City of Manassas, Virginia

Housing Advisory Board Meeting

AGENDA

Housing Advisory Board
Manassas City Hall - Community Conference Room
9027 Center Street
Manassas, VA 20110
Tuesday, January 6, 2026

1. Call to Order & Pledge of Allegiance - 5:30 p.m.

2. Roll Call

3. Approval of the Meeting Minutes

3.1 Approval of the Meeting Minutes for December 2, 2025
Draft Minutes for December 2, 2025

4. 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.

5. New Business

5.1 Prince William County Department of Housing & Community Development (Guest Speakers: Joan Duckett, Director, Housing & Community Development; Angela Bassette, Assistant Director, Housing & Community Development; Ivette Monney, Senior Housing Program Manager)
Attachment 1. PWC OHCD Affordable Housing Program

5.2 City of Manassas Employee Housing Assistance Program (Staff: Doug Keen, Chief of Police)
Attachment 1. City of Manassas Employee Housing Assistance Program Grant

Housing Advisory Board

Overview
Attachment 2. Homesteading Project Memorandum
Attachment 3. City of Manassas Employee Housing Assistance Program Application

6. **Elections**

7. **Other Business**

7.1 **Discussion**
(Staff: Trinity Waldron, Housing & Neighborhood Coordinator)
Attachment 1. Presentation
Attachment 2. Staff Report Briefing on CoMP ADU-WDU Program
Attachment 3. Draft Housing & Neighborhood Resource Guide ENG

7.2 **2026 HAB Meeting Calendar**
(Staff: Trinity Waldron, Housing & Neighborhood Coordinator)
Attachment 1. 2026 HAB Meeting Calendar

8. **Adjournment**

Housing Advisory Board
Regular Meeting – Manassas City Hall – Community Conference Room
December 2, 2025 – 5:30 pm

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

Denise Harrover, Dianne Lane, Jack Spall, Lisa Ortiz, Robyn Johnson, Steve Liga

Liletta Harlem arrived at 5:40 p.m.

1. **CALL TO ORDER & ROLL CALL**
Housing Coordinator Trinity Waldron called the meeting to order at 5:32 p.m.

2. **APPROVAL OF THE MEETING MINUTES**
Denise Harrover made a motion to approve the meeting minutes for November 3, 2025 as presented.

Motion:	Harrover
Second:	Spall
Vote:	PASSED UNANIMOUSLY 7/0
Ayes:	Harrover, Spall, Johnson, Lane, Liga, Ortiz (Liletta Harlem was absent during the vote)
Nays:	None

3. **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.

Planning Commissioner, Eric Brescia, provided public comment introducing himself to the Board.

4. **NEW BUSINESS**

4.1 Northern Virginia Regional Commission's Demographic Study
(Guest Speaker: Jill Kaneff, NVRC, Sr. Regional Demographer/GIS Analyst)

City Housing & Neighborhood Coordinator, Trinity Waldron, introduced

Jill Kaneff presented on demographic shifts and housing data in the City of Manassas and the Northern Virginia region.

Discussion

Denise Harrover asked about how housing growth has kept up with population growth (when considering population growth has slowed) and if that was taken into consideration. Ms. Kaneff indicated that this was taken into account and the constraints on land supply puts pressure on housing supply.

Denise Harrover asked about whether permit numbers were taken into account and if there has been a correlation between the number of new housing permits and population growth. Ms. Kaneff indicated that COG tracks this data and that permitting has been slowing down.

Jack Spall asked about the impact of data center development on housing starts. Ms. Kaneff indicated there was not.

Diane Lane asked about the impact of public transportation on the development of housing in the studies. Ms. Kaneff indicated there was not and would defer to the individual jurisdictions. Ms. Kaneff indicated that the Commission is prohibited from focusing on transportation issues.

4.2 Good Housing Affordable Housing Presentation
(Guest Speaker: Kim Hart, Lead Developer & Colin Stiles, Managing Member)

City Housing & Neighborhood Coordinator, Trinity Waldron, introduced Kim Hart, Lead Developer of Good Housing & Colin Stiles, Managing Member of Good Housing.

Kim Hart and Colin Stiles presented on affordable housing development, financing, the development process and potential affordable development at the Landings at Cannon Branch.

Discussion

Steve Liga asked to clarify what priority is for affordable housing. Ms. Hart indicated that they can prioritize certain groups, but cannot hold a unit for a specific group.

Dianne Lane requested clarification on green building. Ms. Hart indicated that there are four certification agencies that certify green buildings and the USGBC (LEED) is not the only agency.

Denise Harrover asked about what the turnover percentage is in their developments. Ms. Hart indicated it depends on whether the project is all elderly or a family project. Elderly projects rarely turnover except for natural progression. Family projects turnover at a higher rate due to life changes in families, around the 15% rate. This is usually due to job change or migration. Turnover can help more families by allowing more rental opportunities per unit.

Liletta Harlem asked about the impact of overcrowding on negative behavior in the community, fueled by increasing housing costs. Ms. Hart indicated that overcrowding is not allowed in Good Housing's developments and tenancy is carefully monitored. Income has to be qualified to get a unit, but if income increases while in the unit, tenants are not asked to leave. Tenants with increasing income typically leave for greater opportunities.

Liletta Harlem asked about tenants whose income has not increased, but costs have and their impact on their community. Mr. Stiles responded that Good Housing provide support services, such as a resident services coordinator that can provide support and resources to residents who are struggling with income, food, financial literacy, or medical needs.

Dianne Lane asked about what the amenities are at the Landing project. Ms. Hart indicated there will be 1000 sq. ft. community room with free Wi-Fi, patio and kitchenette. The development will have an exercise room, a package concierge to receive packages, tot lot, and a business center. Ms. Lane asked about the quality of the interior finishes. Mr. Stiles indicated the finishes are the same as those in a market rate unit.

Steve Liga asked about how much does rent increase per year. Ms. Hart indicated the rent increases at the rate of the consumer price index and are audited by Virginia Housing and tax auditors to ensure affordability and quality are maintained. Mr. Liga asked why the number of bedrooms (1 or 2 bedrooms) is not higher to support families. Ms. Hart indicated that the project is focused on younger workers.

Lisa Ortiz asked about whether there is an internal percentage for City residents to be on the priority list. Ms. Hart indicated you can't set a specific number due to fair housing laws. Patrick Small indicated that the project would be marketed to City employees and essential workers.

4.3 Update on City of Manassas Code of Ordinances
(Staff: Trinity Waldron, Housing & Neighborhood Coordinator and Christian Samples, AICP, Planning Manager)

Dianne Lane asked what PMD zone means. Christian Samples Responded that this is a Planning Mixed-Use Development zoning district.

Denise Harrover asked if there are standards put in place for community space for PMD's. Christian Samples explained that there are no designated inclusions and that this more so depends on the lot size.

Denise Harrover made a comment praising the City of Manassas Planning Department – explaining their customer service and speed to turnover developments.

Steve Liga asked if any of the cottage courts have been developed or duplexes within the City. Christian Samples explained that this has not happened yet, but there has been interest.

Denise Harrover asked if fee waivers for developers were extending to water and sewer. Christian Samples concluded that he would have to get with the department director and get back to her with a response.

Dianne Lane asked if ADUs would be conclusive with tiny homes seen online Christian Samples explained the difference and similarities between the two.

Dianne Lane asked if a PMD could outlaw tiny homes or HOA's. Christian Samples that the PMD zoning district does not limit tiny homes, as a tiny home is defined by the building code. However, an HOA can limit structures within their jurisdiction.

Steve Liga asked if a full conversation basement applies and what the difference in the building code that allows this already? Christian Samples answered the difference being the basement conversion being included as an independent living space as the difference.

Denise Harrover asked since there is an overcrowding issue already, how does the ADU ordinance enforce this. Christian Samples explained how this becomes a safer housing stock due to the building code requirements.

Jack Spall asked the correlation between ownership eligibility and the discussion among the owner and renter containing the same last name. Christian Samples explained to the Board the initial motivation for the ordinance which are in-laws and young adults unable to afford their own place in the current market.

Lisa Ortiz asked about what the lot size standard typically looks like. Christian Samples explained the square footage of the unit itself, the parking requirement and the acreage it sits on.

Steve Liga confirmed that as long as an ADU can conform to setback requirements then it would be allowed. Christian Samples concurred.

Jack Spall asked what authority the City has over an HOA if any-noting a discussion that ADU's may be difficult to build within an HOA. Denise Harrover responded detailing the HOA structure and information.

Steve Liga asked how many lots in the city are not controlled by an HOA. Although not fully known, Trinity Waldron provided how many HOA currently reside in the city.

Denise Harrover asked about rent control for an ADU. Christian Samples did not have a answer to this question, but that this has been brought up in the past. Trinity Waldron explained other areas where rent increase controls are put into place.

Steve asked what the relationship may have to be between the renter and homeowner and if that was limited. Christian Samples concurred the initial intention behind ADU's previously stated.

Open Discussion

Vice Mayor Wolfe informed the Board that the Good Housing proposal would be at the 12/8/2025 Council hearing.

5. ADJOURNMENT

Steve Liga moved to adjourn the meeting. Robyn Johnson seconded. The motion passed unanimously.

