



MINUTES

Regular Meeting March 26, 2026
McCoart Building – Occoquan Room

I. Call to Order – 8:37 a.m.

Roll Call

Board Members Present

Robert Sharpe, Occoquan

Deja Redding, Woodbridge

Markus Crewe, Potomac

Ferron Morton, Resident of Housing Choice Program

Carmen Rodriguez, At-Large

Retta Young, Neabsco

County Staff Present

Joan S. Duckett, Director

Angela Bassette, Assistant Director

Julie Roane, Administrative Coordinator

Candice Stancil, Coordinated Entry

Citizens

Christina Nicol, Acting Executive Director of The ARC

Absent

Elijah Johnson, Deputy County Executive

Joleana Singleton, Senior Business Services Analyst

Patrick Sowers, Community Services Board

Scott Connelly, Brentsville

Jacob Mosser, Social Services Board

II. Introductions

Board members, staff and guests introduced themselves.

III. Approval of Minutes January 22, 2026

Motion: Carmen Rodriguez

Second: Ferron Morton

Status: Approved

IV. Citizens Time

No formal citizen comments were presented during this time.

V. Financial Status

- a. Preliminary Revenue and Expenditures Overview for the Period ending February 28, 2026
- Ms. Joan Duckett presented the financial reports for February 28, 2026, which included a summary report on revenue and expenditures. Ms. Duckett reported ongoing concerns regarding the Emergency Housing Voucher (EHV) Program which is scheduled to end December 30, 2026. Ms. Duckett expressed concerns regarding the potential impact on currently housed EHV families and indicated that HUD has approved OHCD to move the current EHV Voucher Participants to the HCV Waitlist as a Priority One. Our office will use up all the current EHV Funding, and wait to receive the approval from HUD to issue the EHV families with a HCV Voucher.

Ms. Duckett expanded on the list of programs in the report which included a summary of revenue and expenditures. A potential irregularity was noted in the salaries/fringe line item showing 79% spent on HCV administrative costs, early in the calendar year. Ms. Duckett stated she would follow up with finance staff.

- 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 February 28, 2026.

- 23 moves processed in February
- 23 households pending and searching
- VASH: 100 total; 83 leased, 8 pending 9 available
- Mainstream: 78 total; 68 leased, 1 pending, 9 available
- NED: 136 total; 120 leased, 4 pending, 12 available
- Family Unification Program: 50 total; 46 leased, 1 pending 3 available
- EHV: 45 actives , 1 pending
- SRAP (Project Based): 11 total; all leased
- Tenant -Based SRAP: 32 total; 24 leased, 2 searching, 6 available
- Permanent Supportive Housing Vouchers: 72 total; 4 leased, 4 searching, 65 available

VI. Old Business

- a. SPARC Report

Ms. Angela Bassette provided an overview and summary of funds for the Sponsoring Partnerships and Revitalizing Communities (SPARC) Program. Ms. Bassette reported that 104% of SPARC funds had been expended, but the program remained within allowable parameters. Ms. Bassette stated they heard rumors of Virginia Housing discontinuing SPARC; however, SPARC was still referenced in a recent Virginia Housing presentation. Ms. Bassette indicated she would continue monitoring and provide updates.

VII. New Business

- a. Karen Smith – Funeral Arrangements

Staff confirmed that funeral arrangements for Karen Smith had been distributed to members.

b. Resignation – Markus Crews

The resignation of Board Member Markus Crews (Potomac District Representative) was acknowledged. Members thanked him for his service. Mr. Crews will be continuing housing-related work in a different capacity as an employee with Virginia Housing.

c. Discussion – Board Membership & Attendance

Ms. Joan Duckett emphasized the importance of consistent attendance to ensure quorum and continued ability to conduct Housing Board business. Staff noted they would coordinate with the Clerk to the Board of County Supervisors regarding members who may no longer be able to serve.

d. Consolidated Housing and Community Development Annual Action Plan FFY26 (FY27 - Endorsement

