



City of Manassas, Virginia
Housing Advisory Board Meeting

AGENDA

Housing Advisory Board
Manassas City Hall - Community Conference Room
9027 Center Street
Manassas, Virginia 20110
Tuesday, September 1, 2026

Call to Order

Roll Call

Approval of the Meeting Minutes

Approval of the Meeting Minutes for August 4, 2026
[Attachment 1. Draft Meeting Minutes for August 4, 2026](#)

Public Comment

The Public Comment portion of the agenda is set aside for those residents who wish to address the Board for up to three minutes each. Residents need not give prior notice to the City to speak during the Public Comment portion of the agenda.

Announcements and Reports

1. Chair Announcements
2. Council Liaison - Tom Osina and Sonia Vasquez Luna
3. Staff Updates

1. Discussion Items

1.1 Housing Advisory Board Report

(Staff: Trinity Waldron, Housing & Neighborhood Coordinator)

[Attachment 1. Draft Housing Advisory Board Report](#)

[Attachment 2. Housing Advisory Board Report Presentation](#)

Adjournment



Housing Advisory Board
Regular Meeting – Manassas City Hall, Community Conference Room
August 4, 2026 – 5:30 pm

A Regular Meeting of the Housing Advisory Board of the City of Manassas, Virginia was held in the Manassas City Hall Community Conference Room on the above date with the following present on roll call:

Chair Denise Harrover, Vice-Chair Dianne Lane, Robyn Johnson, Jack Spall, Liletta Harlem

Steve Liga arrived at 5:36p.m.

CALL TO ORDER & ROLL CALL

Chair Harrover called the meeting to order at 5:30 p.m.

APPROVAL OF THE MEETING MINUTES

Jack Spall made a motion to **APPROVE** the meeting minutes for July 7, 2026 as presented. **Robyn Johnson** seconded.
THE MOTION PASSED BY VOICE VOTE.

PUBLIC COMMENT

The public comment portion of the agenda is set aside for those residents who wish to address the Board for up to three minutes each. There was none.

ANNOUNCEMENTS & REPORTS

- Chair Announcements - There was none
- Council Liaison Updates/Announcements – Councilmember Osina commented that the Center Street Redevelopment is under review by the Architectural Review Board. Councilmember Osina commented that the Center Street Redevelopment will be heard by the ARB and Planning Commission prior to being heard by City Council.
- Staff updates – Housing Coordinator, Trinity Waldron shared that the 21st Century Road to Housing Act passed, noting it affects entitlement communities and their funding. The new programs in the bill are being implemented in a year. She shared that the LIHTC housing study funded and will be underway soon and the Virginia Housing’s Northern VA Faith in Housing listening session will take place August 24, 2026 at a to be determined location.
- Vice-Chair Lane requested staff get the NVAHA affordable housing tour for viewing by the Board.

1. DISCUSSION ITEMS

**1.1 Preparation for Joint Meeting with Planning Commission
(Staff: Trinity Waldron, Housing & Neighborhood Coordinator)**

The Board discussed the upcoming joint meeting with Planning Commission scheduled for August 5, 2026 at 5:30 p.m.

- The Board discussed affordable dwelling unit policy in anticipation of the joint meeting.
- Policies such as inclusionary zoning, bonus densities and affordable housing construction were discussed.
- Chair Harrover indicated that the Falls Church, VA ordinance was simple and easy to understand and advised the Board and staff to review.
- Vice Chair Lane suggested that the Board’s goals should be amended to encourage the development of a program office to manage the development if an affordable dwelling unit program were to be implemented.

- Ms. Harlem asked about how in lieu of fees could be utilized. This could include the development of affordable housing or programming that supports affordable housing.
- Vice Chair Lane requested that Virginia Housing should provide training concerning housing trust funds and housing finance to assist the Board in crafting a policy for the housing investment fund. Chair Harrover affirmed this and requested staff look into this training.
- Ms. Harlem asked whether its possible to craft a housing policy that is flexible and can adapt to the needs of the City and its citizens instead of focused on only affordable units and in lieu of fees. Chair Harrover provided examples of how this could work.
- Vice Chair Lane mentioned that housing configurations such as missing middle housing could allow for co-living between neighbors and have shared benefits.
- The Board discussed area median income (AMI) in the context of affordable rental levels for developments in the city.

1.2 Discuss Housing Advisory Board Report

(Staff: Trinity Waldron, Housing & Neighborhood Coordinator)

Housing Coordinator, Trinity Waldron, gave a presentation of the draft Housing Advisory Board Annual Report and timeline for adoption. Topics of discussion included:

- Chair Harrover requested the Board focus on the report prior to the September meeting and be prepared to have comments and questions for discussion.
- The Board requested that an additional goal be added for the exploring the creation of a program manager officer position or partnering with Prince William County to manage affordable housing unit purchase and sales under Year 3 Goal's objectives.
- The Board requested a scope statement concerning the LIHTC study to be included in September's attachments.

ADJOURNMENT

Chair Harrover declared the meeting adjourned at 7:18 P.M.

Denise Harrover, Chair

Trinity Waldron, Housing Coordinator



Housing Advisory Board

FY2026 ANNUAL REPORT

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Introduction

The City of Manassas Housing Advisory Board was established by City Council on June 23, 2025 pursuant to Res. No. R-2025-900. The City of Manassas Housing Advisory Board operates under Manassas Code § 2-301 and City Council policies related to advisory bodies. Pursuant to § 15.2-958.4 of the Code of Virginia and City of Manassas Zoning Code Chapter 42 Sections 10 through 12, the Board shall make recommendations to City Council for the funding of new affordable development, building rehabilitation, and housing programs. The report details the actions reviewed by the Housing Advisory Board throughout the Board's term beginning November 3, 2025 and ending on November 2, 2026. The report outlines goals, objectives and recommendations to be considered by City Council.



Board Roles & Responsibilities

The Housing Advisory Board acts as a temporary board pursuant to Res. No. R-2025-900. The Boards' role is to analyze the existing conditions of housing programs, projects, funding opportunities, and provide policy guidance and recommendations to City Council based on the existing data. The duties and responsibilities of the Housing Advisory Board include that the Board shall advise the City Council and provide recommendations regarding the following:

- The means and methods available to the City that will assist in creating new attainable homeownership and attainable rental opportunities for City residents;
- The options for the City to assist in the preservation of existing attainable housing units for future generations;
- Guidance and recommendations for incorporating attainable housing units into new residential developments in the City;

-
- Whether the adoption of new zoning ordinances or land use policies would facilitate the provision of attainable housing in the City, or whether the City needs to seek new enabling legislation from the General Assembly;
 - Identification of sources of potential funding or financing, and possible partnerships with non-profit or non-governmental organizations, that could assist in the provision of attainable housing in the City;
 - and, Other information or recommendations that will assist the City Council in meeting its attainable housing goals.

Mission Statement

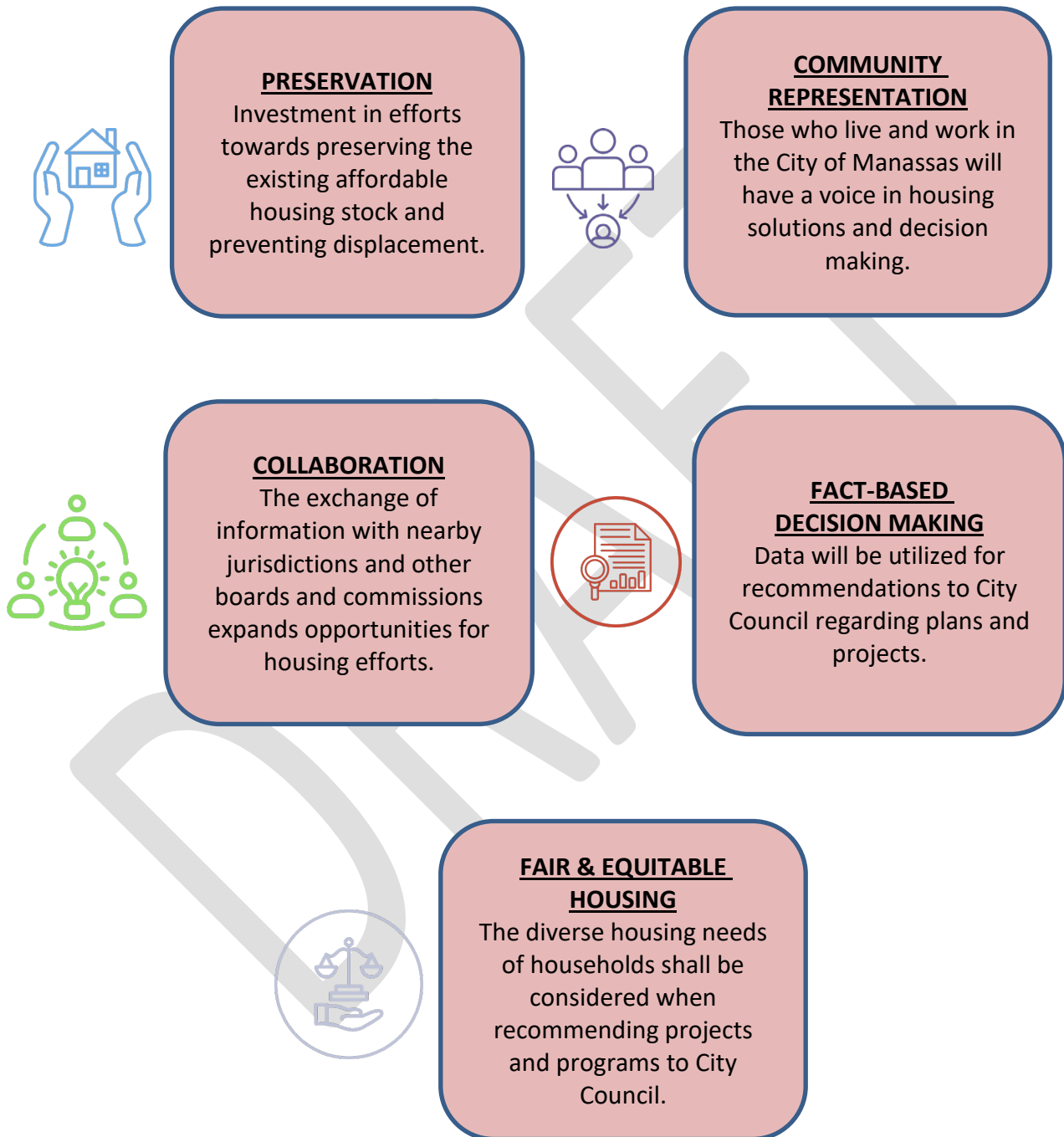
“The City of Manassas shall be a place that provides stable, safe, and attainable housing that supports the overall quality of life.”