Trinity Waldron declared the meeting adjourned at **7:28 pm.**

Trinity Waldron, Housing & Neighborhood Coordinator

Christen Miller, Board & Commissions Clerk

PRINCE WILLIAM COUNTY

Office of Housing and Community Development (OHCD)

Affordability & Assistance Programs

January 6, 2026

Office of Housing & Community Development History

- Community Planning & Development History & Assistance Programs
  - Neighborhood Housing Rehabilitation Program (NHRP)
  - First-Time Homebuyer Program (FTHB)
  - Emergency Solutions Grant (ESG)
- Affordable Housing Programs
  - Committed Affordable Housing Units
  - Affordable Dwelling Units
  - Affordable Housing Fund
- Affordable Housing Application Processes
  - For-Rent
  - For-Sale
- Affordable Housing Fund
  - Project Types
  - Eligible Uses
  - Scoring
  - Anticipated Schedule

Office of Housing & Community Development History

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD) WAS CREATED ON 7-1-92 AND GIVEN LEAD RESPONSIBILITY FOR AREA HOUSING PLANNING AND PROGRAMS, PER BOCS RESOLUTION 92-683

DUE TO CENSUS OF MORE THAN 200,000 PWC BECAME URBAN ENTITLEMENT AND ELIGIBLE FOR FEDERAL COMMUNITY PLANNING AND DEVELOPMENT FUNDS (CDBG, HOME & ESG) 7-1-92

FY94 ENTERED INTO A COOPERATIVE AGREEMENT WITH CITIES OF MANASSAS AND MANASSAS PARK TO FORM PRINCE WILLIAM AREA

NO COUNTY GENERAL FUNDS USED FOR OPERATION OF OHCD PROGRAMS, ONLY FEDERAL & STATE FUNDS. GENERAL COUNTY FUNDS ARE PROVIDED TO OFFSET SALARY INCREASES NOT COVERED BY FEDERAL ADMINISTRATIVE FUNDS

Cooperative Agreements Cities of Manassas & Manassas Park

For the cities to be eligible for CPD federal funds their populations must each be at least 50,000, therefore the City of Manassas and Manassas Park entered into a Cooperative Agreement with PWC

Cities cannot make application for grants under State non-entitlement CDBG/HOME funding

Provision of DRAFT Five-Year Consolidated and Annual Action Plan(s) for comment(s) for activities and projects

PWC has final responsibility for selecting activities and all HUD and Local annual filing requirements

Agreements are revised when new language from HUD is necessary to keep Agreement in effect until either party requests to terminate. Agreements issued every 3 years

Income Limits for Community Planning & Development Programs

Gross household income 80% area median income (AMI), adjusted for household size per the following table effective 6.1.2025

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

- Prince William County is part of the Washington-Arlington-Alexandria, DC-VA-MD HUD Metro FMR Area.

- Median family income for Washington Metropolitan Area is **$163,900** effective June 1, 2025.

Five Year Consolidated Plan Application Process to HUD

- 1992 Development of Comprehensive Housing Affordability Strategy (CHAS). Citizens are involved in process to address the needs of Low- Moderate Income (LMI) persons and determine the focus of federal funds

- CHAS was replaced 1995 by the Consolidated Housing and Community Development Plan which is required to be resubmitted every five years to HUD and like the CHAS involves citizen input

- The Plan satisfies statuary requirements of:
  - Community Development Block Grant (CDBG)
  - HOME Investment Partnerships (HOME)
  - Emergency Solutions Grant (ESG)

PRINCE WILLIAM COUNTY

Neighborhood Housing Rehabilitation Program

PWC, Manassas City & Manassas Park

Largest Funded CDBG Activity

Neighborhood Rehabilitation
CDBG Funded

- Available to low-moderate owner-occupied properties in Prince William Area (County, cities of Manassas, Manassas Park) '
- Must be other program eligibility requirements
- Assistance provided to:
  - Correct health and safety issues as well as preventive maintenance
    - ✓ 30-year deferred loan – no interest, no payment until property sold, no longer primary residence or refinance for cash out; repayment principal only
  - Energy conservation (roof; exterior doors; windows; HVAC unit(s); hot water heater; insulation; toilets & appliances
    - ✓ Grant

Neighborhood Rehabilitation Liens

- 589 loans provided of over $19 million (Through FY25)
- $5,292,000 million (188) active loans
- Average rehab loan more than $95,128
- FY26 NHRP Budget $2,048,596
- City of Manassas FY26 NHRP Budget $154,675

City of Manassas NHRP Project(s)

City of Manassas

FY18 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 8,055	$ 8,055.00	306 persons
Manassas City Home Repair Program	$ 134,890	$ 626,076.72	4 household (incl. West St)
Total	$142,945.00	$634,131.72	
FY19 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 8,055	$ 8,055.00	493 persons
Manassas City Home Repair Program	$ 154,869	$ 204,246.83	2 household
Total	$ 162,924	$ 212,301.83	
FY20 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 8,055	$ 8,055.00	339 persons
Manassas City Home Repair Program	$ 160,459	$ 92,675.00	2 household
Total	$ 168,514	$ 100,730.00	
FY21 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 8,055	$ 8,055.00	554 persons
Manassas City Home Repair Program	$ 163,679	$ 104,241.00	1 household
	$ 171,734	$ 112,296.00	
FY22 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 8,055	$ 8,055.00	574 persons
Manassas City Home Repair Program	$ 163,521	$ 244,580.00	2 household
	$ 171,576	$ 252,636.00	
FY23 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 8,055	$ 8,055.00	342 persons
Manassas City Home Repair Program	$ 155,740		
	$ 163,795	$ 8,055.00	
FY24 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 9,555	$ 9,555.00	479 persons
Northern Virignia Family Service	$ 50,000		
Manassas City Home Repair Program	$ 135,259		
	$ 194,814	$ 9,555.00	
FY25 CDBG City of Manassas			
Virginia Cooperative Extension Comprehensive Housing Counseling	$ 9,555	$ 9,555.00	Beneficiaries to be provided
Manassas City Home Repair Program	$ 147,928	$ 252,900.00	2 households
	$ 157,483	$ 262,455.00	
Grand Total	$ 674,748	$1,592,159.55	
Average Rehab Project Cost*		$ 92,783.31	

*(excluding $571,543.10 for Falke Project) and $41,672.46 2nd lien payoff

Prince William County

First-Time Homebuyer Program (FTHB)

Home Investment Partnerships (HOME) Funded

First-Time Homebuyer Program
HOME Funded

- Available to first-time homebuyers who live or work in Prince William Area; (County, cities of Manassas City and Manassas Park)

- Can not have purchased, owned or had interest in real property in last 3 years (HUD definition)

- Sufficient income & good credit to qualify for 1st trust mortgage from Virginia Housing (VH) formally VHDA approved lender

First-Time Homebuyer Program
HOME Funded

- Complete financial counseling and homeownership educational seminars provided by Prince William County Cooperative Extension Office financed by OHCD ($70,135; $9,555 City of Manassas & $60,580 County)
- Applicant must contribute at least a minimum of 1% of the approved Sales Price of personal funds towards the acquisition and additionally have at least one months Principal Interest Taxes and Insurance (PITI) payment amount in reserves
- For households with incomes between 61%-80% AMI provides up to 23% of the approved sales price with 20% obligated towards down payment and the remaining obligated towards customary closing cost
- For households with incomes 60% or less AMI provides up to 33% of the approved sales price with 30% obligated towards down-payment and the remaining obligated towards customary closing cost

First-Time Homebuyer Program
HOME Funded

- Assistance provided in form of interest free, deferred lien with shared market appreciation
- No interest or monthly payments for assistance provided
- If borrower maintains property as personal residence, does not refinance for cash-out, or change ownership for 30 years, lien is forgiven

First-Time Homebuyer Program
HOME and STATE Funds

- 715 First-Time Homebuyer liens provided of over $22 Million (Through FY25)
- 164 liens remain active $4,358,727
- FY26 FTHB Budget $556.106
- City of Manassas FY 26 Budget FTHB $48,529
- SPARC Funds first-come first served

City of Manassas FTHB Program
HOME and STATE Funds

City of Manassas

HOME Investment Partnerships Program (HOME)			
FY18 HOME Funds			
City of Manassas - Homeownership Assistance	$ 39,688.00	$ 165,165.00	2 households
FY19 HOME Funds			
City of Manassas - Homeownership Assistance	$ 58,083.00	$ -	
FY20 HOME Funds			
City of Manassas - Homeownership Assistance	$ 68,122.00		
FY21 HOME Funds			
City of Manassas - Homeownership Assistance	$ 66,101.00	$ 48,200.00	1 household
FY22 HOME Funds			
City of Manassas - Homeownership Assistance	$ 53,779.00	$ 100,817.00	1 household
FY23 HOME Funds			
City of Manassas - Homeownership Assistance	$ 69,144.00		
FY24 HOME Funds		$ 92,000.00	1 household
City of Manassas - Homeownership Assistance	$ 57,394.00		
FY25 HOME Funds			
City of Manassas - Homeownership Assistance	$ 45,848.00		
Total	$ 423,037.00	$ 403,982.00	
FY25 Virginia Housing SPARC Funds (City of Manassas)	$ 1,163,510.00	$ 1,163,510.00	4 households
FY25 Virginia Housing SPARC Funds (City of Manassas Park)	$ 836,736.00	$ 836,736.00	2 households

Prince William County

Emergency Solutions Grant (ESG)

Emergency Solutions Grant (ESG)

- The purpose of the Emergency Solutions Grants (ESG) program is to assist individuals and families quickly regain stability in permanent housing after experiencing a housing crisis or homelessness
- Funding provided to local shelters for shelter operations, HMIS Support and rapid rehousing
- Budget FY26 ESG $224,909
  - Admin 7.5% $16,868
  - Shelter Operation 60% (NVFS, ACTs, DSS & OHCD DB Transitional Housing) $134,945
  - HMIS Support $42,901
  - Rapid Re-Housing (NVFS & ACTs) $ 30,195