Ms. Joan Duckett provided an update on the annual Action Plan, which is currently out for public comment. The plan will be presented to the Board of County Supervisors on April 7, 2026, for endorsement. Ms. Duckett summarized comments received, including feedback from the City of Manassas regarding:

- The 21st Century Housing Act and its potential impact on HUD programs
- Requests for more in-person meetings
- CDBG and HOME allocation calculations
- Clarification on CHDO funding recipients
- Funding allocations to Virginia Cooperative Extension

Ms. Duckett noted that the meeting opportunities already include virtual and in-person options and that notices are distributed annually.

Board members expressed no objections to moving forward

e. Prince William County Housing Choice Voucher Program FY26 Annual PHA Plan Approval

Ms. Joan Duckett reviewed the FY26 Annual PHA Plan and noted it is currently out for public comment, with the final meeting scheduled for April 13, 2026.

Ms. Duckett reviewed program highlights, including Family Self-Sufficiency participation, fair housing efforts and online housing search tools.

Motion: Carmen Rodriguez

Second: Deja Redding

Status: Approved

f. Update on Affordable Housing Fund and Affordable Dwelling Unit Division

Ms. Joan Duckett provided an update on Affordable Housing Fund implementation and the Affordable Dwelling Unit Ordinance. Ms. Duckett reported the Board of County Supervisors approved updated program directives unanimously.

Key milestones reported included:

- Two Developer meetings held in February and March (16 attendees at first meeting, 15 at second)
- Notice of Funding Availability (NOFA) planned for release on May 1, 2026
- Applications are due in July
- Awards anticipated by October
- Homebuyer orientation for Committed For-Sale Units is scheduled for April 16, 2026
- A second orientation for Committed For-Sale Units is scheduled for May due to anticipated interest
- Website development underway, including FAQs and program overviews

Staff reported strong developer interest, including interest from neighboring jurisdiction developers, to include Maryland and positive feedback regarding accessibility and transparency of County staff.

VIII. Miscellaneous

No additional miscellaneous items were presented.

IX. Member's Time

Members and staff shared updates and announcements, including:

Karen Smith's funeral will be held on Monday, March 30, 2026, with staff noting high expected attendance and that the ARC Office will be closed that day. A Celebration of Life event will be held April 24, 2026, from 3:00 p.m. – 7:00 p.m. at Sweeney Barn.

Carmen Rodriguez – Update provided regarding Phase II of a mobile home community and prior notice to vacate. Staff indicated zoning issues had been resolved allowing residents to remain, though concerns remain regarding property conditions and infrastructure.

Deja Redding – Provided an update regarding changes in a new County Supervisor for the Woodbridge District.

Candice Stancil - Staff shared an update that ground was recently broken on the East Navigation Center and planning is underway for a future West Side Navigation Center. Ms. Stancil also noted work on domestic violence policy coordination through an ad hoc group and upcoming FY27 policy/procedure updates.

Retta Young - Members discussed senior housing issues, transportation programs, and resources including Medicaid transportation (MotiveCare).

Joan Duckett – Shared information regarding Marywood Apartments in Manassas, a renovated senior housing facility with a seven-year waitlist and project-based voucher assistance.

X. Adjournment – 9:48 a.m.

Motion: Carmen Rodriguez

Second: Deja Redding

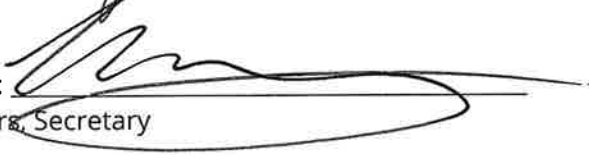
Status: Approved

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Next meeting of the Housing Board will be April 23, 2026
McCoart Building - Occoquan Room
1 County Complex Ct., Woodbridge, VA 22192

Prepared by:
Julie Roane, Clerk

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Approved by:
Patrick Sowers, Secretary

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