



## **MINUTES**

Regular Meeting June 25, 2026  
McCoart Building – Occoquan Room

### **I. Call to Order – 8:35 a.m.**

Roll Call

#### Board Members Present

Robert Sharpe, Occoquan

Patrick Sowers, Community Service Board

Ferron Morton, Resident of Housing Choice Program

Carmen Rodriguez, At-Large

Retta Young, Neabsco

Diana Paguaga, Commission on Aging

#### County Staff Present

Joan S. Duckett, Director

Angela Bassette, Assistant Director

Julie Roane, Administrative Coordinator

Candice Stancil, Coordinated Entry

Joleana Singleton, Senior Business Services Analyst

Elijah Johnson, Deputy County Executive

Kiet Vo, Senior Housing Program Manager

Olivia Greene, Intern

#### Citizens

No citizens are present

#### Absent

Scott Connelly, Brentsville

Deja Redding, Woodbridge

Jacob Mosser, Social Services Board

Samantha Simpore, Potomac

### **II. Introductions**

Board members, staff and guests introduced themselves.

### **III. Approval of Minutes May 28, 2026**

Motion: Patrick Sowers

Second: Carmen Rodriguez

Abstained: Retta Young, Diana Paguaga

Status: Approved

### **IV. Citizens Time**

No in-person citizens at meeting.

## **V. Financial Status**

- a. Preliminary Revenue and Expenditures Overview for the Period ending May 31, 2026  
Ms. Joleana Singleton presented the financial reports for May 31, 2026, which included a summary report on revenue and expenditures. Funding sources include County, federal, state resources, with certain programs operating on the County fiscal year and others on the calendar year.

- Housing Choice Voucher (HCV) administrative and housing assistance funding was reviewed. Approximately 50 percent of voucher funding had been expended at the midpoint of the calendar year.
- Emergency Housing Voucher (EHV) funding is scheduled to discontinue at the end of December 2026. Staff reported that available funding is sufficient to support the currently assisted families through the end of the year.
- The FY2026 HCV allocation was reported at approximately 99 percent of the prior year's funding, with no inflation adjustment. Staff continue to meet regularly with HUD and is taking shortfall precautions, including temporarily not pulling additional families from the waitlist and managing higher cost subsidy situations.
- Staff reported an attrition rate of less than one percent and a lease-up rate in the low to mid 80 percent range. The HCV waiting list is a preliminary application process; applicants are fully processed and income qualified when selected from the list. The current waiting list was reported as fewer than 150 households.
- Board members discussed the broader need for homelessness prevention, coordinated entry services, senior housing, memory-care and auxiliary-bed capacity, and the importance of sustainable, ongoing funding rather than short-term funding that may leave families without assistance when a program ends.

- b. HCV Voucher Issuance Status – Lease-up Report

Ms. Joan Duckett provided an update on voucher utilization and lease up activity for the HCV and Special Voucher Programs as of May 31, 2026. Ms. Duckett reported 1,944 vouchers were paid in May 2026. Program -specific status updates included:

- VASH: 100 total; 86 active, 9 pending 5 available, Staff indicated an intent to apply for additional VASH vouchers, potentially in increments of 25, subject to HUD funding and program performance.
- Mainstream: 78 total; 66 active, 2 pending, 10 available
- NED: 136 total; 120 active, 4 pending, 12 available
- Family Unification Program (FUP): 50 total; 43 active, 4 pending 3 available, referrals are received by the Department of Social Services.
- EHV: 47 actives; 46 active, 1 pending
- Permanent Supportive Housing; 72 total vouchers, 5 leased and 7 searching

## **VI. Old Business**

### **a. SPARC Report**

Ms. Angela Bassette provided an overview and summary of funding for the Sponsoring Partnerships and Revitalizing Communities (SPARC) Program. She reported that Virginia Housing indicated that the SPARC program is expected to be offered again, with additional details and application dates still to be announced. During the prior cycle, the County applied for the maximum amount, received \$6 million initially, and received additional available funds from other jurisdictions, exceeding \$10 million in SPARC funding over the course of the year.