Prince William County

Affordable Housing Programs and Affordable Housing Fund

Area Median Income & Income Limits

Prince William Area Income Limits 2025 Effective June 1, 2025					
Household Size	AMI				
	50%	60%	80%	100%	120%
1	$ 57,400	$ 68,880	$ 91,800	$ 114,750	$ 137,700
2	$ 65,600	$ 78,720	$ 104,900	$ 131,100	$ 157,300
3	$ 73,800	$ 88,560	$ 118,000	$ 147,500	$ 177,000
4	**$ 81,950**	**$ 98,340**	**$ 131,100**	**$ 163,900**	**$ 196,700**
5	$ 88,550	$ 106,260	$ 141,600	$ 177,000	$ 212,400
6	$ 95,100	$ 114,120	$ 152,100	$ 190,100	$ 228,100
7	$ 101,650	$ 121,980	$ 162,600	$ 203,250	$ 243,900
8	$ 108,200	$ 129,840	$ 173,100	$ 216,350	$ 259,600

Guidelines for Rezonings

PRINCE WILLIAM COUNTY

Rezonings could choose either Comp Plan guidelines or AfDU Ordinance as basis to voluntarily proffer affordable units

2040 Comprehensive Plan

Affordable Housing Supplement

- Recommends **bonus density 2x the percentage of affordable/workforce** units
  - (Ex. 10% of units offered = 20% bonus density)
- Provides **more bonus density for 80% AMI to 120% AMI** *(above 10% of units)* compared to AfDU Ordinance
- **No guidance for 50% to <80%** AMI

Guidelines for Rezonings

Rezonings could choose either Comp Plan guidelines or AfDU Ordinance as basis to voluntarily proffer affordable units

AfDU Ordinance

- *For **50% AMI**:* 5% to 35+% of units offered = 20% to 95% maximum bonus density
- *For **80% AMI**:* 10% to 35+% of units offered = 20% to 57.5% maximum bonus density
- **More bonus density for 50% AMI** compared to Comp Plan
- Does **not apply above 80%** AMI

AfDU Ordinance

PRINCE WILLIAM COUNTY

What

- Incentivize the production of affordable dwelling units
- Help expand supply of affordable housing

Who

- Households at 50% & 80% Area Median Income

How

- Voluntary bonus density in exchange for affordable units
- Creation of Housing Fund to provide gap financing to support production of affordable housing

AfDU Rental Application Process

PRINCE WILLIAM COUNTY

Prospective Tenant

1. Check Out List of Participating Apartment Complexes on OHCD's Website
2. Inquire About Vacancies With Property Management
3. Submit Rental Application and Income Documentation to Property Management
4. Submit AfDU Program Application OHCD's website
5. Participate in Drawings of Available AfDUs

OHCD

1. Receive Application from Property Management
2. Review Income Documentation
3. Render Decision
4. Monitor Compliance with Restrictive Covenants

AfDU For-Sale Application Process

PRINCE WILLIAM COUNTY

Prospective Buyer	OHCD
1 Complete First-Time Homebuyers Class & One-on-One Housing Counseling (Optional)	1 Review Certificate of Eligibility Application
2 Obtain Lender's Loan Pre-Approval https://www.virginiahousing.com/partners/lenders	2 If Approve Issue Certificate of Eligibility
3 Submit AfDU Program Application OHCD's website	3 Post Listings of Available AfDUs New and Resales
4 Obtain Certificate of Eligibility from OHCD	4 Conduct Drawings / Review Top Winner Applications
5 Participate in Drawings of Available AfDUs	5 Refer Applicant to Builder/Seller Coordinate Settlement
6 Become an AfDU Homeowner	6 Monitor Compliance with Restrictive Covenants

Affordable Housing Fund (AHF) Project Types

Types of Projects

- Multi-family affordable rental housing units in the County developed pursuant to federal and state programs such as the Virginia Low Income Housing Tax Credit (LIHTC)
- Acquisition of naturally occurring below-market affordable housing to preserve existing affordable housing units
- Acquisition of affordable rental housing in danger of being converted to market rate
- Construction of affordable units, which refers to new housing structures
- Real estate acquisition is directly linked to construction, or rehabilitation of rental and/or homeownership affordable units
- Rehabilitation/renovation of affordable units

Future Consideration for Project(s)

- Through a certified Land Trust, implement a land banking strategy designed to build a sustainable fund over the next 5-10 years.
- Shared equity program/third party purchase of foreclosed housing and low-cost housing units
- Consideration of rent buydown/rental assistance program

Affordable Housing Fund Uses of Funding

Eligible Uses Construction, rehabilitation and preservation of housing in the County and related costs for affordable rental and owner-occupied housing.

Noneligible Uses

- Operating expenses
- Social services
- Project reserves, except if required by Virginia housing or HUD
- Hard or soft cost contingencies
- Developers' fees
- Builder's profit
- Syndication related costs
- Construction Management fees
- Development/financing consultant fees or fees for other non-development related services, including funding guarantee or reserve accounts required by lenders or investors
- Units for rent or sale at market rate
- Financing fees

6

Affordable Housing Fund Competitive Scoring Criteria

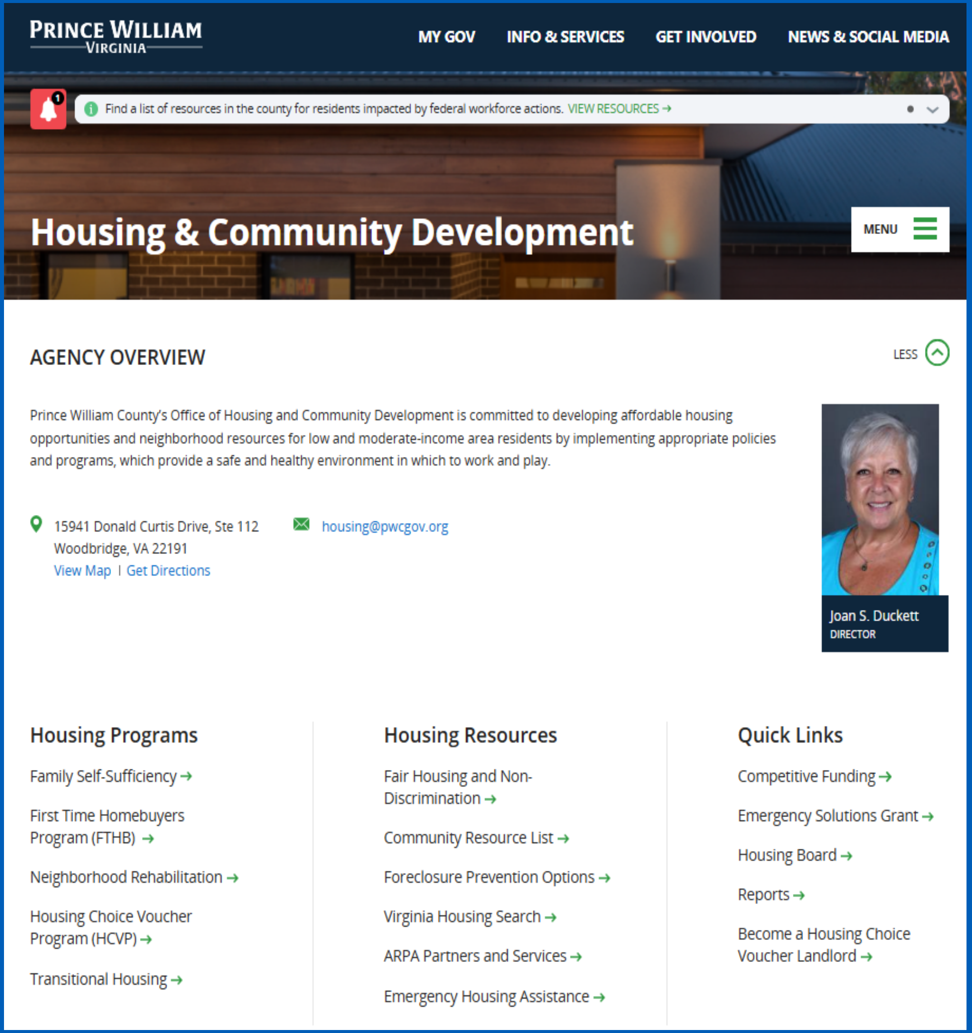
Category	Maximum Points/Percentage(s)
Housing Needs	65 Points (31%)
Project Characteristics	50 Points (24%)
Project Readiness	28 Points (13%)
Experience	32 Points (15%)
Budget & Leverage	35 Points (17%)
Total	**210 Maximum Points (100%)**

Affordable Housing Fund Competitive Application Process for CY2026

Date	Event
January 2026	AHF Introduction Meeting
March 2026	AHF Pre-Application Meeting
May 1, 2026	NOFA Release
August 1, 2026, 5:00 pm EST	Application Submission Deadline
October 2026	Housing Board Meeting
December 2026	BOCS Meeting – Funding Decision

Affordable Housing Programs

FAQ Sheets



QUESTIONS

ANSWERS

Manassas
HISTORIC HEART. MODERN BEAT.

Overview of the City of Manassas Employee Housing Assistance Program

Why was the grant created?

Having police officers live in or around the City of Manassas is a good thing – it provides many benefits to the community including:

- faster response time
- a strong deterrent to crime
- deeper relationships and commitment between the officers and neighborhood residents
- an open line to communicate between the community and the PD
- the promotion of a safe environment and a neighborhood of concerned residents
- increased community involvement and participation in crime prevention initiatives
- reduced wear-and-tear on take-home marked police vehicles
- stabilized or improved property values

As we all know, there is a high cost of living in the City of Manassas, especially with regard to the cost of housing. That places a greater burden on public servants such as police officers. The Housing Assistance Package aims to help level the playing field.