Vision

The Housing Advisory Board develops tools, techniques, and processes to enable attainable housing to its stakeholders.



Core Values



Achievements

The Board is proud of the following achievements made during FY26:

- ❖ In November 2025, HAB participated in the City of Manassas and NextHome Agency partnered Tenancy to Dream event, on teaching renters how to become homeowners. This event was also in collaboration with Prince William County Area housing service providers.
- ❖ Attended multiple community meetings, public hearings and other Board's and Commission' Meetings.
- ❖ In May 2026, HAB participated in the annual HOA and neighborhood event hosted by the City of Manassas to provide neighborhood leadership with community resources. This event was hosted in collaboration with Prince William County and City of Manassas Departments.
- ❖ Attended Virginia Housing's "Community Impact Session," which provides information to localities on State programs and information toward housing efforts.
- ❖ Provided feedback to later adopted ordinances and resolutions by City Council for the following items:
 - ❖ City of Manassas authorization to provide grants and loans through the Housing Investment Fund; established in the FY2027 budget ([Attachment B: Housing Loan Ordinance](#))
 - ❖ City of Manassas \$6-million housing loan to Good Housing, VA LLC. This is the first low-income housing tax credit property to be developed in the City in the past 15 years and is the first project to be funded through the Housing Investment Fund.
- ❖ Held first joint session with City of Manassas Planning Commission to discuss the potential of future adoption of the Affordable Dwelling Unit Ordinance (AfDU) and the ordinance relating to affordable housing on religious organization and other nonprofit tax-exempt properties.
- ❖ Acted as a key stakeholder during the initial phase of the low-income housing tax credit (LIHTC) preservation study.

Background

In 2023, the City of Manassas completed the Community Development Block Grant (CDBG) & Housing Trust Fund Report. As a result of the data and information compiled within this report, the following recommendations were made:

1. Reconstitute the legal structure for the Housing Trust Fund (now known as the Housing Investment Fund) and appoint a new advisory board for the purpose of project and program funding recommendations to City Council.
2. Hire a housing coordinator to administer funding program activities, identify state and federal funding opportunities, and enhance coordination with Prince William County and the City of Manassas Park.
3. Adopt fee waivers for affordable housing development with City Council approval.

(The Northern Virginia Affordable Housing Alliance, Housing Trust Fund and CDBG Report, December 2023, prepared for the City of Manassas)

Due to the increase in housing needs, the City Council has made efforts to support attainable housing. In 2023, the Council signed and approved updates to the zoning text amendment, which include the definition of affordable housing and the flexibility of attainable housing options such as live/work units and cottage court developments. In 2024, the Council signed and approved changes to the ordinance, which included fee waivers for affordable housing developments. Within the same year, the Council signed a resolution for the creation of the Housing and Neighborhood Coordinator position. In 2025, the Council signed the resolution to approve the creation of the Housing Advisory Board for a one-year term. In 2026, the Council approved the budget to include the official designation of \$2-million in the Housing Investment Fund in efforts toward funding local housing initiatives. After this budget approval, the Council adopted the housing loan ordinance (#O-2026-984), which allows for the locality to use funding from the Housing Investment Fund toward attainable housing programs and projects. Simultaneously during this session, the Council approved the funding of \$6-million towards the City's first attainable housing project in 15-years. This investment included a combination of funding through land sale proceeds and capital reserves.

The City of Manassas is a part of the Prince William County Area. Prince William County's Office of Housing and Community Development (OHCD) is a participating jurisdiction ¹ and receives federal funding in support of providing programs, projects, and services to low-to-moderate income households. Through a cooperative agreement with Prince William County, City of Manassas residents are served by OHCD through their Neighborhood Rehabilitation Program and the Down Payment and Closing Cost Assistance Program. City of Manassas resident(s) may be served through both programs if their household income meets the eligibility criteria revised each year by the U.S.

¹ Virginia Code § 92.105 Designation as a participating jurisdiction.

When a jurisdiction has complied with the requirements of §§ 92.102 through 92.104 and HUD has approved the jurisdiction's consolidated plan in accordance with 24 CFR part 91, HUD will designate the jurisdiction as a participating jurisdiction.

Department of Housing and Urban Development (HUD). The chart below shows the eligible income bands of those who may be served through these programs.

PRINCE WILLIAM AREA 2026 MEDIAN INCOME TABLES Effective June 1, 2026

Extremely Low Income - Gross household income **30%** area median income (AMI), adjusted for household size per the following table:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$34,900	\$39,900	\$44,900	\$49,850	\$53,850	\$57,850	\$61,850	\$65,850

Low Income - Gross household income **50%** area median income (AMI), adjusted for household size per the following table:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$58,150	\$66,450	\$74,750	\$83,050	\$89,700	\$96,350	\$103,000	\$109,650

60% Income - Gross household income **60%** area median income (AMI), adjusted for household size per the following table (**effective 6.1.2026**):

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$69,780	\$79,740	\$89,700	\$99,660	\$107,640	\$115,620	\$123,600	\$131,580

Moderate Income - Gross household income **80%** area median income (AMI), adjusted for household size per the following table:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$74,800	\$85,450	\$96,150	\$106,800	\$115,350	\$123,900	\$132,450	\$141,000

2

² **NOTE: Manassas City** is part of the **Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area**, so all information presented here applies to all of the Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the **Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area**.

The **Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area** contains the following areas: District of Columbia, DC; Charles County, MD; Frederick County, MD; Montgomery County, MD; Prince George's County, MD; Alexandria city, VA; Arlington County, VA; Clarke County, VA; Fairfax city, VA; Fairfax County, VA; Falls Church city, VA; Fauquier County, VA; Fredericksburg city, VA; Loudoun County, VA; Manassas city, VA; Manassas Park city, VA; Prince William County, VA; Spotsylvania County, VA; Stafford County, VA.

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low-income limits may equal the very low (50%) income limits. For last year's Median Family Income and Income Limits, please see here: [FY2025 Median Family Income and Income Limits](#)

Demographics

On average, one to two households a year located within the City of Manassas are served through OHCD's programs. As a result of the increase in need for housing assistance, City leadership has begun to expand attainable housing efforts using local funds in order to serve more households.

Throughout the HAB's term, City staff and regional housing providers presented updated policy guidance, information, data, and funding opportunities to the Board. The following data and information were analyzed by the Board which supports the Board's core value of fact-based decision making.

Within the first month, the Board was presented with up-to-date data provided by City staff on the existing conditions for households within the City of Manassas. As shown in Table 1. below, 49% of renters and 20% of homeowners within the City of Manassas are cost burdened according to the census data. Cost burdened is defined as a household paying more than 30% of their monthly income on household expenses including utilities.³ For the City of Manassas, there are a significant amount of renters who are cost burdened in comparison to homeowners. This data has remained consistent since the 2019 Housing Plan. 2017 data previously showed that 57% of renters at the time were cost burdened in the City of Manassas.

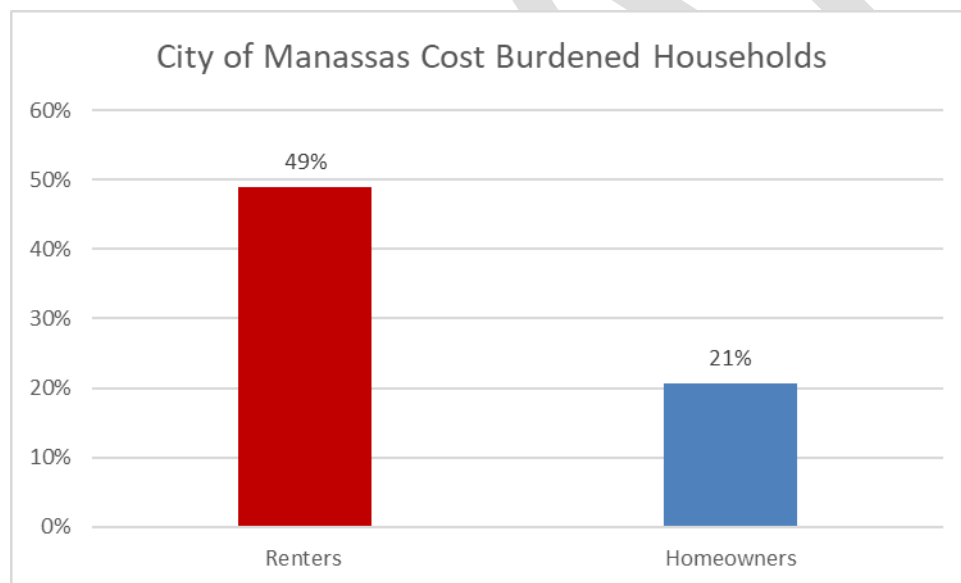


Table 1. Cost Burdened Households, Manassas ACS 5-Year Estimates (2024)

Utilizing the same method as the 2023 CDBG & Housing Trust Fund Report, updated data was analyzed for a random selection of current occupations held by City staff. This analysis determined

[for Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area](#)
Median Family Income for Washington Metropolitan Area is \$166,100

³ [CHAS Data Dictionary 18-22](#)

that based on income and occupation, who is able to afford to rent in the City of Manassas. Table 2. provides data on the fair market rent dictated by the U.S. Department of Housing and Urban Development (HUD) and compares qualifying income based on the number of bedrooms. Occupations from City staff were analyzed to determine who could afford the monthly rent for a specific unit. The analysis showed that 33% of the listed city employee occupations can afford a one-bedroom rental at fair market rent. In comparison, when looking at the rental qualifications for a two-bedroom and three-bedroom unit, only two out of the fifteen listed occupations were able to afford a rental unit without being cost burdened.

