permanent housing, that housing must meet habitability standards. See ESG Housing Habitability Standards Inspection Checklist.



Subrecipient's who provide rental assistance with ESG funds will be required to conduct initial and any appropriate follow-up inspections of housing units into which a program participant will be moving. Units should be inspected on an annual basis and upon a change of tenancy. The minimum ESG Housing Habitability Standards Inspection Checklist must be completed.

***Coordination with Continuum of Care (CoC) Planning Efforts*** ***Subrecipient's*** must coordinate with the local CoC to ensure that ESG activities are aligned with the CoC's strategies for preventing homelessness and ending homelessness. The impact of people receiving ESG assistance will ultimately be reported by CoC's through required point-in-time counts and through other data collected by HUD.

***Consultation with Homeless Participates*** the Continuum of Care must provide for participation of not less than one (1) homeless individual or former homeless individual on the board of directors or other equivalent policymaking entity, to the extent that such entity considers and makes policies and decisions regarding any facility services, or other assistance of the recipient assisted under this part. The Secretary may grant waivers if the Continuum of Care is unable to meet the requirement under the preceding sentence if they agree to otherwise consult with homeless or formerly homeless individuals in considering and making such policies and decisions. Participation of homeless or formerly homeless persons in a policymaking or operations function can pose a challenge for ESG-funded program administrators.

### Ineligible Activities

Rehabilitation activities funded through ESG cannot increase the square footage of the structure involved and must occur within the existing structure. (Refer to Section 504 of the Rehabilitation Act of 1973, as amended, as provided in 24 CFR 8.23 (1) or (b).)

ESG funds shall not be utilized acquisition of real property; new construction; addition of square footage, property clearance or demolition; support inherently religious activities such as worship, religious instruction, or proselytization; or to rehabilitate or repair buildings such as sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

ESG funds shall not be used for recruitment or on-going training of staff, depreciation, advertisement, entertainment, conferences, or retreat, public relations, advertising, bad debts/late fees, or mortgage payments of the Subrecipient organization.

### Match Requirement

ESG Subrecipient's must match their award amount with **an equal amount** or greater amount of resources other than ESG funds. Therefore, ESG applicant organizations must demonstrate access to resources that may be used as a match **after** the date of the grant award. Matching funds used for this ESG project may not be used to match any other project or grant. Supportive Housing Program and Community Development Block Grants from the U.S. Housing and Urban Development Department may be used as match sources. Match resources must be documented and may include:

- 1) Donated Supplies:** Donated goods such as clothing, furniture, equipment, etc. Include the source and an estimated value for all donated goods.
- 2) Cash Donations or Grants:** Private donations or grants from foundations, nonprofits, or local, state, and federal sources. A single grant may serve as the required match.
- 3) Value of Donated Building:** The fair market value of a donated building in the year that it is donated. The building must be proposed for ESG-related activities and must not currently be in use for these activities. The verification should state when the building was donated and for what purpose, the current use of the building, and how long the building has been used for its current purpose. A licensed real estate salesperson, broker or licensed appraiser may be used to determine the fair market value of the property.
- 4) Rent or Lease:** Rent paid for space currently used to provide services to the homeless must *include the source of funds used to pay rent*. The fair market rent, or lease value of a building owned by or space that is donated (rent-free) to the organization is also an acceptable match resource. To document fair market value a letter from a licensed real estate salesperson, broker or licensed appraiser that specifies the location of building, square footage, value per square foot, and total lease or rent value based on 12-month occupancy.

**5) Salaries:** Any staff salary paid with general operating funds or grant funds (CDBG, United Way, etc.). The position(s) used as match must be involved in ESG related activities and the hours utilized for match must be for hours worked for ESG related activities. For each position, include the title, annual salary, percentage of time dedicated to ESG activities, source of funds and the dollar amount proposed as match.

**6) Volunteers:** Time and services contributed by volunteers, with a value not to exceed \$5 per hour. [Note: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.]

### Environmental Review

ESG projects are subject to meeting the environmental review requirements as set for under HUD 24 CFR Part 58.

### Financial Management & Documentation

#### **1. Financial Management**

The financial management system used by the applicant is to provide for an annual audit, if required, in accordance with 2 CFR 200 Sub-part F 200.507 for Local Governments and private, nonprofit organizations are subject to the audit requirements, as applicable, which states that,

“Subrecipient’s that expend \$750,000 or more in a year of Federal funds shall have a single or program specific audit for that year. Entities that expend less than \$750,000 are exempt from federal requirements for that year, but all [financial and program] records are to be available for the grant period under audit for review by appropriate officials of the federal agency and the pass-thru entity [OHCD] 2 CFR 200.503.”

The Subrecipient agrees to ensure the grant is administered in accordance with the requirements of this part and the guidelines and requirements for Local Governments outlined in 2 CFR 200.327-329 Financial

Monitoring and reporting as they relate to the acceptance and use of ESG funds, and all other applicable federal and state requirements in effect for the period for which it receives grant funding;

The Subrecipient agrees to comply with 2 CFR 200 Subpart D §302 - §303 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all cost incurred.

#### **2. Cost Principles**

The non-profit Subrecipient shall administer its program in conformance with 2 CFR, Part 200 subpart E, as applicable and agrees to adhere to the accounting principles and procedures

required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

If the Subrecipient is a governmental or quasi-governmental agency, the applicable sections of 2 CFR 200 via 2CFR 2400.101, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," and OMB Circular A-87 which has been relocated to 2 CFR, Part 225 would apply.