How does the grant work?

This is a pilot program, with an initial appropriation from the Manassas City Council of $75,000.00. It is anticipated that the City will provide up to three (3) City Employee Housing Assistance Grants, in amounts up to $25,000.00 each. These initial Grants will be made to eligible full time sworn uniformed officers in the City of Manassas Police Department.

The Grant must be used for the payment of down payment and closing costs for the purchase of an eligible single-family home located in the City of Manassas. The purchase of a home outside of the City of Manassas will not be eligible for the Grant. Here's how the process works:

1. MCPD officer completes the City Employee Housing Assistance Grant application to be approved for a grant an applicant must have been evaluated as "meeting expectations" in their most recent department performance evaluation, and have favorable recommendations from their Lieutenant, Captain and the Chief of Police.

2. Applications are reviewed by representatives of the City Manager's Office, the Department of Human Resources and the Police Department to determine if the

applicant is eligible for the Grant. Each applicant will be informed in writing if he or she has been approved for a Grant. If there are more than three (3) eligible applicants that meet all program criteria, Grants will be awarded in the order that the respective applications are received.

3. Officers approved for the Grant will have six (6) months to find a home to purchase in the City of Manassas, and to sign a real estate contract for the purchase of that home. Grant recipients are responsible for informing their real estate agent, banker, mortgage company or lender that the City will be providing the Grant amount for down payment and closing costs.

4. As required by Virginia Code §15.2-958.2, City Employee Housing Assistance grants are subject to the Virginia Housing Development Authority ("Virginia Housing") regional sales price and household income limitations. Those limitations for homebuyers in the City of Manassas are as follows:

    Maximum Gross Household Income: $145,000 for 2 or fewer borrowers; $170,000 for 3 or more borrowers. The term "borrower" means each person who is purchasing the home, and is a borrower under the primary mortgage for the purchase.

    Maximum Sales Price: $665,000.00. **AS DEFINED on 08/22**

   VHDA's "Origination Guide" will be used to answer questions related to maximum gross household income and maximum sales price.

5. The following limitations are also applicable to the City Employee Housing Assistance grant program:

    Eligible homes include single family detached dwellings; townhomes; and condominiums.

    All borrowers must occupy the home as their primary residence within sixty (60) days of closing.

    Homes must not be a recreational or second home, investment or rental property, or used primarily in a trade or business.

    The portion of the City Employee Housing Assistance Grant used for a down payment and the amount of the primary mortgage(s) on the property shall not exceed 100% of the appraised value of the property.

6. The approved City Employee Housing Assistance grant will be provided to the settlement agent at the time of closing. The City employee and any other borrower who will occupy the property will be required to execute a Promissory Note payable to the City of Manassas and a Deed of Trust in the amount of the grant. The Deed of Trust may be subordinate to the primary mortgage(s) on the property. The Note and Deed of Trust will obligate the borrowers to repay the grant if the City employee sells or otherwise transfers the house, or leaves the

employment of the City of Manassas, prior to the expiration of ten (10) years from the date of the closing; provided, however, that one-fifth (1/5) of the $25,000.00 grant shall be forgiven for each two (2) years that the City employee owns and lives in the house and continues employment with the City of Manassas.

Example:

Amount of the $25,000 grant due if the officer continues to live in the house and remains employed by the City of Manassas for two (2) years: $20,000.00

Amount of the $25,000 grant due if the officer continues to live in the house and remains employed by the City of Manassas for four (4) years: $15,000.00

Amount of the $25,000 grant due if the officer continues to live in the house and remains employed by the City of Manassas for six (6) years: $10,000.00

Amount of the $25,000 grant due if the officer continues to live in the house and remains employed by the City of Manassas for eight (8) years: $5,000.00

Amount of the $25,000 grant due if the officer continues to live in the house and remains employed by the City of Manassas for ten (10) years: $0.00

City of Manassas
Police Department
Office of the Chief of Police
Memorandum

TO: Pat Pate, City Manager
Matthew Arcieri, Director, Planning and Community Development

FROM: D. W. Keen, Chief of Police/Assistant City Manager

DATE: October 27, 2021

SUBJECT: Homesteading Project

Project Background

A review of concerns related to staffing, both hiring and retaining qualified officers, identified affordable housing in Northern Virginia as a component that the City of Manassas should research further to make us more competitive and attractive. This led to the connection of housing within President Obama's 6 Pillars of 21st Century Policing as outlined below, and focus areas of the city of the Manassas Equity and Inclusion Task Force. Within the 21st Century Policing, the Pillars that have connection to housing/residency are:

Pillar 1: Building Trust and Legitimacy: Building trust and legitimacy between the police and the community is a two-way street and is the foundation between citizen and police relations. Law Enforcement should proactively promote and implement programs which enhance positive community interactions. There is no better way to promote trust than through law enforcement (and all public safety) living and working within their community. This allows for deep rooted relationships to be built.

Pillar 4: Community Policing and Crime Reduction: Community Policing is a guiding philosophy and has been a philosophy in the Manassas City Police Department for more than 20 years. It emphasizes working with residents to co-produce public safety. Law Enforcement Agencies should develop and adopt policies, strategies and programs that reinforce the importance of community engagement on a daily basis. Using law enforcement to engage in daily community programs, such as youth sports, school programs and community events, to build relationships and provide guidance can greatly impact youth crime. Additionally, officers who are imbedded in the community because it IS their community results in more engaged and caring policing because it "matters more."

Pillar 6: Officer Wellness and Safety: The wellness and safety of law enforcement officers is critical not only for the officers, their colleagues, and their agencies, but also for the public. The mental and physical well-being of law enforcement has become a top priority for the Department of Justice. Use of Force (OUF) and mental health studies have linked excessive Use of Force (UOF), poor decision making and low cognitive health scoring, directly to sleep deprivation. Agencies should not only consider the length of shifts, but the quantity of shifts worked within a timeframe and include prep or commuting time as a consideration. This is a more holistic approach to the overall well-being of the officers.

Blending the 21st Century Policing Principles with the Manassas City Equity and Inclusion Task Force areas of concentration, shows that there is an obvious link between the two. Residency location and affordability links to the following:

Employment: recruiting and retaining the highest quality staff is critical to the success of the City of Manassas, specifically the Police Department. Maintaining competitive pay and benefits, and implementing programs to attract and retain staff must be a priority. Additionally, employing staff who are residents of the City fulfills the mission of both - employing local staff and implementing programs to retain staff.

Housing: Affordable housing in Northern Virginia is a regional concern, not just a City issue. Implementing programs that assist employees with home ownership, specifically those positions with low recruitment and retention percentages such as teachers and public safety; will assist with recruitment and retention.

Criminal Justice: As detailed above in the 21st Century Policing section, the Return on Investment (ROI) with law enforcement officers living within the community far outweighs the minimal investment the City of Manassas would contribute. Studies indicate that these programs will increase community policing, recruitment and retention and improve the overall well-being of officers.

The primary objective of this program is identifying staff interest and potential solutions to creating an innovative affordable housing program for the law enforcement workforce as an enhanced compensation incentive.

To determine if there was a staff interest in the program, several surveys were conducted over the past 3 months. At the conclusion of the survey, 68% of the identified staff participated. The survey consisted of twelve (12) questions. The questions ranged from length of time employed with the City of Manassas, current commute time and interest in a proposed affordable housing pilot program.

Currently, 36% of the respondents have less than five-years with the Police Department. The next highest group was ten to twenty years that comprised of 33%. When asked about current living situation, 37% stated they currently rent. In regards to current residence status, 6% of the respondents live within the City of Manassas and 35% live beyond Fauquier County. When asked about commute time, 49% of the respondents averaged an hour or longer. When surveying the level of interest in locating their primary residence in the City of Manassas, 58% of respondents said it depends on the housing assistance offer to offset the affordability cost (rent or mortgage cost).

In assessing the 37% of the respondents who reported their living status as renters, they were asked if a rental housing stipend was offered, would this increase their level of interest in living in the city. 70% of respondents said they would consider renting or purchasing within the City of Manassas if a stipend was offered. The positive outcome of the survey is that a majority of staff were open to the idea of a monetary housing allowance (mortgage loan or rental assistance) to consider moving to the City of Manassas.

Homeownership and Affordability

Homeownership is the root of community growth and provides both stability and economic growth. In a 2019, a report created by Community Development staff in reference to a City Council housing work session, highlighted the challenges of homeownership. The report addressed the limited available housing supply and rental units within the City combined with a surge in housing demand which has created a significant affordability issue. According the report, the median sales price for single family homes had significantly risen, and according to the 2019 U. S. Census American Community Survey, the City's median home purchase price was $324,600. The National Association of Realtors, reported the median home price for the fourth quarter of 2020 was $339,073. Since this report, it is believed that with limited housing inventory, single-family detached homes are likely much higher priced.

According to the 2019 Comprehensive Housing Plan report prepared by Mullin & Lonergan Associates, the City of Manassas median gross rent costs have increased by about 5% percent between 2010 and 2017. In 2017, median gross rent was $1,439. Almost 45% of all apartments in the city rent for between $1,000 and $1,500, while an additional 30% cost between $1,500 and $2,000.