Bedrooms	Fair Market Rent	Qualifying Income		
1 Bedroom	\$1,880.00	\$ 75,200.00		
2 Bedroom	\$2,120.00	\$ 84,800.00		
3 Bedroom	\$2,650.00	\$ 106,000.00		
Occupation	Average Salary	1 Bedroom Qualified	2 Bedroom Qualified	3 Bedroom Qualified
ADMINISTRATIVE COORDINATOR - HR	\$ 69,596.80	No	No	No
ADMINISTRATIVE COORDINATOR - DSS	\$ 78,811.20	Yes	No	No
AIRPORT MAINTENANCE WORKER	\$ 46,477.60	No	No	No
ASSISTANT DIR, ECONOMIC DEVELOPMENT	\$ 118,181.14	Yes	Yes	Yes
BENEFIT PROGRAMS SPECIALIST II	\$ 73,286.72	No	No	No
DEPUTY REGISTRAR	\$ 60,195.20	No	No	No
ELECTRIC LINE TECH 1ST CLASS	\$ 120,952.00	Yes	Yes	Yes
FAMILY SERVICES SPECIALIST II	\$ 80,067.52	Yes	No	No
FIREFIGHTER BLS	\$ 70,689.22	No	No	No
FIREFIGHTER ALS	\$ 83,907.20	Yes	No	No
HUMAN SERVICE ASSISTANT	\$ 52,282.88	No	No	No
POLICE OFFICER I	\$ 68,959.49	No	No	No
PUBLIC SAFETY COMMUNICATIONS SPECIALIST I	\$ 70,335.20	No	No	No
WATER & SEWER UTILITY TECH III	\$ 70,709.60	No	No	No
WATER & SEWER UTILITY WORKER	\$ 44,928.00	No	No	No

*Fair Market Rate data was collection through the HUD Office of Policy Development & Research. All occupation salaries are current and up to date using data

Table 2. Provided by City of Manassas HR team. ACS 5-Year Estimates (2024)

As shown on the previous Prince William County area table, Area Median Income (AMI) is referred to as “the unadjusted median family income for the area as determined by the Federal Housing Finance Agency (FHFA)”.⁴ Table 3. Shown below, determines the median income by age group. Income ranges in reference to State or Federal programs are split into the following: 30% of the AMI also referred to as “extremely low income⁵,” 50% AMI also referred to as “low-income⁶,” and 80% AMI also referred to as “moderate income⁷.” Previously, Federal and State programs have served households up to the 80% AMI range. However, due to the gap in wealth and increase in housing cost, State

⁴ 12 CFR 1282.1 “Median income”

⁵ 12 CFR 1282.1 “Extremely low-income”

⁶ 12 CFR 1282.1 “Low-income”

⁷ 12 CFR 1282.1 “Moderate-income”

programs have increased this threshold to 100%, and in some areas 120% of the AMI. The data shown within the table below demonstrates that majority of those living within the City of Manassas under the age of 25 years, fall within the “extremely low-income” range. There are a high percentage of those who are 65 and over who also fall into this category. According to the data, those between 45 and 65 years of age have the highest household income within the city.

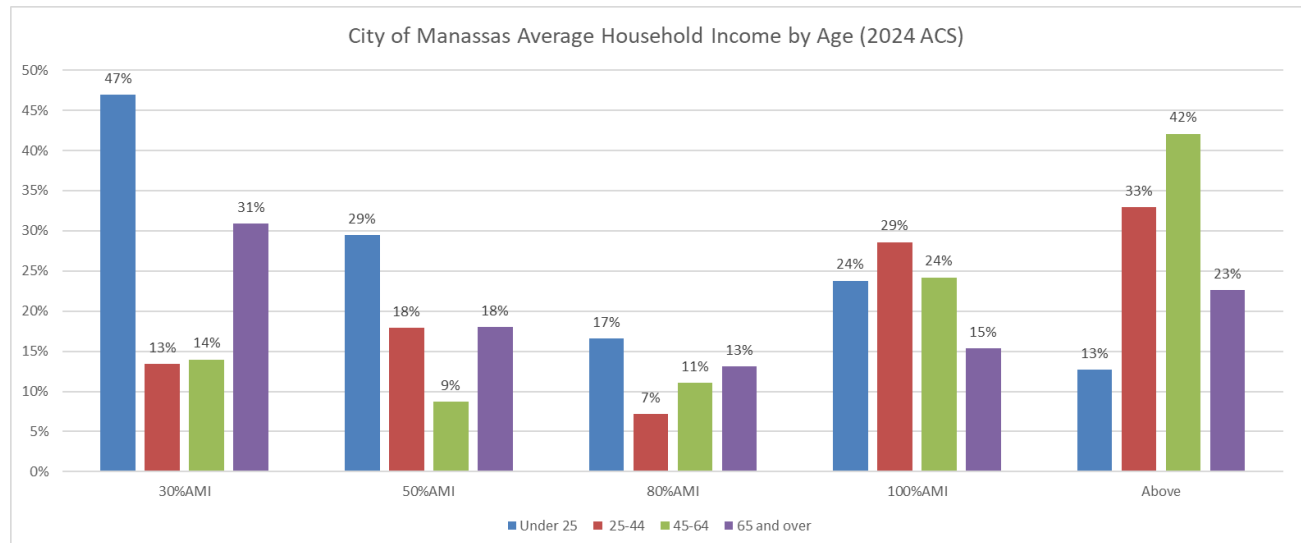
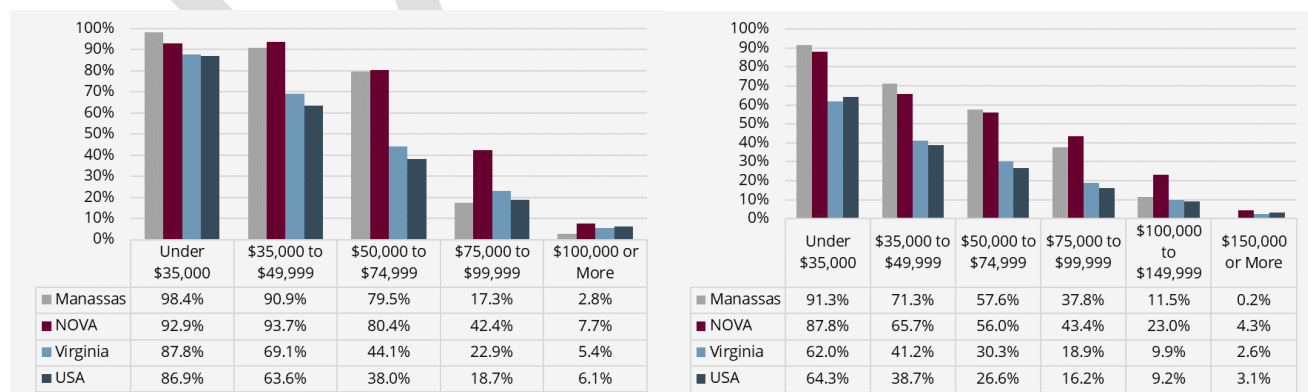


Table. 3. Household Income by Age (Census Data, 2024 ACS), City of Manassas

Data from the Northern Virginia Regional Commission further clarifies the discrepancy between renters and homeowners. Table 4. provides City of Manassas data in comparison to the northern Virginia region, the State of Virginia, and the U.S. The percentages shown on the table between renters and homeowners demonstrate and increase in households that are cost burdened within the Northern Virginia region. The unaffordability of the region for middle income up to \$150,000 is evident when compared to Virginia and the USA overall. Manassas is more affordable compared to the rest of the region, as evidenced by the significantly lower renter burdens for \$75,000+ and owner housing burdens for \$100,000+. However, when compared to the U.S. and the State of Virginia, this data determines that at all income levels the city and the regions households are more cost burdened.



Renter

Homeowner

Table 4. Households with Cost Burden by Household Income, U.S. Census Bureau, 2022 ACS

Goals

The Housing Advisory Board's focus in FY25-26 was compiling information and forming recommendations to City Council that may best serve City of Manassas' current and future residents in preserving, maintaining, and enhancing housing needs. As a result of multiple conversations on this topic, the Board formed one-, three-, and five-year goals if City Council provides recommendation to continue the Housing Advisory Board's efforts. Below demonstrates the Boards' goals and objectives and the year in which they determined the Board to achieve these goals. This Board further identifies recommendations in relation to the goals and objectives and the corresponding timeframe.