The Board discussed the benefit of SPARC funds reducing interest rates for eligible first-time homebuyers and the importance of the program in supporting affordability.

## **VII. New Business**

### **a. Prince William County and Community Development Housing Choice Voucher Program Public Housing Agency FY27 Annual PHA Plan**

Ms. Duckett explained that the HCV Annual PHA Plan required resubmission was rejected because of a date-related issue. The plan was republished as required. The amended and updated HCV plan was available for public review, and the applicable comment period closed with no public comments received.

Ms. Duckett noted that the amended HCV Administrative Plan was not included on the original meeting agenda and the Chair called for a motion to amend the agenda to add the item for consideration.

Motion: Carmen Rodriguez moved to amend the agenda to add the amended HCV Administrative Plan for consideration.

Second: Retta Young

Vote: Motion approved.

The Board then considered the amended HCV Administrative Plan.

Motion: Patrick Sowers moved to approve the amended HCV Administrative Plan.

Second: Carmen Rodriguez

Status: Approved

### **b. Substantial Amendment to 5-Year Con Plan and FFY26 (FY27) Annual Action Plan to use the "Uncapped Income Limits" for CDBG & HOME activities**

Ms. Duckett reviewed HUD's updated income limits and explained that the area median income increased to \$166,100. While several income thresholds increased, the capped 80 percent did not increase. Ms. Duckett explained that Prince William County is an approved jurisdiction for use of uncapped income limits in applicable programs and intends to submit a sustainable amendment to begin using uncapped income limits for CPD programs.

c. Nominating Committee Recommendation of Slate of Officers for FY27 Election of Officers (Board Approval)

The Nominating Committee recommended retaining the current executive officers for FY27: Robert Sharp, Chair; Deja Redding, Co-Chair; and Patrick Sowers, Secretary.

Motion: Diana Paguaga  
Second: Retta Young  
Status: Approved, 2026.

d. Housing Choice Voucher Income Limits (Board Approval)

Ms. Duckett presented the amended income limits for the Housing Choice Voucher Program. The Board was advised that the income limits previously approved by the Board were being amended to reflect the updated income limits.

Motion: Patrick Sowers moved to approve the amended income limits.  
Second: Carmen Rodriguez  
Status: Approved

e. Housing Choice Voucher Landlord Briefing Presentation

Housing Program Analyst Keith Vaughan provided an overview of the monthly landlord orientation presentation.

Topics included:

- Overview of the Housing Choice Voucher Program.
- Benefits of landlord participation.
- Tenant screening responsibilities.
- Housing Assistance Payment (HAP) process.
- Housing Quality Standards inspections.
- Annual recertification requirements.
- Owner responsibilities.
- Tenant responsibilities.
- Lease enforcement and eviction procedures.
- Communication between landlords and the Housing Authority.

Board members asked questions regarding:

- Evictions and voucher termination.
- Senior housing options.
- Project-based versus tenant-based vouchers.
- Landlord participation requirements.
- Housing inspections and property maintenance responsibilities.

An invitation was extended to Board members to attend an upcoming landlord briefing.

**VIII. Miscellaneous**

Staff shared the following announcements:

HUD released the FY2026 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). The Prince William Area Continuum of Care (CoC) is currently reviewing the NOFO requirements and timelines. Additional information can be found on the website, and information will be emailed to Board members following the meeting.

**IX. Member's Time**

Board members expressed appreciation for the presentations and discussed the continuing need for affordable housing resources, senior housing solutions, and supportive services throughout Prince William County.

**X. Adjournment – 10:22 a.m.**

Motion: Ferron Morton

Second: Diana Paguaga

Status: Approved

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*Next meeting of the Housing Board will be August 27, 2026  
McCoart Building – Occoquan Room  
1 County Complex Ct., Woodbridge, VA 22192*

Prepared by:  
Julie Roane, Clerk

Approved by:  
Patrick Sowers, Secretary