



MINUTES

Regular Meeting September 24, 2026
McCoart Building – Occoquan Room

I. Call to Order – 8:36 a.m.

Roll Call

Board Members Present

Robert Sharpe, Occoquan

Patrick Sowers, Community Service Board

Deja Redding, Woodbridge

Retta Young, Neabsco

Diana Paguaga, Commission on Aging

Jacob Mosser, Social Services Board

Ferron Morton, Resident of Housing Choice Program

County Staff Present

Joan S. Duckett, Director

Julie Roane, Administrative Coordinator

Candice Stancil, Coordinated Entry

Citizens

No citizens are present

Absent

Scott Connelly, Brentsville

Samantha Simpure, Potomac

Carmen Rodriguez, At-Large

Elijah Johnson, Deputy County Executive

Angela Bassette, Assistant Director

II. Introductions

Board members and staff introduced themselves.

III. Approval of Minutes August 27, 2026

Motion: Patrick Sowers

Second: Deja Redding

Status: Approved

IV. Citizens Time

No in-person citizens at meeting.

V. Financial Status

a. Preliminary Revenue and Expenditures Overview for the Period ending August 31, 2026

Ms. Joleana Singleton reviewed the updated financial report, distinguished HUD-funded programs tracked on a calendar-year basis from County and certain state/federal programs tracked on the County fiscal year (July 1-June 30).

- The State Rental Assistance Program (SRAP) continues to enroll participants and has sufficient available funding; it is not affected by reductions to federal Housing Choice Voucher funding.
- HOME and Community Development Block Grant (CDBG) activities operate on a reimbursement basis through HUD's IDIS drawdown process. Reported negative balances can reflect the timing of reimbursements rather than program deficits.
- Affordable Dwelling Unit Program operations are County-funded. HOME-ARP and HOME tenant-based rental assistance are time-limited funding programs.
- Approximately 75% of the calendar-year Housing Choice Voucher rental assistance budget and 57% of related administrative funding had been expended. Voucher utilization is trending downward under current controls, although rising rents may offset future savings.
- Emergency Housing Voucher rental assistance expenditures were reported at approximately two-thirds of the program budget. Staff continue monthly discussions with HUD's shortfall prevention team and await additional funding guidance.

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 August 31, 2026. Ms. Duckett reported the Housing Choice Voucher waiting list remains closed and no new applications are being called from the waiting list while funding cost savings measures remain in place. Thirty-nine (39) participant moves within the County were in process. Staff reported 99% of the current year's federal voucher funding without inflation adjustments, compared with 100% funding and an 11% inflation factor the preceding year. OHCD is coordinating monthly with HUD to address potential shortfall and maintain assistance through the end of the calendar year 2026.

- VASH: 100 total; 86 active, 4 pending 10 available
- Mainstream: 78 total; 64 active, 3 pending, 11 available
- NED: 136 total; 120 active, 1 pending, 15 available
- Family Unification Program (FUP): 50 total; 42 active, 2 pending 6 available
- EHVS: 44 active, 3 pending
- Permanent Supportive Housing; 72 total vouchers, 9 leased and 5 searching

VI. Old Business

a. SPARC Report

Ms. Duckett reported no change in SPARC funding. OHCD has not received additional information from Virginia Housing regarding the amount or timing of the next allocation.

b. Transformation Management: Leadership Collaboration with OHCD Retreat Update
Ms. Duckett provided a recap of the September 9, 2026, staff retreat held at Bull Run Library in Manassas as part of OHCD's collaboration with the County Transformation Management Office. The retreat theme, "When Life Gives You Lemons, Make Lemonade". Emphasized ownership, communication, mindset, teamwork and respect. Activities included social bingo, a yarn web exercise illustrating interdependence across divisions, leadership-led discussions, and a video demonstrating how written messages can be misinterpreted. Staff introduced a lemon-based practice to signal protected, uninterrupted conversations. Ms. Duckett reported strong staff participation and thanked Transformation Management Office for its assistance.

c. Final CAPER for FFY2025 (FY26) and AAP for FFY27 (FY28) submitted to HUD for approval
Ms. Duckett reported that the final Consolidated Annual Performance and Evaluation Report (CAPER) for FFY2025/FY26 and the Annual Action Plan FFY26 (FY27) has completed public comment process. One public comment was received, and final report was updated and submitted to HUD for approval. FY27 grant agreements were received and signed by County Executive, with federal funds potentially becoming available at the end of October. HOME, CDBG and ESG expenditures continue to be handled through reimbursement, and grant awards were consistent with the previously announced amounts.

VII. New Business

a. Substantial Amendment submitted to HUD for all CPD Activities to use the HUD AMI uncapped Area Median Income Limits was approved by HUD

Ms. Joan Duckett announced that HUD approved OHCD's substantial amendment to use uncapped Area Median Income (AMI) limits for applicable Community Planning and Development activities. The uncapped 80% AMI calculation raises the income eligibility threshold for qualifying programs in the high-cost regional housing market and is intended to improve access to homeownership assistance as property prices rise. The Emergency Solutions Grant (ESG) program remains subject to its 30% AMI eligibility requirements.

VIII. Miscellaneous

Ms. Joan Duckett, Director of the Office of Housing, provided the Board with updates to the following miscellaneous items:

- Community outreach: Staff reported that OHCD will participate in the October 10th Hispanic Heritage Festival. Staff noted that OHCD participates in approximately 35 outreach events annually.
- Affordable Housing Fund: Five applications were received in the first Notice of Funding Availability, consisting of four (4) for profit and one (1) nonprofit submission. An interdepartmental team was scheduled to review applications and finalize scoring. Staff indicated that available funding of approximately \$21 million would not meet all requested amounts. Recommendations and approvals will follow the applicable review process, with future Housing Board updates.
- Affordable Dwelling Unit Program: Seventeen (17) prospective buyers had been approved for future for-sale committed units. Two (2) units were listed on the County website in the Bradley Crossing development. Staff discussed affordability concerns involving sales prices, income thresholds, market-rate incentives, and 30-year resale restrictions OHCD will work on updating the "example" proffer language to provide additional sales price limits, based upon lower household members and lower AMI's to

hopefully provide additional options for Developers when writing their Affordable Housing Proffers.

- Development pipeline: OHCD continues to meet regularly with developers providing guidance on the Affordable Housing Fund requirements, and other affordable housing opportunities.

IX. Member's Time

- Neabsco District: Retta Young invited Board members to the Prince William Committee of 100 community discussion. Tonight's discussion will be hosted at Arbor Terrace Senior Living at 7:00 P.M. concerning restoration of voting rights for felons. The committee hosts monthly meetings.
- Woodbridge District: Deja Redding invited Board members to a sickle cell disease awareness walk at Colgan on September 26. and announced a nonpartisan Halloween get-out-the-vote trunk or treat event in October. Ms. Redding will share the details of the GOTV event.

X. Adjournment – 9:46 a.m.

Motion: Patrick Sowers

Second: Retta Young

Status: Approved

*Next meeting of the Housing Board will be October 22, 2026
McCoart Building – Occoquan Room
1 County Complex Ct., Woodbridge, VA 22192*

Prepared by:
Julie Roane, Clerk



Approved by:
Patrick Sowers, Secretary



ROBERT SHARPE – CHAIR