Year 1

Goal 1: Recommend a Strategy for the City's Attainable Housing Initiatives

Objectives

- 1.1 Identify local housing needs based on established data
- 1.2 Evaluate and recommend policies and ordinances
- 1.3 Establish program and project priorities for the City's Housing Investment Fund

Goal 2: Create an Operations Model for the Housing Advisory Board

Objectives

- 1.1 Establish the Housing Advisory Board as a City Council Standing Committee
- 1.2 Provide staff support in policy implementation

Goal 3: Create a User-Friendly Housing Information Distribution Model

Objectives

- 1.1 Create a housing information portal
- 1.2 Continue to improve public-private partnership and collaboration
- 1.3 Continue to host annual community outreach event

Year 3

Goal 1: Make Recommendations to City Council on a Sustainable Funding Stream for Housing Initiatives

Objectives

- 1.1 Support staff in State and/or Federal funding opportunities
- 1.2 Identify tactics and goals to achieve year 1 financing strategy

Goal 2: Implement Prioritized Housing Programs

Objectives

- 1.1 Establish application policies and procedures for funding recommendation through the Housing Investment Fund
- 1.2 Identify areas of opportunity for new Housing Investment
- 1.3 Explore establishing a Program Management Office position

Goal 3: Update the City Housing Policy in the 2050 Comprehensive Plan

Objectives

- 1.1 Support and participate in community involvement for the outreach portion of the plan update
- 1.2 Provide policy guidance for final plan

Year 5

Goal 1: Strengthen Coordination and Collaboration with Boards and Commissions

Objectives

- 1.1 Identify internal and external boards and commissions
- 1.2 Identify tools for cross collaboration and data sharing

Goal 2: Establish Regional Coordination and Collaboration

Objectives

- 1.1 Identify key partners
- 1.2 Explore site areas and collaborative funding opportunities
- 1.3 Continuous review of regional studies

Recommendations

Year 1

- 1. City Council should establish HAB as a permanent Board ([Attachment A: Permanent Board Resolution](#))
- 2. Assess and partner with Virginia Housing for relevant training
- 3. Analyze and provide feedback to the Low-Income Housing Tax Credit (LIHTC) Preservation Study which will identify area, program, and project funding priority ([Attachment C: Low-](#)

[Income Housing Tax Credit Preservation Study Scope of Work](#)

4. Provide guidance on ordinances such as;
 - a. Housing Grants or Loans
 - b. Accessory Dwelling Units (ADU's)
 - c. Affordable Dwelling Units (AFDU's)
 - d. Housing developments for religious organizations and other nonprofit tax-exempt properties
5. Yearly review and update to the Housing Resource Guide
6. Develop a strategy for the Housing Investment Fund

Year 3

1. Housing Advisory Board to act as the "Project Management Team" in the update of the 2019 Housing Plan
2. The Board acts as the responsible entity for reviewing and recommending funding to City Council through the Housing Investment Fund (HIF)
3. Notice of Funding Availability (NOFA) and application officially released and monitored by community development staff
4. Form a Housing Ordinance Committee in combination with Planning Commission members and other stakeholders
5. Create a written draft of the housing section for the 2050 Comprehensive Plan
6. Review and update recommendations to previously adopted ordinances
7. Create a strategy for complying with the Landlord Tenant Act

Year 5

1. Regional Housing Advisory Board meeting is scheduled
 - a. Establish internal board meeting cadence.
2. Assess and evaluate impacts from the 2050 Comprehensive Plan
3. Recommend staff expansion for a Housing Program Officer position
4. Housing Advisory Board to review and recommend language updated to the Prince William County and City of Manassas Cooperative Agreement

A Look Ahead

With the approval of City Council, the board members for the permanent Housing Advisory Board shall continue to be appointed to a four-year term each fiscal year. The Housing Advisory Board's new and continued efforts will include:

- Executing updates on City of Manassas Housing related documents, such as the 2019 Housing Plan and the Housing and Neighborhoods Section of the Comprehensive Plan;
- Revise and maintain the Housing and Neighborhood Services webpage;
- Launch a new GIS web-based Application for public lookup of neighborhood name, characteristic, and property type;
- Update the HAB Staff Report template; and
- Identify funding sources—including city budget funds and state & federal grants—for the purposes of developing and maintaining attainable housing programs and projects, developing a preservation plan for LIHTC units, conducting a comprehensive zoning update for the enhancement of affordable housing, pursuant to the duties assigned to the Housing Advisory Board and city code; and
- Continued development and review of applications for the Housing Investment Fund.

While several of the above projects and programs are already underway, the Board anticipates future projects to include updated public information and enhancement to the Housing and Neighborhood Services webpage as well as continued review of the Housing Investment Fund application standards, and updating policies and procedures.

Membership

* Denotes term expired or resigned.

<u>Member</u>	<u>Term Expiration</u>
Denise Harrover (Chair)	November 2, 2026
Dianne Lane (Vice-Chair)	November 2, 2026
Edward (Jack) Spall	November 2, 2026
Liletta Harlem	November 2, 2026
Lisa Ortiz*	November 2, 2026 (<i>Resigned January 31, 2026</i>)
Robyn Johnson	November 2, 2026
Steve Liga	November 2, 2026

Lisa Ortiz attended her last Housing Advisory Board meeting and ended her term in January 2026. The Board thanks Lisa Ortiz for her time served and dedication to the city.

Attendance Report

Board Members	Meetings	Present	Absent
Denise Harrover	11	11	
Dianne Lane	11	11	
Edward (Jack) Spall	11	11	
Liletta Harlem	11	10	1
Lisa Ortiz (<i>Resigned</i>)	11	1	2
Robyn Johnson	11	11	
Steve Liga	11	11	
		To be completed by final report	

Board Members Biographies

DENISE HARROVER, CHAIR

TERM EXPIRES: NOVEMBER 2, 2026

Denise Harrover was appointed to the HAB in November 2025 as a part of a one-year term on the temporary Board. Denise Harrover was elected as Chairperson in January of 2026. In 1983 retired Chief Phoenix moved his bride Marie and daughter Denise to Manassas. Denise graduated from Osbourne Park Highschool and went on to George Mason University (GMU). She settled down in the City of Manassas in 2002 with hubby Chris Harrover. She has worked at Van Metre Companies for over 25 years as a project manager and VP of planning and entitlements. Denise has volunteered and served on the board of Women Giving Back since 2007. In her spare time, she volunteered for the Economic Development Authority (EDA) for the City of Manassas and the Housing Advisory Committee. Denise has two fur babies, Jerry & Reed. Denise enjoys gardening, reading and spending time with her family and friends.

DIANNE LANE, VICE-CHAIR

TERM EXPIRES: NOVEMBER 2, 2026

Dianne Lane was appointed to the HAB in November 2025 as a part of a one-year term on the temporary Board. Dianne Lane was elected as Vice Chair in January of 2026. Ms. Lane has volunteered in the affordable housing space for over 5 years. Ms. Lane is a 28-year resident of Manassas, and she previously served on the City's Diversity, Equity, and Inclusion task force in 2021 as the Housing team lead. Active in VOICE through her membership in Bull Run Unitarian Universalists church, she participates in housing actions and education programs.

EDWARD SPALL

TERM EXPIRES: NOVEMBER 2, 2026

Edward "Jack" Spall was appointed to the HAB in November 2025 as a part of a one-year term on the temporary Board. Jack was born and raised in Manassas, VA and has lived in the city for over 27 years. Jack previously graduated from Osbourn High School after which he proceeded to obtain his Mining Engineer Degree from Virginia Polytechnic Institute and State University (Virginia Tech). Jack obtained a career as a Control Engineer for the past three-years at M.C. Dean.

LILETTA HARLEM

TERM EXPIRES: NOVEMBER 2, 2026

Liletta Harlem was appointed to the HAB in November 2025 as a part of a one-year term on the temporary Board. Liletta Harlem grew up in Georgetown South in the City of Manassas, an experience that shaped her lifelong passion for community engagement, equity, and expanding opportunities for others. Having witnessed firsthand the impact that stable housing, strong neighborhoods, and community resources can have on families, she is committed to helping ensure

that every resident has the opportunity to thrive.

Professionally, Liletta serves as a community engagement and partnership leader, author, speaker, and founder of several community-focused initiatives, including My Natural Me and the Business Crossing Network. Her work centers on connecting residents with resources, supporting caregivers, advancing economic mobility, and building collaborative partnerships across Northern Virginia. As a member of the Housing Advisory Board, Liletta brings both lived experience and a community-centered perspective. She believes that housing is more than a place to live—it is the foundation for health, education, economic opportunity, and overall quality of life. She is honored to contribute to efforts that strengthen housing access and create a more inclusive future for the City of Manassas.

ROBYN JOHNSON

TERM EXPIRES: NOVEMBER 2, 2026

Robyn M. Johnson was appointed to the HAB in November 2025 as a part of a one-year term on the temporary Board. Robyn is a longtime City of Manassas resident and retired Freddie Mac Business Management Director, bringing more than thirty-six years of professional leadership experience and a deep commitment to public service to her role on the Housing Advisory Board.

Robyn believes that strong communities are built through active participation, collaboration, and service. Her longstanding involvement in local civic and nonprofit organizations reflects her dedication to listening to residents, supporting families, and helping connect people with resources that strengthen quality of life. She is an active member of the Prince William County Alumnae Chapter of Delta Sigma Theta Sorority, Inc., a public service sorority, and volunteers as a court appointed special advocate with CASA CIS. She also serves as a board member for Dream in NOVA and as a member of the Advisory Board for the Department of Social Services.

A 2019 graduate of Leadership Prince William and a 2022 graduate of the City of Manassas Leadership Academy, Robyn understands the value of engaged residents working together to address local needs, including safe, stable, and accessible housing. Having lived in the City of Manassas since 1978, she brings both personal history and civic perspective to her work on the Housing Advisory Board. Robyn is a graduate of Osbourn High School and Radford University.

STEVE LIGA

TERM EXPIRES: NOVEMBER 2, 2026

Steve Liga was appointed to the HAB in November 2025 as a part of a one-year term on the temporary Board. Steve Liga has spent much of his career working at the intersection of nonprofit leadership,

housing, and community support. As President & CEO of Habitat for Humanity Prince William County, he has helped local families move into safe, affordable homes, supported critical home repair efforts, and worked with volunteers, public officials, funders, and community partners to make homeownership possible for families who might otherwise be priced out of the market.

Steve's housing-related work also includes consulting with organizations that serve people experiencing homelessness, housing instability, hunger, and crisis. He has helped nonprofits strengthen their operations, policies, board leadership, and planning so they can better serve residents and families in need. His approach is practical and grounded in the day-to-day realities of nonprofit work, with a clear focus on helping communities create safer, more stable housing opportunities.

