



MINUTES

Regular Meeting May 28, 2026
McCoart Building – Occoquan Room

I. Call to Order – 8:33 a.m.

Roll Call

Board Members Present

Robert Sharpe, Occoquan
Deja Redding, Woodbridge
Patrick Sowers, Community Service Board
Ferron Morton, Resident of Housing Choice Program
Carmen Rodriguez, At-Large
Jacob Mosser, Social Services Board

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
Ivette Monney, Senior Housing Program Manager

Citizens

No citizens are present

Absent

Elijah Johnson, Deputy County Executive
Scott Connelly, Brentsville
Retta Young, Neabsco

II. Introductions

Board members, staff and guests introduced themselves.

III. Approval of Minutes April 23, 2026

Motion: Patrick Sowers
Second: Deja Redding
Abstained: Jacob Mosser
Status: Approved

IV. Citizens Time

No in-person citizens at meeting.

V. Financial Status

a. Preliminary Revenue and Expenditures Overview for the Period ending April 30, 2026

Ms. Joleana Singleton presented the financial reports for April 30, 2026, which included a summary report on revenue and expenditures.

- The State Rental Assistance Program (SRAP) continues to enroll participants and has utilized approximately 40% of available funding.
- The Affordable Dwelling Unit (ADU) program remains fully funded through County funds.
- Housing Choice Voucher (HCV) funding remains stable, though staff continues to monitor federal funding uncertainty.
- Staff reported spending approximately 78% of the ADU budget and 83% of salary allocations for the current year.

Board members discussed differences between fiscal cycles and County fiscal year reporting.

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 April 30, 2026.

- VASH: 100 total; 84 active, 12 pending 4 available
- Mainstream: 78 total; 67 active, 1 pending, 10 available
- NED: 136 total; 124 active, 0 pending, 12 available
- Family Unification Program (FUP): 50 total; 43 active, 4 pending 3 available
- EHVS: 44 actives , 1 pending
- Permanent Supportive Housing; 72 total vouchers, 5 leased and 7 searching
- 26 families are currently moving

Staff discussed concerns regarding future federal funding levels and strategies to avoid potential shortfalls when Emergency Housing Voucher funding expires.

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 has not yet announced the next funding cycle but has not indicated the program will be discontinued. Ms. Bassett provided program statistics and explained that demand continues to exceed funding.

- In 2020, 4 households were assisted with approximately \$847,800 in funding.
- In 2024, 22 households were assisted with over \$6 million in funding.
- During Fiscal Year 2025, approximately \$19.5 million was utilized.
- Since program expansion, nearly \$29 million has been provided to assist homebuyers.
- 34 First-Time Homebuyers were assisted through related programs.
- 93 families received SPARC assistance.

VII. New Business

a. Nominating Committee Recommendations of Slate of Officer's

The Board discussed officer positions and upcoming elections.

Current Officers:

- Chair: Robert Sharpe
- Vice Chair: Deja Redding
- Secretary: Patrick Sowers

Volunteers were requested by the Nominating Committee. Patrick Sowers volunteered and he will return next month with recommendations for officer positions to be voted upon on June 25, 2026, meeting.

b. Affordable Dwelling Unit For-Sale Program Presentation

The Affordable Dwelling Unit For-Sale Program Presentation was provided to the Board by Prince William County's Ivette Monney, the Senior Housing Program Manager for the Office of Housing and Community Development. Ms. Monney presented an overview of the newly established Affordable Dwelling Unit (ADU) For-Sale Program, and information on the program structure, noting that units are created through developer proffers associated with rezoning applications and that Prince William County does not own or operate the homes. The program is designed to provide homeownership opportunities for households earning up to 120 percent of the Area Median Income (AMI), with homes offered at below-market prices. Staff reviewed examples of eligibility requirements, which may vary by development and include income limits, employment preferences, homeownership restrictions, and principal residence requirements. The presentation also outlined affordability period requirements, including owner-occupancy, resale price restrictions, refinancing limitations, and annual occupancy certifications. Once the affordability period expires, units may be sold at market value, and monitoring requirements are removed.

Ms. Monney also reviewed the homebuyer application process, which includes attending a program orientation, completing housing counseling, obtaining lender pre-qualification, submitting an application, receiving a Certificate of Eligibility, and joining the waitlist. In addition, staff demonstrated the new online portal and website resources that will support application processing, waitlist management, and future unit availability. Board members discussed strategies for preserving long-term affordability, expanding homeownership opportunities for moderate-income families, standardizing developer proffer language, and ensuring effective monitoring and compliance with program requirements.

VIII. Miscellaneous

Staff discussed:

- Website accessibility requirements under ADA standards.
- Monthly landlord outreach and education efforts for the Housing Choice Voucher
- Future presentations related to Landlord engagement and voucher acceptance

Board Members also shared updates regarding:

- Affordable housing concerns in local mobile communities

- Ongoing infrastructure and flooding issues affecting residents
- Community outreach efforts and housing advocacy initiatives

IX. Member's Time

Board members expressed appreciation for the educational information provided during meetings and the continued efforts of the Housing and Community Development staff.

Several members highlighted the value of the Affordable Dwelling Unit Program and ongoing efforts to expand housing opportunities for County residents. Members and staff shared updates and announcements, including:

X. Adjournment – 10:01 a.m.

Motion: Carmen Rodriguez

Second: Patrick Sowers

Status: Approved

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*Next meeting of the Housing Board will be June 25, 2026
McCoart Building – Occoquan Room
1 County Complex Ct., Woodbridge, VA 22192*

Prepared by: _____
Julie Roane, Clerk

Approved by: _____
Patrick Sowers, Secretary