Affordable Housing Programs for the Law Enforcement Workforce

In researching and evaluating the concerns of affordable housing, and comparing those challenges with recruiting, hiring and retention, it can be suggested that by providing a housing assistance program for the law enforcement workforce, it could be considered an innovative part of an enhanced compensation incentive. Additionally, the return of investment (ROI) could make the law enforcement workforce more appealing from a both a financial and employee benefit perspective, which provides growth and stability. This would contribute to a successful recruiting and retention mechanism. Therefore, the proposed project questions are - is there a need for affordable housing, how do we accomplish this innovative and enhanced compensation incentive project, and what type of affordable housing assistance program should be considered?

In evaluating current law enforcement workforce housing programs, the results were wide-ranging from available federal, state and regional programs. In addition, the research led to the discovery of several non-profit organizations that specialized in housing assistance. These non-profit programs provide some variation of housing assistance that included reduced interest rates, discounted costs, or fees, or financial and homeownership education. There were also non-profit organizations identified that specifically assisted public safety and public educators.

When researching City of Manassas housing program options which contribute specifically to law enforcement, the Manassas Housing Trust Fund, Inc. was a program identified. The housing trust fund was established by the City Council in 1992 as a non-profit corporation. Its responsibility was to assist moderate to low-income Manassas families with homeownership through education and financial assistance by leveraging City's funds. According to the 2019 staff report, the Trust Fund, at the request of the City in 2009 added an employee-based program aimed at encouraging both City and School Board employees to live in the City. The program provided 10% of the sale price up to $25,000 as a second trust financing, forgiven after 30 years.

In evaluating regional affordable housing programs to emulate, the Loudoun County Public Employee Homeownership Grant Program is a potential model. The program offers a grant of a secured loan to employees of the Loudoun County Government, Courts and Constitutional Officers, and Loudoun County Public Schools. The loans are forgivable at 20% of the loan amount annually over a five-year period providing that the employee does not leave employment, sell the home, or no longer occupies the residence.

In addition to the loan program, Loudoun County is one of five jurisdictions (Albemarle, the Cities of Alexandria, Charlottesville, and Fairfax County) to create their own mandatory affordable dwelling unit program under Virginia law. This legislation enables developers to request a density bonus in exchange for providing affordable units.

Recommendations

After an extensive evaluation of several housing loan programs and the administering and assessment of the internal survey, there appears to be a substantial interest from staff on affordable housing opportunities and an enhanced compensation incentive related to a housing benefit. It is my recommendation that the City of Manassas implement a pilot "Homesteading" program within the police department. This pilot program will then be reviewed and assessed on the success of the program and the ROI can then be evaluated to determine if it should be expanded. The pilot program should include three phases:

Program 1: Public Employee Home Ownership grant

This phase will be based upon the Loudoun County program. The program will provide up to 10% of the sale price; up to $25,000 as a second trust financing. The loans are forgivable at 10% of the loan amount annually over a ten-year period providing the employee does not leave employment, sell the home, or no longer occupy the residence (equivalent of $2,500 per year). The gross annual household incomes must fall within 30% to 80% of the area median income ($129,000)

Program 2: Rental Voucher/Assistance Program

This program is based on research for law enforcement and public servant programs across the country that attempt to incentivize staff to reside within their locality. Knowing that 36% of staff have less than 5 years of employment and 37% of staff are renters, many do not have the financial means for home ownership at this time. However, we should not devalue the importance of law enforcement residing within the jurisdiction. Based on the current rental assessment costs, it is recommended that a $1,500.00 rental assistance bonus be paid annually to employees residing in the City of Manassas (equivalent to 1 month rent).

Future consideration: Redevelopment Proffers

In addition to the loan program, Loudoun County is one of five jurisdictions (Albemarle, the Cities of Alexandria, Charlottesville, and Fairfax County) to create their own mandatory affordable dwelling unit programs. This enables developers to request a density bonus in exchange for providing affordable units and reduced market costs to public servants.

Next Steps:

If approved, MCPD will work with Community Development and Human Resources to develop the full criteria and management of a pilot program beginning in 2022. This will include a pilot program implementation period, review of existing funding, number of participants and an evaluation of the overall program. The findings and recommendations will be included in the FY2023 budget process or presented to council at a future date for further consideration and final recommendation.

CITY OF MANASSAS EMPLOYEE HOUSING ASSISTANCE PROGRAM

APPLICATION

Criteria: Applicants for the City of Manassas Employee Housing Assistance Program must:

- Be full time sworn officers in the City of Manassas Police Department
- Be evaluated as "meeting expectations" or better in their most recent Departmental employee performance evaluation
- Have favorable recommendations from their Lieutenant, Captain and the Chief of Police
- Have a household income no greater than $162,000.00 ($189,000.00 if 3 or more borrowers)
- Locate an eligible home to purchase located in the City of Manassas, with a purchase price no greater than $665000.00 (existing or new construction 08/22)
- No candidate will be denied eligibility due to race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin

<table>
<tr><th colspan="4">SECTION A –APPLICANT INFORMATION</th></tr>
<tr><td colspan="3">APPLICANT NAME (Last, First, Middle)</td><td>DATE
/ /</td></tr>
<tr><td>HOME TELEPHONE #</td><td>WORK TELEPHONE #</td><td>CELL TELEPHONE #</td><td>EMAIL ADDRESS</td></tr>
<tr><td colspan="2">CURRENT ADDRESS (Street, City, State & Zip)</td><td>Do you ☐ own
or ☐ rent?</td><td>HOW LONG?</td></tr>
<tr><td colspan="2">START DATE AT MCPD</td><td colspan="2">DATE FIELD TRAINING COMPLETED</td></tr>
<tr><td colspan="4">SPOUSE NAME (Last, First, Middle)</td></tr>
<tr><td colspan="4">OTHER MEMBERS OF HOUSEHOLD OVER 18 YEARS OF AGE (Names)</td></tr>
<tr><td>APPLICANT'S ANNUAL SALARY</td><td>SPOUSE'S ANNUAL SALARY</td><td colspan="2">OTHER HOUSEHOLD ANNUAL INCOME</td></tr>
<tr><td>Have you selected a property for purchase?
☐ Yes ☐ No</td><td colspan="3">If 'Yes,' please list PROPERTY ADDRESS (Street, City, State & Zip)</td></tr>
<tr><td>LISTING PRICE, OR PRICE RANGE SEEKING</td><td colspan="3">AMOUNT AVAILABLE FOR DOWN PAYMENT ON PROPERTY</td></tr>
</table>

Have you selected a Realtor? ☐ Yes ☐ No	If 'Yes,' please list REALTOR NAME, AGENCY, PHONE #, and EMAIL ADDRESS

SECTION B – DEPARTMENT INFORMATION
The applicant has received at least 'MEETS EXPECTATIONS' in the most recent department evaluation and I favorably recommended the applicant for this program.
____ LIEUTENANT Signature Date
____ CAPTAIN Signature Date
____ CHIEF OF POLICE Signature Date

SECTION C – REQUIRED DOCUMENTATION

Submittal of the following documentation with the Application is required for all Applicants:

- The most recent Commonwealth of Virginia and Internal Revenue Service tax return for each member of the household who was required to file a return
- The three (3) most recent paystubs for each member of the household who is employed
- The MCPD employee's most recent credit report (To ensure consideration Applicants should have a credit score no lower than 620)

Before any Housing Assistance Program funds are released to the Settlement Agent the Borrower must provide the City with:

- A copy of the fully executed sales agreement for the home being purchased
- A loan commitment letter from a financial or lending institution for loan funds in an amount which, when combined with the Housing Assistance Program funds and any down payment, will be sufficient to purchase the home.

CERTIFICATION

I certify that everything I have stated in this application and on any attachments is correct to the best of my knowledge and belief. You may retain this application whether or not it is approved.

____ (Signature)

____ (Printed Name)

____ (Date)

Return this completed Application and the required documentation to:

____

THE CITY OF MANASSAS RESERVES THE RIGHT TO DENY ANY APPLICATION FOR FAILURE TO MEET ANY CITY OF MANASSAS EMPLOYEE HOUSING ASSISTANCE PROGRAM REQUIREMENTS.

Housing Advisory Board

January 6, 2026

City Hall - Community Conference Room

9027 Center Street

Manassas, VA 20110

Housing Resource Guide

City of Manassas
Department of
Community Development

2nd Floor
9027 Center St.
Manassas, VA 20110
(703) 257-8223

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City of Manassas

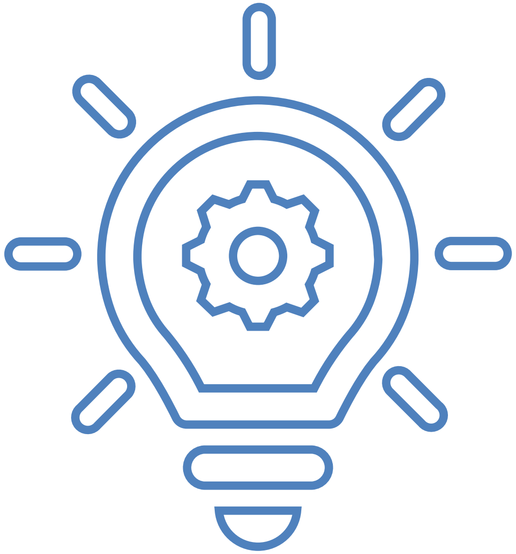
Housing & Neighborhood
Resource Guide

This guide serves the City of Manassas, City of Manassas Park, and Prince William Areas.