Sincerely,

Denise Harrover, Chair

Dianne Lane, Vice-Chair

Liletta Harlem

Robyn Johnson

Steve Liga

Edward “Jack” Spall

Attachment A: Permanent Board Resolution

ORDINANCE #O-2026-xxx

First Reading	MONTH DATE, 2026
Second Reading	_____
Enacted	_____
Effective	_____

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002), AS AMENDED, BY AMENDING CHAPTER 42 OF SAID CODE (COMMUNITY DEVELOPMENT) BY ADDING NEW SECTIONS 42-20 RELATING TO ESTABLISHMENT AND DUTIES OF THE HOUSING ADVISORY BOARD

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this _____ day of MONTH, 2026:

1. That the Code of Ordinances of the City of Manassas, Virginia (2002) is hereby amended by adding new sections, to be numbered 42-20 which section read as follows:

CHAPTER 42. COMMUNITY DEVELOPMENT

DIVISION 2. HOUSING

Sec. 42-13 - 42-19. Reserved.

Sec. 42-20. Housing advisory board.

- (a) *Creation.* For the general purpose of this chapter, there is created by the City Council the Housing Advisory Board (HAB). The HAB shall be composed of a minimum of six regular voting members, a majority of whom shall be residents of the city. The members of the HAB shall be appointed by the City Council. Members shall have a demonstrated interest, competence, or knowledge in housing related matters.
- (b) Member appointment terms.
 - (1) Term of office: A member's term shall be four years.
 - (2) An appointment to fill a vacancy shall be only for the unexpired portion of the term vacated.
- (c) Organization. The HAB shall elect from its own membership a chairperson and vice-chairperson who shall serve annual terms and may succeed themselves. The city shall designate administrative staff to the HAB and maintain all records, minutes, and files relating to the HAB meetings.
- (d) Rules:
 - (1) The HAB shall meet in regular session at least once a month unless there is no business to be considered at a regular meeting, then the Chairperson or designee may dispense

-
- such meeting by so notifying each member and the public at least 48 hours prior to the set time for such meeting.
- (2) Special meetings of the HAB may be called in accordance with the HAB rules and procedures, as adopted and amended.
 - (3) A quorum shall be not less than a majority of sitting members.
 - (4) The HAB may make, alter, or rescind rules and forms for its procedures, all matters coming before it for review, and the implementation of the purposes of this division, consistent with the ordinances of the city and the general laws of the Commonwealth.
 - (5) All meetings shall be open to the public unless the HAB enters closed session as permitted by the Virginia Freedom of Information Act.
 - (6) The board shall conduct an annual organizational meeting to elect its officers and shall submit an annual report of the previous fiscal year's activities to the city council within 30 calendar days of its annual organizational meeting.
- (e) Powers and duties. The HAB shall have the following duties, which it may exercise in its discretion but shall exercise upon direction from city council:
- (1) Assist and advise the city council, the planning commission, other city departments and agencies, property owners and individuals in matters involving housing resources.
 - (2) Review and advise the planning commission on the Comprehensive Plan goals, objectives and strategies for affordable housing pursuant to the requirements of the Code of Virginia 15.2-2223(D).
 - (3) Review and propose the adoption of new ordinances or policies that would facilitate the provision of attainable housing in the City, or whether the City needs to seek new enabling legislation from the General Assembly.
 - (4) From time-to-time conduct, or cause to be conducted, a survey of housing resources including the need for affordable housing prior to updates to the City's Comprehensive Plan and as required by the Code of Virginia 15.2-2224.
 - (5) Upon request of the city council, planning commission, or interested citizens, conduct studies deemed necessary to consider areas of opportunity, and means of preservation for housing resources in the city.
 - (6) Develop, adopt, and from time to time modify application guidelines for the city's housing investment fund, to be considered by city council in granting or denying appropriate funds, provided that such guidelines shall be consistent with the Code of Virginia 15.2-958, and City of Manassas code ordinance chapter 42 sections 10 through 12, and with such standards, rules, regulations, and procedures as City Council may establish.
 - (7) Recommend approval, propose modifications, or denial of applications for the housing investment fund for the construction, rehabilitation, modification, demolition, or programmatic use of affordable housing developments, grants and programs.
 - (8) Cooperate with, and enlist assistance from, the Virginia Housing Authority, Prince William County, and other interested parties, both public and private, in its efforts to develop and preserve, affordable housing structures within the city.
-

2. This ordinance shall become effective upon second reading.

Michelle Davis Mayor

Manassas, Virginia

On behalf of the City Council of

ATTEST:

Eric W. Smith, II City Clerk

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Attachment B: Housing Loan Ordinance

ORDINANCE #O-2026-984

First Reading	June 8, 2026
Second Reading	<u>06-22-2026</u>
Enacted	<u>06-22-2026</u>
Effective	<u>06-22-2026</u>

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, CITY OF MANASSAS, VIRGINIA (2002), AS AMENDED, BY AMENDING CHAPTER 42 OF SAID CODE (COMMUNITY DEVELOPMENT) BY ADDING NEW SECTIONS 42-10 THROUGH 42-12, RELATING TO HOUSING GRANTS OR LOANS

BE IT ORDAINED by the Council of the City of Manassas, Virginia, meeting in regular session this 22nd day of June, 2026:

1. That the Code of Ordinances of the City of Manassas, Virginia (2002) is hereby amended by adding new sections, to be numbered 42-10 through 42-12, which sections read as follows:

CHAPTER 42. COMMUNITY DEVELOPMENT

DIVISION 1. ECONOMIC DEVELOPMENT AUTHORITY

Sec. 42-1. Economic development authority.

There is hereby created a political subdivision of the Commonwealth with such public and corporate powers as are set forth in the Industrial Development and Revenue Bond Act (Code of Virginia, § 15.2-4900 et seq.), including but not limited to all those powers set forth in Virginia Code § 15.2-4905. The name of the political subdivision created by this section shall be the Economic Development Authority of the City of Manassas, Virginia.

Sec. 40-2 – 42-9. Reserved.

DIVISION 2. HOUSING

Sec. 42-10. Purpose, and authority.

The purpose of this ordinance is to permit the City of Manassas to make grants or loans to owners of residential rental property occupied, or to be occupied, following rehabilitation or after construction if new, by persons of low and moderate income, for the purpose of rehabilitating or producing such property. Pursuant to Virginia Code sec. 15.2-958, the preservation of existing housing in safe and sanitary condition and the production of new housing for persons of low and moderate income are public purposes and uses for which public money may be spent.

Sec. 42-11. Definitions.

The following words, terms, phrases, when used in this Division, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Applicant means an owner of residential rental property that consists or will consist of at least two rental units occupied, or to be occupied, by persons of low and moderate income or an entity which seeks to improve at least one owner-occupied dwelling units, an entity that obtains a unit or parcel for the purpose of rehabilitation or development and sale to low to moderate income purposes.

Loan means funds provided to an applicant under this chapter as a loan secured by a deed of trust to ensure repayment of the loan, and to ensure compliance with other conditions of the loan set forth herein, to be used for the purposes set forth herein.

Grant means funds provided to an applicant under this chapter as a loan secured by a deed of trust to ensure compliance with the conditions of the loan set forth herein, to be used for the purposes set forth herein; provided, however, that repayment of the loan will be deferred and upon compliance with all conditions of the loan, the loan shall be forgiven. The term grant also means the disposition to an applicant of City owned real property occupied, or to be occupied by persons of low and moderate income to be used for the purposes set forth in this chapter.

Low and Moderate Income Persons means a persons or families whose combined income is 100% or less of the Annual Median Family Income as determined by the United States Department of Housing and Urban Development for the Washington-Arlington-Alexandria Metropolitan Area.

Sec. 42-12. Housing grants or loans.

- (a) The City Council may, after review by City staff and the Housing Advisory Board and consideration of their recommendations, if any, make grants or loans to owners of residential rental property occupied, or to be occupied, by persons of low and moderate income, for the production, construction or repair of residential property. Owners assisted in this manner shall provide a minimum of 20 percent of the units for low and moderate income persons for a minimum of 10 years. Such greater percentage of units or longer period of years as may be required by City Council when authorizing the grant or loan.
- (b) Pursuant to Virginia Code sec. 15.2-958.4, the City Council may, upon the request of the Applicant, waive building permit fees and other specified City fees associated with the construction, renovation, or rehabilitation of housing for low and moderate income persons, as defined in this Chapter.
- (c) Participation by the owner of residential rental property in the funding authorized by this Chapter is voluntary. No grant or loan funding shall be made under this Chapter unless first appropriated by the City Council.
- (d) The grants and loans provided under this chapter shall be administered by the City Manager or their designee in accordance with the purpose and requirements of this chapter. The City Manager may adopt rules and regulations to ensure compliance with the integrity and

- 2 -

legislative intent of this chapter, and such other rules and procedures as may be necessary, including but not limited to application process, use of funds, application review criteria, funding priority, application submission and review process, submission criteria and required documentation.

2. This ordinance shall become effective upon second reading.


Michelle Davis-Younger Mayor
On behalf of the City Council of
Manassas, Virginia

ATTEST:


Eric W. Smith, II City Clerk

MOTION: Wolfe

SECOND: Smith

RE:

ACTION:

Votes:

Ayes: Wolfe, Smith, Osina, Vasquez Luna, Hutson

Nays: NA

Absent from Vote: Ellis

Absent from Meeting: Ellis

Attachment C: Low-Income Housing Tax Credit Preservation Study Scope of Work



The Northern Virginia Affordable Housing Alliance Proposal to the City of Manassas for a Low-Income Housing Tax Credit (LIHTC) Preservation Study

July 22, 2026

The Northern Virginia Affordable Housing Alliance (NVAHA) is responding to a request from the City of Manassas to complete a preservation study and analysis of existing LIHTC units.