An organization must include its most recent complete audit report and if applicable, management letters as part of the financial documentation before contracts are executed. If an organization is not required to have a single audit performed, end-of-the-year financial statements (balance sheet, income statement, and statement of cash flow) are required.

### Contracts and Reporting

Projections of outputs and outcomes will be incorporated into contracts as performance measures. Applicant organizations must have a computer and access to the Internet. ESG monthly reporting will be electronic via the Internet. Organizations must have a computer on-site with the capability to transmit monthly financial and programmatic reports and receive electronic transmissions. Specific information on the format and due dates of required reports will be provided within contracts to Subrecipient's. Subrecipients must submit reports monthly, by the due date specified in the contract.

Subrecipient's are also required to report client-level data in a Homeless Management Information Systems (HMIS) and must have an agreement with the local HMIS Administrator for reporting. Domestic Violence providers must report in a comparable database. The Office of Housing and Community Development (OHCD) reserves the right to enter into direct agreement with the HMIS Administrators to provide OHCD with required data. OHCD may terminate the contract with a Subrecipient if any Subrecipient, including partners in a collaborative effort, is not complying with the requirements of the contract and HUD requirements related to ESG.

### ESG Housing Habitability Standards Inspection Checklist

The standards for housing unit inspections under Emergency Solutions Grant (ESG) are the housing habitability standards. These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of the ESG assistance.

The habitability standards are from the Housing Quality Standards (HQS) used for other HUD programs. HQS inspections standards do not require a certified inspector complete the inspection. As such, ESG program staff can conduct the inspections, using a form such as this one to document compliance.

#### **Element**

1. **Structure and materials:** The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and to protect the residents from hazards.
2. **Access:** The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3. **Space and security:** Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
4. **Interior air quality:** Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5. **Water Supply:** The water supply must be free from contamination.
6. **Sanitary Facilities:** Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7. **Thermal environment:** The housing must have adequate heating and/or cooling facilities in proper operating condition.
8. **Illumination and electricity:** The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
9. **Food preparation and refuse disposal:** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
10. **Sanitary condition:** The housing and any equipment must be maintained in sanitary condition.
11. **Fire safety:** Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

### **CERTIFICATION STATEMENT**

I certify that I have evaluated the property located at the address and find the following:

- ☐ Property meets all of the above standards and is approved.
- ☐ Property does not meet all of the above standards and is no approved.

Case Name: \_\_\_\_\_

# OPEN COMMENT PERIOD & NOTICE OF AVAILABILITY OF DRAFT

## PRINCE WILLIAM AREA

(Prince William County; Cities of Manassas and Manassas Park)

### CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN FEDERAL FISCAL YEAR 2026 (FY2027)

All citizens and interested parties of the Prince William Area are hereby notified that **effective February 19, 2026**, the DRAFT plan is available for public review and comments. Copies of the plan are available for public viewing at County/City government centers and the Housing website at <https://www.pwcva.gov/departments/housing-community-development/reports>. To request a copy of the DRAFT Annual Action Plan for Federal Fiscal Year 2026 (FY27), call 703-792-7531.

Informational briefings of the DRAFT plan will take place virtually and in person based on the following schedule(s):

**Wednesday, March 4, 2026, at 10:30 AM**

<https://teams.microsoft.com/meet/21112540973725?p=VmVpzhGXxThpv>

Meeting ID: 211 125 409 737 25

Passcode: z3z3BW3u

**Friday, March 20, 2026, at 2:00 PM**

<https://teams.microsoft.com/meet/26879502112493?p=MDEwOHgsUJPGgyaofZ>

Meeting ID: 268 795 021 124 93

Passcode: hj6xx7Rz

**In Person – A.J. Ferlazzo Building, 15941 Donald Curtis Drive  
Woodbridge, VA 22191 –  
Housing Conference Room Suite #135**

The DRAFT plan, documents housing and non-housing needs, outlines available resources and presents a one-year plan for using Federal Fiscal Year 2026 (FY27) funds. According to the National Affordable Housing Act of 1990, as amended, communities, which receive Federal housing funds, must submit this multi-year plan to the U.S. Department of Housing and Urban Development (HUD).

Citizens and other interested parties are urged to attend the informational meetings and/or submit written comments, by no later than **midnight, March 23, 2026**.

Non-English-speaking residents and citizens with speech, sight, or hearing impairments who wish to review the documents or comment at the public meetings should contact the Prince William County Office of Housing & Community Development five days in advance at 703-792-7531. Virginia Relay enables people who are deaf, hard of hearing, deaf/blind, or have difficulty speaking to communicate by TTY (text telephone) or another assistive telephone device with anyone who uses a standard phone. Anyone can make a Virginia Relay call by dialing 7-1-1. Each request will be considered individually according to the type of assistance required, the availability of resources, and the financial ability of the County to provide accommodation.

For more information concerning any of the above call Julie Roane at (703) 792-7531. Written comments should be directed to:

PWC Office of Housing and Community Development  
Attn: Julie Roane Administrative Coordinator  
15941 Donald Curtis Drive, Suite 112  
Woodbridge, Virginia 22191-4291 [jroane@pwcgov.org](mailto:jroane@pwcgov.org)