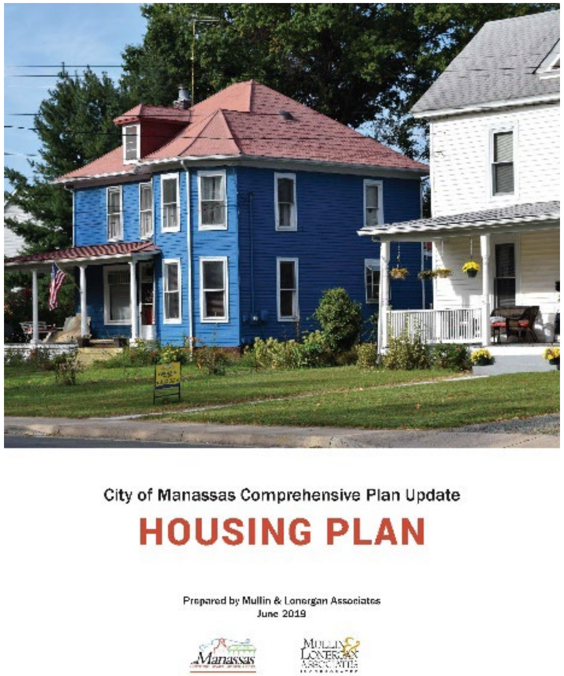
New Programs on the Rise

- City of Manassas Park Affordable and Workforce Dwelling Units Policy
  - See Attachment 2 for Staff Report Briefing
- Prince William County Affordable Dwelling Unit Ordinance
- County of Fairfax Home sharing Program (City of Fairfax to adopt)

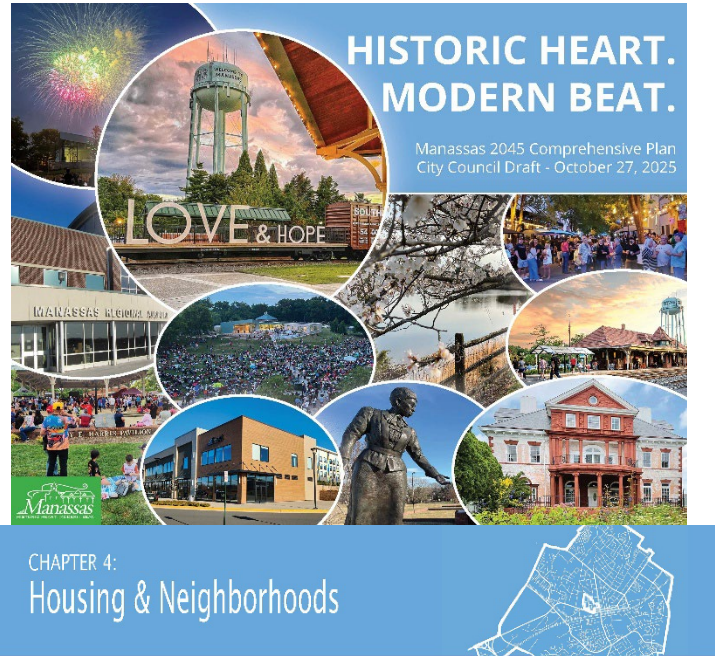
Previous Discussions



Existing Plans



[June 2019]



CHAPTER 4:
Housing & Neighborhoods

"Communities need all types of housing - a 'healthy balance' of housing options."
-Community Conversations Participant

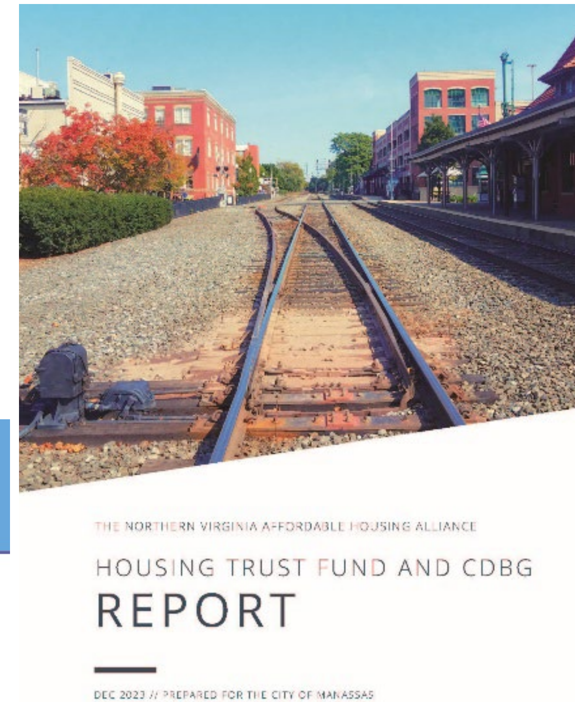
Neighborhoods are the building blocks of Manassas. Whether drawn to the City for the affordable homes, walkable streets, or excellent transit access, new and long-time residents alike take pride in their homes and value the sense of community resonating through our neighborhoods.

Manassas continues to build on this appeal by investing in existing neighborhoods. This includes capital improvements to preserve community character and enhance neighborhood amenities, as well as support for neighborhood organizations to develop civic leadership and community stewardship.

Investments in neighborhoods are paired with efforts to maintain housing diversity and create new housing options to support the full range of community needs. The City is home to richly diverse housing types, sizes, and densities that offer broad housing choice. Expanding this choice will help Manassas remain an attractive destination for new homeowners and allow current residents more opportunity to "move up" within the housing market. In addition, options should be maintained and expanded to reduce the impact of rising housing cost burden, particularly for renters, the elderly, and young adult family members.

New residential opportunities are likely to include infill and redevelopment of underutilized sites within the Downtown and Mathis character areas. Because of their accessibility, these areas offer an appropriate location for new, higher-density housing and commercial development without sacrificing the

[October 2025]



[December 2023]

Current Projects/Programs

- **Projects Underway:**
  - Manassas Veterans Housing
  - Cannon Branch/CSC site projects
  - Downtown water tower lot and cottage court site (HAAP Grant through MWCOG)
  - MIFCO Site
  - Mathis Shopping Center

Programs Offered

- Housing Rehabilitation Program administered through PWC
- First-Time Homebuyer Down Payment & Closing Cost Assistance Program administered through PWC
- Sponsoring Partnerships And Revitalizing Communities (SPARC) Program Administered through PWC (Funds expended)

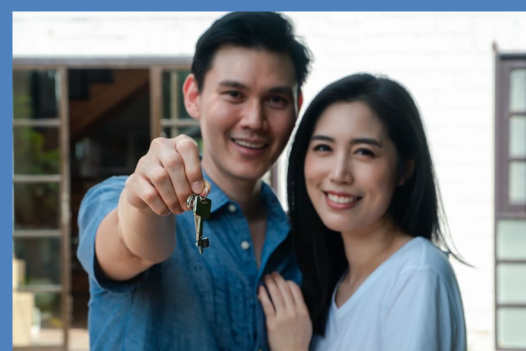
Housing Opportunities

Affordable multi-family new development

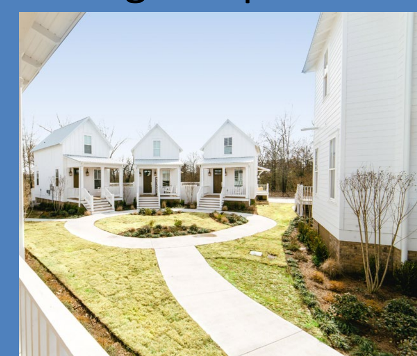
Neighborhood Investment Grants

Mixed-Use with an affordable housing component

Re-investment to expiring LIHTC units



Employee Homebuyer Pilot



Cottage Court Development

Master Schedule

SHORT TERM
(0-4 Months)

- Review existing City housing goals
- Approved board rules and procedures
- Begin thinking about the types of programs and projects to be funded through the Housing Investment Fund

MID TERM
(4-8 Months)

- Policy and application for the Housing Investment Fund Program
- Review programs and projects to be funded through the Housing Investment Fund
- Communications and Marketing Plan

LONG TERM
(9-12 Months)

- Final report to City Council
- Housing Advisory Board
- Updates to Housing Plan

Open for Discussion

Housing Advisory Board

January 6, 2026

City of Manassas Park Affordable and Workforce Dwelling Units Policy

Discussed under this Council Meeting: Agenda November 5 2025 final.pdf (pg.35)

Staff Report:

The City of Manassas Park WDU and AfDU Program was Amended in November of 2025. Amended resolution (Resolution 25-1000-2268) for this program located here: Agenda November 18 2025 final.pdf (Page. 29)

This program is solely the City of Manassas Park working with developers to develop single-family affordable units. No known funds are put into the program. This program is administered through DSS for applicant eligibility as an “affordable, low-mod” first-time homebuyer.

The assumption made by the City is that Manassas Park has land and is providing it to developers for little to no cost to develop these units.

No known City funding is put into the unit or to assist the homeowner in down payment and closing costs.

The sales price for an ADU for a household of 4 would be calculated as follows: $154,700 x 70% x 3, for a unit price of $324,850.

AFFORDABLE DWELLING UNITS	WORKFORCE DWELLING UNITS
ELIGIBILITY CRITERIA	**ELIGIBILITY CRITERIA**
Includes but not limited to: • Preference given to applicants who live or work in the City of Manassas Park • Not have owned a property in the last 3 years (with some exceptions) • At least 620 middle credit score • Be able to qualify for a mortgage loan • No co-signers	Includes but not limited to: • Be an employee (in certain job categories) of the City of Manassas Park or its Schools Division • Not have ownership interest at the time of purchase • At least 620 middle credit score • Be able to qualify for a mortgage loan • No co-signers

The City of Manassas Park currently has 2 WDU’s that have not been sold.