Scope of Work

The City issued a Scope of Services on April 29, 2026 which included the following tasks. NVAHA will coordinate a team of staff and consultant partners to complete the following work:

Task 3.a.: Local-Income Housing Preservation Study

1. Assess existing ordinance adjustments or the adoption of new ordinances that may support the preservation of existing LIHTC units. Team Lead: David Huaman
2. Provide an analysis of opportunities and challenges for utilizing state or local funding sources and potential buy-out of expiring LIHTC properties. Team Lead: Ed Delany

Task 3.b: Develop Recommendations

1. Based on task 3.a and the City's strategic plan, provide neighborhood-level recommendations for conservation, rehabilitation, and redevelopment, as well as short, medium, and long-term implementation strategies to leverage the powers of the city, existing state and federal resources,

loans, subsidies, grant funding, public/private partnerships, etc. as a means to preservation and rehabilitation of LIHTC units. Team Lead: Ed Delany

Task 3.c: Written Report

1. An assessment of neighborhood indicators and trends such as area median income served by the development and household size served. Additional trends may include, status of rental units, physical housing condition, LIHTC expiration period, and demographic data based on income. Team Lead: David Huaman
2. An identification of barriers and opportunities, such as development partners, and financing strategies for the rehabilitation and preservation of LIHTC units and consequences to the market if loss of affordable units were to occur. Team Lead: Ed Delany

An implementation framework that incorporates the Task 3.b Recommendations and provides financing, land use, and regulatory strategies to conserve and rehabilitate existing affordable housing through implementation of the right of refusal, ownership initiatives, incentives to extend affordability period, including a visualization tool between income bands on incentives. Team Lead: David Huaman

Task 3.d: Community Engagement Recommendations

1. Provide presentation and visuals and present at workshops with special interest groups, citizens and informational community meetings. Team Lead: Hanna Metuda
2. Expected event/workshop schedule: Team Lead/Presenter: Jill Norcross
 - o One stakeholder input session
 - o Virtual meetings with City Staff
 - o One community comment session to occur after initial draft is complete
 - This may include a presentation and workshop as well as visual material and an online survey.
 - o Presentation of final report to Housing Advisory Board

Final Deliverables

NVAHA will provide these final deliverables:

- Written Preservation Study with findings in Task 3.a. (1 and 2)
- Technical Memorandum with recommendations in Task 3.b.
- Written Final Report including components of Task 3.c.
- Presentation and Workshop Facilitation for up to 4 Community Meetings on findings outlined in Task 3.d. and recommendations offered in Task 3.b.

City Data

The City will provide needed data at the consultant's request, including data for existing low-income housing tax credit properties, indexed by address neighborhood, census tract/block group, ownership entity name, and expiration date of State subsidized units.

Timeline

Work will begin immediately upon execution of a contract with the City of Manassas. The engagement is expected to finish on or before January 31, 2027, after a final presentation is made to the Housing Advisory Board.

Fees

The fee for service for this engagement is \$20,000 inclusive of consultants' time, travel and expenses.

Suggested Payment Schedule

50% of the fee is due on or before September 15, 2026

The remaining 50% of the fee is due upon completion of the project (estimated to be January 31, 2027).

About NVAHA

The mission of the Northern Virginia Affordable Housing Alliance (NVAHA) is to **increase supply of and equitable access to affordable housing in Northern Virginia through education, advocacy, and community partnership.**

Our activities include:

- Advocating for public policies and adequate financial investments to develop and preserve housing that's affordable;
- Building political will to advance affordable housing through better understanding of the interplay between housing, health, equity, and economic development;
- Partnering with underserved communities to lift their participation in our civic discourse;
- Calling for the deconstruction of land use systems and policies that perpetuate inequities, and the allocation of resources to address the disparities created by these systems;
- Conducting research on housing needs and policies to promote inclusive, equitable communities in Northern Virginia.

NVAHA conducts original research and educational outreach on housing needs and policies to promote inclusive, equitable communities in Northern Virginia, in partnership with members of our Leadership Council, and other collaborating organizations in our region and statewide. NVAHA also provides fee for service consulting opportunities for local government and nonprofit partner organizations, using trusted consultant partners who supplement our staff as subject-matter experts.

NVAHA Consultant Team Bios

Jill Norcross is a strategic leader with an abiding commitment to strengthening communities and improving outcomes for residents through the development of affordable housing. She became the Executive Director of the Northern Virginia Affordable Housing Alliance in January 2023. She currently serves as an Adjunct Professor teaching Fundamentals of Affordable Housing at George Mason University's Master of Real Estate Development program in the Costello College of Business. Jill has over 25 years of experience in fostering successful partnerships with diverse stakeholders around affordable housing planning and development. Most recently, Jill served as the Community Outreach Regional Manager for Virginia Housing, the state housing finance agency. Prior to her position at Virginia Housing, Jill led a successful consulting practice focused on strategic services and technical assistance to nonprofit housing organizations, faith communities, and their partners in the areas of communication, strategic planning, asset management, project management, community engagement, and government relations. From 2005-12, Jill served as the Executive Director of the Housing Association of Nonprofit Developers (HAND). Jill received a Bachelor of Arts in Communications from James Madison University and a Master of Regional Planning in Housing, Community Development and Real Estate from the University of North Carolina at Chapel Hill. Throughout her career, she also served on numerous boards and advisory committees of nonprofit organizations. jill.norcross@nvaha.org, 703-587-4098

Hanna Metuda is the Deputy Director at NVAHA. Hanna has a strong foundation in the key concepts and skills required to make an impact in the industry. Previously, she served as an Independent Contractor at the Urban Land Institute where she showcased her ability to create new methodologies, analyze data, and present findings for the Home Attainability Index. Her time as a Housing Policy Research Fellow at Neighborhood Fundamentals honed her skills in conducting in-depth research on a variety of housing policy issues, including affordability. Hanna's commitment to making a positive impact extends beyond housing policy. As a Non-Resident Fellow at the Center for Energy Science and Policy, she was responsible for collecting and analyzing greenhouse gas emissions data for the city of Manassas, Virginia, providing valuable insights into the city's energy landscape. She holds a Bachelor of Arts in Government and International Politics from George Mason University. hanna.metuda@nvaha.org, 703-431-2849

Ed Delany Ed Delany is an affordable housing consultant with over three decades of real estate banking experience. Most recently Ed managed Capital One Community Finance's team responsible for loan and

equity investment originations in the Mid-Atlantic/Southeast, West and Central regions of the US. He has experience in FHA, Fannie Mae, Freddie Mac and life insurance company debt executions with a concentration in multifamily finance and the use of Low-Income Housing Tax Credits, Historic Tax Credits and tax-exempt bond financing vehicles. During this tenure, Ed originated or managed the closing of affordable housing developments totaling over 18,000 units. Before joining Capital One in 2010, Ed was the Mid Atlantic Regional Manager for Union Bank (now US Bank) Community Development Finance group. Prior to that he managed MBS originations for a national pension fund, and originated debt for Bank One (now JP Morgan Chase), NationsBank (now Bank of America) and Arlington Mortgage/First Virginia Bank (now Truist). Starting Summer 2026 Ed will be joining the Masters in Real Estate Development Program at the Costello College of Business at George Mason University as an Adjunct Faculty teaching Affordable Housing Finance. Ed became a member of the Board of St. Mary's Communities, Inc. in 2025. He is a former President of the Board of New Hope Housing and former member of the Boards of Housing& (previously HAND) and the Maryland Affordable Housing Coalition. He holds a BA in English Literature from the University of Dallas and has pursued post graduate studies in Real Estate Finance at the George Washington University. ekdelany08@gmail.com, 703-283-7409

David Huaman is an affordable housing and land use professional with nearly a decade of experience in urban planning and affordable housing across local government, nonprofit advisory, and applied research. Specializing in affordable housing policy, land use, and data visualization tools across the Northern Virginia and DC metro region. He currently serves as the Affordable Housing Program Manager for Fairfax County's Department of Housing and Community Development and previously at Enterprise Community Partners where he connected data-driven insights with strategic, actionable, measurable, community-informed solutions . David is the developer of the NOVA Preservation subsidized housing mapping tool, built in partnership with NVAHA, and the Fairfax County Affordable Housing Dashboard. He holds a Master of Urban and Regional Planning from Virginia Tech and a Master of Real Estate Development with honors from George Mason University, where he was named Outstanding Student of the Year. dhuaman@gmu.edu

Relevant Experience

- City of Manassas, Housing Trust Fund & CDBG Study, 2023
- City of Falls Church, Affordable Living Policy Workgroup Facilitation and Plan, 2024-25
- Prince William County, Affordable Housing Trust Fund Guidelines, 2024-25
- Arlington County, Department of Environmental Service, EPA Environmental Health Equity Grant, 2025-26

References

Available upon request

Housing Advisory Board

2025-2026 Report **DRAFT**



City Council Work Session
October 19, 2026



Introduction

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The City of Manassas Housing Advisory Board was established by City Council on June 23, 2025 pursuant to Res. No. R-2025-900. The City of Manassas Housing Advisory Board operates under Manassas Code § 2-272-300 and City Council policies related to advisory bodies also notated under Manassas Code § 94-32. Pursuant to § 15.2-958.4 of the Code of Virginia and City of Manassas Zoning Code Chapter 42 Sections 10 through 12, the Board shall make recommendations to City Council for the funding of new affordable development, building rehabilitation, and housing programs. The report details the actions reviewed by the Housing Advisory Board throughout the Board's term beginning November 3, 2025 and ending on November 2, 2026. The report outlines goals, objectives and recommendations to be considered by City.



Board Roles & Responsibilities **DRAFT**



The Housing Advisory Board provides guidance to City Council on funding opportunities made through the City of Manassas Housing Investment Fund. The Board is also tasked with updating the City of Manassas Housing Plan (and other plans as related), assist with recommendations on the adoption or amendment of housing ordinances, and establish and City of Manassas project and programs marketing plan. The duties and responsibilities of the Housing Advisory Board include that the Board shall advise the Council and provide recommendations regarding the following:

- The means and methods available to the City that will assist in creating new attainable home ownership and attainable rental opportunities for City residents;
- The options for the City to assist in the preservation of existing attainable housing units for future generations;
- Guidance and recommendations for incorporating attainable housing units into new residential developments in the City;
- Adoption or suggested amendments to zoning ordinances or land use policies would facilitate the provision of attainable housing in the City
- Identification of sources of potential funding or financing, and possible partnerships with non-profit or non-governmental organizations, that could assist in the provision of attainable housing in the City; and,
- Any other information or recommendations that will assist the City Council in meeting its attainable housing goals.



