



August 18, 2020

Habitat for Humanity  
P.O. Box 3111  
Manassas, VA 20108

Dear Ms. DeGroat,

Enclosed please find a copy of the FY2021 fully executed memorandum of understanding with Prince William County. **The host agency is responsible for keeping the original for five years.**

As a reminder, in order to receive your donation for FY2021 you will need to submit an invoice to your host agency.

Please work closely with your host agency and keep them apprised of your progress toward our mutual goals.

We appreciate your organization's dedication and service to the citizens of Prince William County. Thank you for completing this annual process.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Sinclair".

David J. Sinclair  
Budget Director

cc: Tom Smith, Public Works  
Matt Groff, Public Works

**MEMORANDUM OF UNDERSTANDING  
FOR  
HABITAT FOR HUMANITY PRINCE WILLIAM COUNTY**

This Memorandum of Understanding (MOU) is between PRINCE WILLIAM COUNTY (County), by and through the **Neighborhood Services Division of Public Works**, and *Habitat for Humanity Prince William (CP)*. The terms and conditions of this MOU govern the actions and obligations of the CP, in addition to the requirements of all applicable local, state, and federal laws and policies. During the next fiscal year the County agrees to provide donations listed in Attachment A (Adopted BOCS Budget Funding Provided to Community Partners) and CP agrees to provide those services as identified by Attachment B (County Budget Documents), according to the amounts, terms, and conditions set forth below.

**WHEREAS:**

A. The CP represents that it is an independent, non-profit 501(c) (3) organization authorized to do business in the Commonwealth of Virginia. The CP's mission is to **provide neighborhood revitalization services to include home ownership opportunities, home repair, weatherization and community services in partnership with low-income families.**

B. The County recognizes that the provision of public funds can allow the CP to expand services for the benefit of the community, as part of its comprehensive and coordinated delivery of services to the community, which may increase community participation in the delivery of services.

NOW THEREFORE, the County and CP agree that:

1. The County will provide to CP local donation, in the amount of **Eighteen Thousand Nine Hundred and Sixty Dollars (\$18,960.00)** approved by the Prince William Board of County

Supervisors to be used during the period of **July 1, 2020**, through **June 30, 2021**, to provide CP services within Prince William County as listed in Attachment B.

2. This MOU will be in effect from **July 1, 2020** through **June 30, 2021**. The CP acknowledges that the appropriation of this donation is limited to the year specified in this MOU and implies no expectation of future donations.

3. The parties acknowledge that the funds provided are a donation and that the Board of County Supervisors asserts no control over the day-to-day operation of the CP program. CP is a grant recipient of the County and is not an agent of the County. Therefore, the CP shall indemnify and hold harmless the County for any claims for bodily injury, death or property damage rising from any alleged negligence, willful misconduct, omission or wrongful act of the CP. CP shall procure and maintain, at its own cost and expense, any kinds and amounts of insurance that, in its own judgment, may be necessary for its proper protection in its work as described in this MOU.

4. All donations under this MOU are conditioned upon the appropriation by the Prince William Board of County Supervisors.

5. By the end of the fiscal year in which the donation is made, the CP will submit an invoice or letter, on CP letterhead, to the **Neighborhood Services Division of Public Works** requesting disbursement of the approved donation.

6. By the end of the fiscal year in which the donation is made, the CP shall report to the **Neighborhood Services Division of Public Works** their receipt of the donation, and shall certify the expenditure of the donation was in accordance with Attachment A. If the report and certification is not to the satisfaction of the County, the County may request the return of all donations received under this Agreement for which the CP has not demonstrated an appropriate expenditure.

7. If requested, and in accordance with Prince William County Code 2.1, if applicable, the CP shall provide copies of the CP's most recently completed annual IRS form 990 and annual or biannual reviewed, compiled or audited financial statements to their assigned host agency.

**Habitat for Humanity Prince William**  
**P.O Box 3111**  
**Manassas, VA 20108**  
**703 369-6708**

Print Name: Traci DeGroat

BY: Traci DeGroat DATE: 7/24/20  
Executive Director

**PRINCE WILLIAM COUNTY**  
**Office of Executive Management**  
**1 County Complex Court**  
**Woodbridge, VA 22192**

BY: Christopher E. Montano DATE: 8/11/20  
County Executive

**Prince William County Department of Public Works**  
**5 County Complex Court, Suite 260, Prince William VA 2192**

BY: Thomas J. Hart DATE: 8/3/2020  
Director

**Attachments:**

- A: Adopted BOCS Budget Funding Provided to Community Partners
- B: County Budget Documents

## Funding Provided to Community Partners

Host Agency	FY20 Adopted	FY21 Adopted	Funding Source
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**I. DONATIONS: Funding provided via donation and in accordance with a memorandum of understanding.**

<b>COMMUNITY DEVELOPMENT</b>
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<b>Library</b>
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● Literacy Volunteers of America	\$28,945	\$31,244	General Fund
<b>Total Library</b>	<b>\$28,945</b>	<b>\$31,244</b>	

<b>Parks, Recreation &amp; Tourism</b>
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● The Arc of Greater Prince William	\$46,839	\$50,559	General Fund
● Boys & Girls Club	\$117,433	\$126,760	General Fund
● Dumfries Weems-Botts Museum	\$39,010	\$42,109	Transient Occupancy Tax
● Freedom Aquatic & Fitness Center	\$350,000	\$377,798	General Fund
● Occoquan Mill House Museum	\$5,573	\$6,016	Transient Occupancy Tax
● Prince William Soccer, Inc.	\$27,865	\$30,078	Transient Occupancy Tax
● Special Olympics	\$17,565	\$18,960	General Fund
<b>Total Parks, Recreation &amp; Tourism</b>	<b>\$604,285</b>	<b>\$652,279</b>	