These types of units according to their policy guidelines appear to be condominiums as they follow condominium association rules and references.

Staff Analysis:

Questions directly sent to City of Manassas Park Department of Social Services:

1. Since this employee program is administered through DSS, is the funding provided through direct City funding (as set aside by City Council), or does it include state funding? There is no funding. The applicant must have the necessary funds to be eligible/purchase the home.
2. What are the program details regarding the administration of the application and eligibility process?
   - Is this process handled entirely internally, or is it subcontracted? Internally.
   - If subcontracted, with which entity?
3. How were the eligibility preferences or priority criteria determined? We reviewed surrounding localities and the previous staff members methodology.
4. Is there a copy of the City Council resolution adopting this program? If so, please provide it. There is, I believe it was back in August of 2023. Let me see if I can locate it for you.
5. Can you provide the section of the City of Manassas Park Code that references this ordinance or program? I will see if I can locate it. If I can't, I will reach out to our city's code enforcement poc.
6. Since there was previously only one unit available for the WDU/ADU program, do you currently have plans or developments underway to expand this? If so, how is the funding being put into those individual units or are you all providing incentives to the developer to create these units? We have two WDU's and two ADU's. Both ADUs sold. The two WDU's have not. And yes, the city has discussed with current developers to include both types of unit to be included in future builds. Right now, our City Manager Carl Cole would likely be the best poc to discuss this with as DSS only determines eligibility. I will connect you.

Staff Recommendation:

Plans for City of Manassas AfDU Ordinance:
https://lis.blob.core.windows.net/files/1074152.PDF

General assembly amendment which would allow the locality by right for this program, instead of meeting a certain criterion.

City of Manassas
Department of
Community Development

2nd Floor
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City of Manassas

Housing & Neighborhood **Resource Guide**

This guide serves the City of Manassas, City of Manassas Park, and Prince William Areas.

Table of Contents

What is Fair Housing?

Fair Housing is by law, the assurance that you may not be denied or discriminated against in the rental, sale, lending, or insuring of housing anywhere in Virginia on the basis of any of the following protected classes:

- Age
- Disability
- Familial Status
- Gender Identification
- Military Status
- National Origin
- Sexual Orientation

Fair Housing Resources

Equal Rights Center 820 First St NE, Suite LL 160, Washington, DC 20002 www.equalrightscenter.org	(202) 234-3062 info@ equalrightscenter.org
Prince William County Human Rights Commission 15941 Donald Curtis Dr., Suite 125, Woodbridge, VA 22191 www.pwcva.gov/department/human-rights	(703) 792-4680 Mondays - Fridays 8 a.m. - 4:30 p.m. pwhrc@pwcgov.org
Virginia Fair Housing Office www.dpor.virginia.gov/FairHousing	(804) 367-8530 (888) 551-3247 FairHousing@ dpor.virginia.gov
Virginia Department of Housing and Urban Development Fair Housing Discrimination Complaints www.hud.gov/reporthousingdiscrimination	1-(800) 669-9777

Local & Regional Resources

Emergency Housing Assistance

In the event of emergencies, call 911.
For immediate housing assistance, refer to the list below.

Hilda Barg Shelter 14945 Jefferson Davis Hwy., Woodbridge, VA 22191	(703) 680-5403
JASA, Inc. (Johnny Apple Seed Association) Housing, Rent, and Utilities assistance	(703) 306-3066
Prince William County (Eastern) Emergency Shelter Assistance	(703) 221-3188
Prince William County **Continuum of Care's Coordinated Entry** www.pwcva.gov/department/social-services/about-continuum-care/ **Drop-In Programs (for immediate homelessness)** www.pwcva.gov/department/homeless-services/drop-in-programs/	(703) 792-3366 dssce@pwcgov.org
SERVE 10056 Dean Dr., Manassas, VA 20110 Emergency Shelter and Utilities Assistance	(703) 792-3366 dssce@pwcgov.org
SHARE 7987 Ashton Ave., Suite 200, Manassas, VA 20109 **Homeless Intervention Program (HIP)** Rental / Mortgage Payments, Security Deposits assistance	(703) 792-7648

Safe Houses & Shelters

ACTS - Safe House	(703) 221-4951
Alexandria, VA Women's Shelter	(703) 838-8238
Arlington Doorways for Women & Families Safe House www.DoorwaysVa.org	(703) 237-0881
Artemis House Women's Shelter 24/7 Emergency Housing In-take in Herndon, VA	(703) 435-4940
Bethany House	(703) 658-9500
Empowerment House	(540) 378-9372
Loudoun Abused Women's Shelter & Legal Services	(703) 777-6552
My Sister's Place, D.C.	(202) 529-5991
Shelter House	(703) 536-2155

For additional emergency housing resources and information, please contact the City of Manassas Social Services Department at (703) 361-8277.

The City of Manassas Social Services Department is open Monday through Friday from 8:30 a.m. - 5 p.m. at 9324 West St., Manassas, VA 20110.

Prince William Area Continuum of Care

See the Annual Report: pwcva.gov/pwa-coc

Local & Regional Resources

Renter Resources

Action in Community Through Service (ACTS) Affordable Housing Program Rental Location Assistance www.actspwc.org/housing-assistance Emergency Assistance Program Utility Assistance www.actspwc.org/emergency-assistance	(703) 792-3366 (703) 441-8606 info@actspwc.org
Catholic Charities Emergency Assistance Program Rental and Utility Financial Assistance www.ccda.net/find-help/emergency-assistance/rent	(703) 841-3830 EA@ccda.net
City of Manassas Social Services Housing Choice Voucher Program Rental Assistance for low-income families www.manassasva.gov/social_services/housing	(703) 361-8277 ext. 2317 or 2327 HousingHCVP@manassasva.gov
Creating Foundations for Hope (CFH) Affordable Rental Homes Program Limited Income Rental Housing Locator www.cfhva.org/rental-assistance Security Deposit Assistance Program Security Deposit Assistance up to $300 www.cfhva.org/security-deposit-assistance	(703) 221-4511 (703) 221-4510 info@cfhva.org
Northern Virginia Family Services Rent / Security Deposit Assistance Program www.nvfs.org/assistance/rentsecurity-deposit-assistance Utility Assistance Program Client must have a disconnect notice and be able to demonstrate need for assistance (i.e. loss of income, medical situations) www.nvfs.org/assistance/utility-assistance	(703) 792-3366 (703) 748-2624 info@nvfs.org
St. Vincent de Paul, OLDA Conference Utility Financial Assistance www.olasvdp.org	(571) 377-8371 olasvdp@olasvdp.org

Homebuyer Resources

Creating Foundations for Hope (CFH) First Time Homebuyers Program Down payment and Closing Assistance www.cfhva.org/downpayment-assistance	(703) 221-4510 info@cfhva.org
Prince William County Habitat for Humanity Homeownership Program Assistance to build and obtain affordable housing for low-income homebuyers www.habitatpwc.org/programs/homeownership	(703) 369-6145 info@habitatpwc.org

HOA & COA RESOURCES

Homebuying can be difficult but learning about the HOA or COA shouldn't be! You can access the City's HOA and COA Directory by visiting the following link:

www.manassasva.gov/hoa

Homebuyer Resources, cont.

Prince William Office of Housing & Community Development First Time Homebuyers Program www.pwcva.gov/housing > First Time Homebuyers Program (FTHB)	(703) 792-7530 housing@pwcgov.org
Prince William County - Virginia Cooperative Extension Financial Education Program First-time homebuyers and financial classes www.pwcva.gov/department/virginia-cooperative-extension/financial-education/	(703) 792-6287 (703) 257-8220 for Spanish smartmoney@pwcgov.org

Homeowner Resources

City of Manassas Commissioner of the Revenue's Office Residential Investment Tax Exemption Partial Tax Exemption with repairs or improvements to the property www.manassasva.gov/COR	(703) 257-8220 afromm@manassasva.gov
Habitat for Humanity Critical Home Repair www.habitatpwc.org/programs/critical-home-repair	(703) 369-6708 info@habitatpwc.org
Latino Economic Development Center (LEDC, formerly AHOME) NextGen IMPACT Fund Loan: Loan for home improvements on energy efficiency, conservation, or renewable energy www.ledcmetro.org/nextgenimpactfund	(202) 540-7401 Housing@ledcmetro.org
Legal Services of Northern Virginia Homeownership & Foreclosure Prevention Legal Negotiation and Assistance www.lsnv.org	(703) 778-6800 (866) 634-5243
Prince William County Office of Housing & Community Development Neighborhood Rehabilitation Program Repairs or replacements of systems and/or items within a home www.pwcva.gov/housing > Neighborhood Rehabilitation	(703) 792-7530 Housing@pwcgov.org
Project Mend-a-House Minor Home-repair services www.pmah.org	(703) 792-7663 support@pmah.org

Veteran Resources

Area Agency on Aging Veteran Direct Care Family and Supportive Services Specialist available to veterans www.pwcva.gov/department/area-agency-aging/veterans-assistance	(703) 792-6374 pwaaa@pwcgov.org

Veteran Resources, cont.