Mission & Vision

DRAFT



Mission: “The City of Manassas shall be a place that provides stable, safe, and attainable housing that supports the overall quality of life.”

Vision: “The Housing Advisory Board develops tools, techniques, and processes to enable attainable housing to its stakeholders.”



Accomplishments

DRAFT



- ★ Participated in the first hosted City of Manassas seminar on teaching renters how to become homeowners
- ★ Attended multiple City Council and Planning Commission Meetings
- ★ Participated in the annual HOA and Neighborhood Event
- ★ Attended Virginia Housing's "Community Impact Session," which provides information to localities on State programs and furthering housing efforts.
- ★ Provided feedback to later adopted ordinances or resolutions by City Council for the following items:
 - ★ City of Manassas authorization to provide grants and loans through the Housing Investment Fund (established in the FY27 budget).
 - ★ City of Manassas \$6-million housing loan to Good Housing LLC. This is the first low-income housing tax credit property to be developed in the City in 15 years and is the first project to be funded through the Housing Investment Fund.
- ★ Held first joint session with City of Manassas Planning Commission to discuss the potential of future adoption of the Affordable Dwelling Unit Ordinance (AFDU) and the ordinance relating to affordable housing on religious organization and other nonprofit tax-exempt properties.
- ★ Acted as a key stakeholder during the initial phase of the low-income housing tax credit (LIHTC) preservation study.

Core Values

DRAFT



Preservation



Investment in efforts towards preserving the existing affordable housing stock and preventing displacement.

Collaboration



The exchange of information with nearby jurisdictions and other boards and commissions expands opportunities for housing efforts.

Fair & Equitable Housing



The diverse housing needs of households shall be considered when recommending projects and programs to City Council.

Community Representation



Those who live and work in the City of Manassas will have a voice in housing solutions and decision making.

Fact-Based Decision Making



Data will be utilized for recommendations to City Council regarding plans and projects.

City Council Efforts

DRAFT



- 2023: Approved updates to the zoning text amendment, which include the definition of affordable housing and the flexibility of attainable housing options.
- 2024: Approved changes to the ordinance, which included fee waivers for affordable housing developments. Within the same year, the Council signed a resolution for the creation of the Housing and Neighborhood Coordinator position.
- 2025: Signed the resolution to approve the creation of the Housing Advisory Board for a one-year term.
- 2026: Approved the budget to include the official designation of \$2-million in the Housing Investment Fund in efforts toward funding local housing initiatives.
- Adopted the housing loan ordinance, which allows for the locality to use funding from the Housing Investment Fund toward attainable housing programs and projects.
- Approved \$6-million towards the City's first attainable housing project in 15-years.



PRINCE WILLIAM AREA 2026 MEDIAN INCOME TABLES

Effective June 1, 2026

Extremely Low Income - Gross household income **30%** area median income (AMI), adjusted for household size per the following table:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$34,900	\$39,900	\$44,900	\$49,850	\$53,850	\$57,850	\$61,850	\$65,850

Low Income - Gross household income **50%** area median income (AMI), adjusted for household size per the following table:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$58,150	\$66,450	\$74,750	\$83,050	\$89,700	\$96,350	\$103,000	\$109,650

60% Income - Gross household income **60%** area median income (AMI), adjusted for household size per the following table (**effective 6.1.2026**):

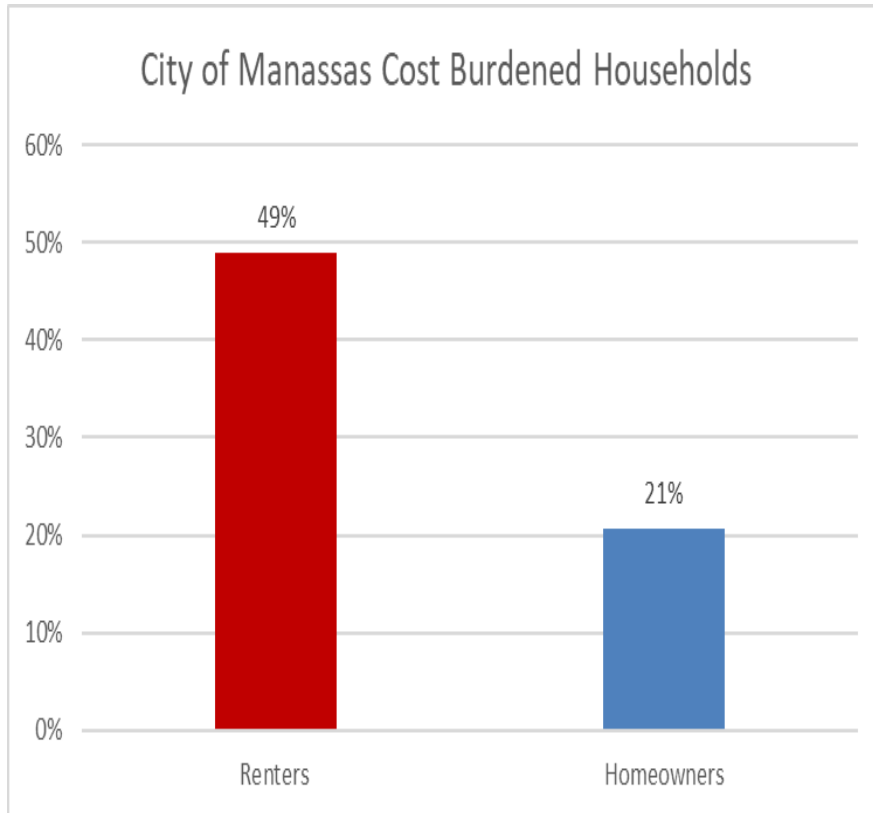
1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$69,780	\$79,740	\$89,700	\$99,660	\$107,640	\$115,620	\$123,600	\$131,580

Moderate Income - Gross household income **80%** area median income (AMI), adjusted for household size per the following table:

1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
\$74,800	\$85,450	\$96,150	\$106,800	\$115,350	\$123,900	\$132,450	\$141,000

Existing Conditions

DRAFT



- 49% of renter households are paying more than 30% of their household incomes on household expenses
- 20% of homeowners are paying more than 30% of their household incomes on household expenses.

Table 1. Cost Burdened Households, Manassas ACS 5-Year Estimates (2024)

Existing Conditions Cont.

DRAFT



Bedrooms	Fair Market Rent	Qualifying Income		
1 Bedroom	\$1,880	\$ 75,200.00		
2 Bedroom	\$2,120	\$ 84,800.00		
3 Bedroom	\$2,650	\$ 106,000.00		
Occupation	Average Salary	1 Bedroom Qualified	2 Bedroom Qualified	3 Bedroom Qualified
ADMINISTRATIVE COORDINATOR - HR	\$ 69,596.80	No	No	No
ADMINISTRATIVE COORDINATOR - DSS	\$ 78,811.20	Yes	No	No
AIRPORT MAINTENANCE WORKER	\$ 46,477.60	No	No	No
ASSISTANT DIR, ECONOMIC DEVELOPMENT	\$ 118,181.14	Yes	Yes	Yes
BENEFIT PROGRAMS SPECIALIST II	\$ 73,286.72	No	No	No
DEPUTY REGISTRAR	\$ 60,195.20	No	No	No
ELECTRIC LINE TECH 1ST CLASS	\$ 120,952.00	Yes	Yes	Yes
FAMILY SERVICES SPECIALIST II	\$ 80,067.52	Yes	No	No
FIREFIGHTER BLS	\$ 70,689.22	No	No	No
FIREFIGHTER ALS	\$ 83,907.20	Yes	No	No
HUMAN SERVICE ASSISTANT	\$ 52,282.88	No	No	No
POLICE OFFICER I	\$ 68,959.49	No	No	No
PUBLIC SAFETY COMMUNICATIONS SPECIALIST I	\$ 70,335.20	No	No	No
WATER & SEWER UTILITY TECH III	\$ 70,709.60	No	No	No
WATER & SEWER UTILITY WORKER	\$ 44,928.00	No	No	No

*Fair Market Rate data was collection through the [HUD Office of Policy Development & Research](#). All occupation salaries are current and up to date using data provide by City of Manassas HR team.