<b>Public Works</b>
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● Habitat for Humanity	\$17,565	\$18,960	General Fund
● Keep Prince William Beautiful - Litter Control	\$81,768	\$88,263	Solid Waste Fee
● Keep Prince William Beautiful - Recycling	\$16,719	\$18,047	Solid Waste Fee
● Project Mend-A-House	\$40,903	\$44,152	General Fund
<b>Total Public Works</b>	<b>\$156,955</b>	<b>\$169,420</b>	

<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$790,185</b>	<b>\$852,943</b>	
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**Note: Totals may not add due to rounding.**

## Funding Provided to Community Partners

Host Agency	FY20 Adopted	FY21 Adopted	Funding Source
<b>HUMAN SERVICES</b>			
<b>Aging</b>			
• Independence Empowerment Center	\$34,700	\$37,456	General Fund
• Legal Services of Northern Virginia	\$180,260	\$194,577	General Fund
<b>Total Aging</b>	<b>\$214,960</b>	<b>\$232,033</b>	
<b>Community Services</b>			
• ACTS (Total)	\$436,439	\$471,102	General Fund
◦ Behavioral Intervention Program	\$6,894	\$7,441	
◦ Emergency Shelter	\$326,150	\$352,054	
◦ Helpline	\$103,395	\$111,607	
• The Arc of Greater Prince William	\$29,274	\$31,599	General Fund
• Good Shepherd Housing Foundation	\$85,238	\$92,007	General Fund
• Rainbow Riding Center	\$37,179	\$40,131	General Fund
<b>Total Community Services</b>	<b>\$588,129</b>	<b>\$634,840</b>	
<b>Public Health</b>			
• Free Clinic	\$81,281	\$87,736	General Fund
• Northern Virginia Family Service - Pharmacy Central	\$87,670	\$94,633	General Fund
• The Metropolitan Washington Ear	\$4,218	\$4,553	General Fund
<b>Total Public Health</b>	<b>\$173,168</b>	<b>\$186,922</b>	
<b>Social Services</b>			
• ACTS (Total)	\$252,409	\$272,456	General Fund
◦ Homeless Shelter	\$163,346	\$176,319	
◦ Permanent Supportive Housing	\$58,113	\$62,729	
◦ Rapid Re-Housing	\$30,950	\$33,408	
• Catholics for Housing	\$30,950	\$33,408	General Fund
• Good News Community Kitchen	\$0	\$5,000	General Fund
• Good Shepherd Housing Foundation	\$24,786	\$26,755	General Fund
• House of Mercy	\$0	\$5,000	General Fund
• Human Services Alliance of Greater Prince William	\$150,000	\$161,913	General Fund
• Northern Virginia Family Service (Total)	\$483,357	\$521,746	General Fund
◦ Healthy Families	\$189,516	\$204,568	
◦ Homeless Prevention	\$30,949	\$33,408	
◦ Rapid Rehousing	\$30,950	\$33,408	
◦ SERVE Homeless Shelter	\$231,942	\$250,363	

## Funding Provided to Community Partners

Host Agency	FY20 Adopted	FY21 Adopted	Funding Source
● Prince William County Community Foundation	\$0	\$5,000	General Fund
● StreetLight Community Outreach Ministries ( <b>Total</b> )	\$47,668	\$51,454	General Fund
○ <i>Homeless Prevention</i>	\$30,949	\$33,408	
○ <i>Supportive Housing Program</i>	\$16,719	\$18,047	
<b>Total Social Services</b>	<b>\$989,170</b>	<b>\$1,082,731</b>	
<b>TOTAL HUMAN SERVICES</b>	<b>\$1,965,428</b>	<b>\$2,136,526</b>	

**Note:** Totals may not add due to rounding.



## Funding Provided to Community Partners

Host Agency	FY20 Adopted	FY21 Adopted	Funding Source
<b>PUBLIC SAFETY</b>			
<b>Commonwealth's Attorney</b>			
• ACTS - Sexual Assault Victims Advocacy Service	\$37,549	\$40,531	General Fund
<b>Total Commonwealth's Attorney</b>	<b>\$37,549</b>	<b>\$40,531</b>	
<b>Criminal Justice Services</b>			
• Volunteer Prince William	\$167,580	\$180,890	General Fund
<b>Total Criminal Justice Services</b>	<b>\$167,580</b>	<b>\$180,890</b>	
<b>Fire &amp; Rescue</b>			
• American Red Cross	\$18,048	\$19,482	General Fund
• Volunteer Prince William	\$18,047	\$19,481	General Fund
<b>Total Fire &amp; Rescue</b>	<b>\$36,096</b>	<b>\$38,962</b>	
<b>Juvenile Court Service Unit</b>			
• Northern Virginia Family Service - Intervention, Prevention and Education	\$100,000	\$107,942	General Fund
<b>Total Juvenile Court Service Unit</b>	<b>\$100,000</b>	<b>\$107,942</b>	
<b>Police</b>			
• ACTS - Domestic Violence Services	\$0	\$100,000	General Fund
• Prince William Humane Society	\$101,719	\$0	General Fund
<b>Total Police</b>	<b>\$101,719</b>	<b>\$100,000</b>	
<b>TOTAL PUBLIC SAFETY</b>	<b>\$442,943</b>	<b>\$468,325</b>	
<b>TOTAL DONATIONS</b>	<b>\$3,198,556</b>	<b>\$3,457,794</b>	

**Note: Totals may not add due to rounding.**