City of Manassas Commissioner of the Revenue's Office Tax Relief Program - Disabled Veteran Only Personal Property Tax Relief for Veterans (Apply each year from Jan. 1 to July 1) www.manassasva.gov/taxrelief	(703) 257-8220 afromm@manassasva.gov
ENDependence Center of Northern Virginia (ECNV) Housing & Home Modifications: Granting Freedom Financial assistance for accessibility home modifications for disabled veterans www.ecnv.org/services-1	(703) 525-3269 info@ecnv.org
Northern Virginia Veterans Association Services Support Request Lawn care and small maintenance jobs www.novavets.org/for-veterans/service-support-request/	(703) 659-0788 info@novavets.org
Salvation Army of Prince William County Veteran Assistance Program Rental, Mortgage, or Utility Financial Assistance www.southernusa.salvationarmy.org/nc/gethelp	(703) 580-8991

Senior / Disability-Specific Resources

Area Agency on Aging Adult Day Care Healthcare www.pwcva.gov/department/area-agency-agining/adult-day-care In-Home Assistance Personal Care, Care Coordination, Meal Delivery and other services available www.pwcva.gov/department/area-agency-aging/in-home-assistance	(703) 792-6374 (703) 792-6375 pwaaa@pwcgov.org
City of Manassas Commissioner of the Revenue's Office Tax Relief Program Personal Property Tax Relief for Elderly/Disabled (Apply each year from Jan. 1 to July 1) www.manassasva.gov/taxrelief	(703) 257-8220 afromm@manassasva.gov
ENDependence Center of Northern Virginia (ECNV) Owner-Occupied Modification Program Financial assistance for accessibility modifications to homeowners with disabilities www.ecnv.org/services-1 Rental Unit Modification Program Financial assistance for accessibility modifications to renters with disabilities www.ecnv.org/services-1	(703) 525-3269 (703) 525-3268 info@ecnv.org

Non-English Speaking Services

Centro de Apoyo Familiar Housing & Consumer Programs Rental, Homebuyer, Credit, Financial Literacy, and Foreclosure Prevention Counseling www.mycaf.org	(703) 372-5440 info@mycaf.org

State & Federal Resources

Educational Resources

Latino Economic Development Center (LEDC) **Housing Counseling** Housing Counseling to Assist First-Time Homebuyers www.ledcmetro.org/	(202) 540-7401 mdhousing@ledcmetro.org
First Home Alliance **Virtual Housing Counseling** Renter, Homebuyer, Credit, and Foreclosure Prevention Counseling www.firsthomealliance.org	(877) 250-9025 Help@FirstHomeAlliance.org
Legal Services of Northern Virginia **Homeownership & Foreclosure Prevention** Legal Negotiation and Assistance www.lsnv.org/explore-legal-issues/homeownership-and-foreclosure-protection	(703) 778-6800 help@lsnv.org
Prince William County - Virginia Cooperative Extension **Financial Education** First-time Homebuyer and Financial Empowerment Classes www.pwcva.gov/department/virginia-cooperative-extension/financial-education	(703) 792-6287 smartmoney@pwcgov.org

Renter Resources

Virginia Housing Authority The Virginia Housing Authority is a state-created agency that provides housing affordability assistance and educational resources to Virginians. www.virginiahousing.com/renters/resources	(877) 843-2123 (804) 782-1986
Virginia Department of Housing and Community Development (DHCD) The DHCD offers resources from housing rehabilitation, homebuyer tools, to homeless assistance and prevention. www.dhcd.virginia.gov/housing	(703) 361-8277 ext. 2317 or 2327
Virginia Department of Social Services **Energy Assistance Program** Crisis, Fueling, Heating, and Cooling Assistance www.dss.virginia.gov/benefit/ea/	(703) 361-8277
Virginia Poverty Law Center **Eviction Defense Center** www.fightmyeviction.org	(804) 782-9430 (833) 663-8428 (Helpline)

Looking to stay informed about housing in the City of Manassas?

Scan the QR code to sign up for emails about housing projects, Community Development events, or announcements!

SCAN

Homebuyer Resources

Community Heroes Grant $10,000 to put towards down payment and closing costs for qualifying careers. www.virginiahousing.com/homebuyers/community-heroes-grant	(877) 843-2123
Fannie Mae **HomeReady Program** $2,500 down payment & closing cost assistance for low-to-moderate income first-time homebuyers https://singlefamily.fanniemae.com/originating-underwriting/mortgage-products/homeready-mortgage	1-800-2FANNIE (800-232-6643)
Virginia Department of Housing and Community Development (DHCD) The DHCD offers resources from housing rehabilitation, homebuyer tools, to homeless assistance and prevention. **Homeownership Down Payment Assistance Program (DPA)** www.dhcd.virginia.gov/dpa	Cheri Miles Cheri.Miles@dhcd.virginia.gov

Homebuyer Resources, cont.

Virginia Housing Authority The Virginia Housing Authority is a state-created agency that provides housing affordability assistance and educational resources to Virginians. **Loans and Specialty Programs, Closing Cost Assistance Grants, and Down payment Assistance Grants** www.virginiahousing.com	(877) 843-2123 (804) 782-1986

Homeowner Resources

Community Housing Partners (CHP) **Northern VA Weatherization Program** Improves energy efficiency within low-income individual and family households www.communityhousingpartners.org/energy-solutions/weatherization	(888) 229-3714 chpenergysolutions@chpc2.org
Consumer Financial Protection Bureau **Homeowner Assistance Fund** https://www.consumerfinance.gov/housing/housing-insecurity/help-for-homeowners/get-homeowner-assistance-fund-help	(855) 411-2372
SERCAP, Inc. **Individual Household Well & Septic Loan Program** Low-interest loans and grants available to construct, refurbish or replace individual water well systems, septic systems, or home improvements www.sercap.org/assistance/individuals/individual-household-loan	(540) 345-1184

Homeowner Resources, cont.

Fannie Mae **Avoid Foreclosure** Reliable links and services for foreclosure prevention https://www.yourhome.fanniemae.com/talk-to-a-housing-counselor#request-appointment	1 (855) HERE2HELP (1-855-437-3243)
Virginia Cooperative Extension **Virginia Household Water Quality Program** Sends Low-Cost Well-Water Test Kits & Results www.wellwater.bse.vt.edu	(540) 231-9058 wellwater@vt.edu
Virginia Department of Health **Indoor Radon Program** Sends D.I.Y Radon Test Kits for a small fee & Provides mitigation information www.vdh.virginia.gov/radiological-health/indoor-radon-program	(804) 864-8161 radon@vdh.virginia.gov

Veteran Resources

United States Department of Veterans Affairs **VA Benefits & Healthcare** Comprehensive Veterans Benefits Lookup www.va.gov	1 (800) 698-2411

Senior / Disability-Specific Resources

Assisted Living Locator https://assistedlivinglocators.com/	
Division of Adult Protective Services **Home-based Services and Long-term Care Solutions** www.dars.virginia.gov/aps/AdultServices.htm	1 (800) 522-5019 APS@dars.virginia.gov
National Adult Day Services Association Adult Day Services is a system of professionally delivered, integrated, home- and community-based, therapeutic, social and health-related services provided to individuals to sustain living within the community. **Services Locator** www.nadsa.org/locator	(877) 745-1440 info@nadsa.org
Senior Navigator Services Locator based on location www.seniornavigator.org	(866) 393-0957 info@virginianavigator.org
Virginia Dept. of Behavioral Health & Developmental Services **Rental Assistance for Persons with Disabilities** Provides rental assistance to those with developmental disabilities. www.dbhds.virginia.gov/developmental-services/housing/state-rental-assistance-program	(804) 836-4308 j.cummins@dbhd@virginia.gov
VA Division of Aging Services www.vda.virginia.gov/resources.htm	1 (800) 552-3402 aginginfo@dars.virginia.gov

General Housing Resources

Virginia General Housing Resources are based on general search engines and large-scale community indexes to assist Virginians. Visit *www.211virginia.org* or call 211 for assistance.

Virginia Housing Based on Income
www.virginiahousingsearch.com

U.S. Department of Housing and Urban Development Resource Locator
https://resources.hud.gov

We are here to help

This guide services the Cities of Manassas, Manassas Park, and Prince William County. This guide and additional information may be found online at *www.manassasva.gov/housing*.

If you're experiencing homelessness or need essentials like food, childcare, emergency housing, or domestic violence support, reach the City of Manassas Department of Social Services at (703) 361-8277 or go to *www.manassasva.gov/social_services/community_resources*.

Disclaimer

This guide is intended to enhance public access to information regarding local resources available to residents. While we endeavor to ensure the accuracy of the information, we provide no representations or warranties of any kind. Inclusion of any organization or service does not constitute endorsement, nor does exclusion imply disapproval. The City of Manassas and its employees shall not be held liable for any direct, indirect, incidental, special, punitive, or consequential damages resulting from the use of the information contained within this guide.

2026 Manassas Housing Advisory Board Calendar

Housing Advisory Board

Regular Housing Advisory Board meetings are held on the first Tuesday of each month at 5:30 p.m.

January 6
February 3
March 3
April 7
May 5
June 2
July 7
August 4
September 8
October 6
November 2
December 1

Note: Meeting location is Manassas City Hall at 9027 Center Street unless otherwise noticed.

City Council Meeting
City Council Work Session
Planning Commission Meeting
Holiday

Prepared by: Christen Miller, Clerk
Phone: 703-257-8223
E-mail: cmiller@manassasva.gov

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

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MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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24	25	26	27	28	29	30
31						

JUNE

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JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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19	20	21	22	23	24	25
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AUGUST

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23	24	25	26	27	28	29
30	31					

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Holidays

January 1	New Years Day
January 19	Martin Luther King Day
February 16	Presidents' Day
May 28	Osbourn Graduation
May 25	Memorial Day
June 19	Juneteenth
July 4	Independence Day
Sept 7	Labor Day
October 12	Indigenous Peoples Day
November 11	Veterans Day
November 26-27	Thanksgiving Holiday
December 24	Floating Holiday
December 25	Christmas Holiday