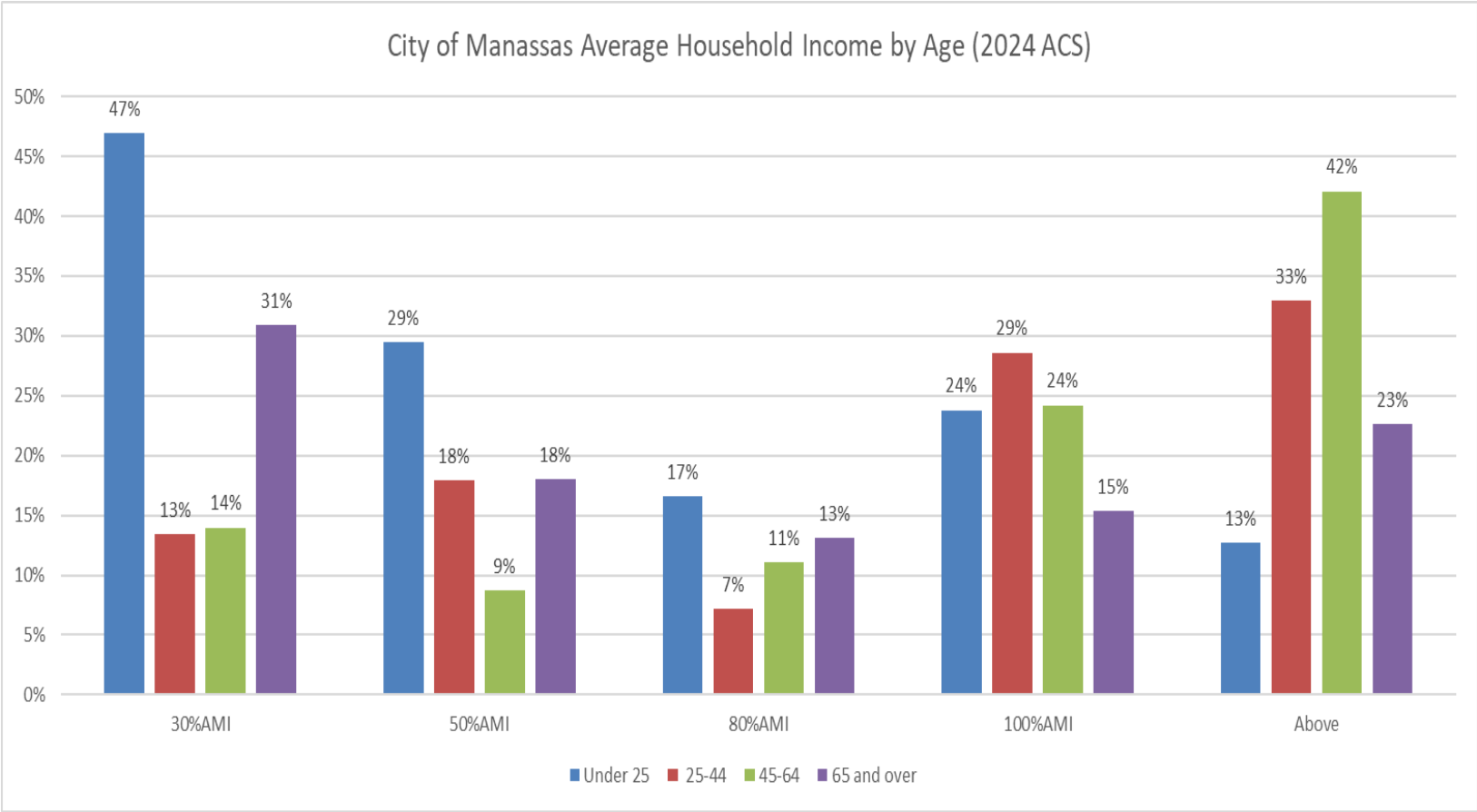


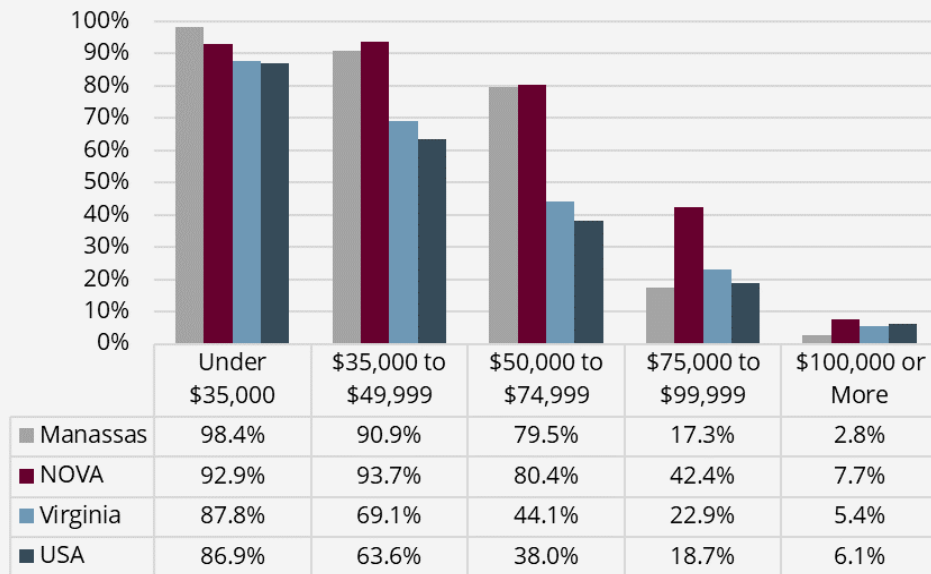
Table. 3. Household Income by Age (Census Data, 2024 ACS), City of Manassas

Existing Conditions Cont.

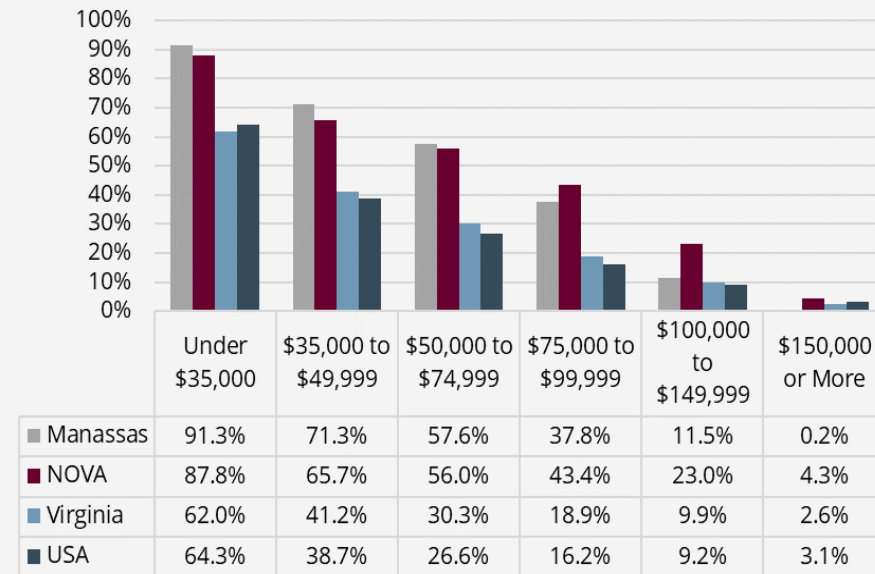
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Cost Burdened Household Comparisons Based on Income (Northern Virginia Regional Commission, 2025)



Renter



Homeowner

Table 4. Households with Cost Burden by Household Income, U.S. Census Bureau, 2022 ACS

Year 1: Goals & Objectives

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Goal 1: Recommend a Strategy for the City's Attainable Housing Initiatives	Goal 2: Create an Operations Model for the Housing Advisory Board	Goal 3: Create a User-Friendly Housing Information Distribution Model
Objectives		
1.1 Identify local housing needs based on established data	2.1 Establish the Housing Advisory Board as a City Council Standing Committee	3.1 Create a housing information portal
1.2 Evaluate and recommend policies and ordinances	2.2 Provide staff support in policy implementation	3.2 Continue to improve public-private partnership and collaboration
1.3 Establish program and project priorities for the City's Housing Investment Fund		3.3 Continue to host annual community outreach event

Year 1: Recommendations

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- 1.1 City Council should establish HAB as a permanent Board
- 1.2 Assess and partner with Virginia Housing for relevant training
- 1.3 Analyze and provide feedback to the Low-Income Housing Tax Credit (LIHTC) Preservation Study which will identify area, program, and project funding priority
- 1.4 Provide guidance on ordinances such as;
 - Housing Grants or Loans
 - Accessory Dwelling Units (ADU's)
 - Affordable Dwelling Units (AFDU's)
 - Housing developments for religious organizations and other nonprofit tax-exempt properties
- 1.5 Yearly review and update to the Housing Resource Guide
- 1.6 Develop a strategy for the Housing Investment Fund

Year 3: Goals & Objectives

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Goal 1: Make Recommendations to City Council on a Sustainable Funding Stream for Housing Initiatives	Goal 2: Implement Prioritized Housing Programs	Goal 3: Update the City Housing Policy in the 2050 Comprehensive Plan
Objectives		
1.1 Support staff in State and/or Federal funding opportunities	2.1 Establish application policies and procedures for funding recommendation through the Housing Investment Fund	3.1 Support and participate in community involvement for the outreach portion of the plan update
1.2 Identify tactics and goals to achieve year 1 financing strategy	2.2 Identify areas of opportunity for new Housing Investment	3.2 Provide policy guidance for final plan
	2.3 Explore establishing a Program Management Office position	

Year 3: Recommendations

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3.1 Housing Advisory Board to act as the “Project Management Team” in the update of the 2019 Housing Plan

3.2 The Board acts as the responsible entity for reviewing and recommending funding to City Council through the Housing Investment Fund (HIF)

3.3 Notice of Funding Availability (NOFA) and application officially released and monitored by community development staff

3.4 Form a Housing Ordinance Committee in combination with Planning Commission members and other stakeholders

3.5 Create a written draft of the housing section for 2050 Comprehensive Plan

3.6 Review and update recommendations to previously adopted ordinances

3.7 Develop a strategy for complying with the Landlord Tenant Act

Year 5: Goals & Objectives

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Goal 1: Strengthen Coordination and Collaboration with Boards and Commissions	Goal 2: Establish Regional Coordination and Collaboration
Objectives	
1.1 Identify internal and external boards and commissions	2.1 Identify key partners
1.2 Identify tools for cross collaboration and data sharing	2.2 Explore site areas and collaborative funding opportunities
	2.3 Continuous review of regional studies

Year 5: Recommendations

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- 5.1 Regional Housing Advisory Board meeting is scheduled
 - a. Establish internal board meeting cadence
- 5.2 Assess and evaluate impacts from the 2050 Comprehensive Plan
- 5.3 Recommend staff expansion for a Housing Program Officer position
- 5.4 Housing Advisory Board to review and recommend language updated to the Prince William County and City of Manassas Cooperative Agreement

Thank You!

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Housing Advisory Board

2025-2026 Report **DRAFT**



City Council Work Session
October 19, 2026

