PRINCE WILLIAM COUNTY

Office of Management & Budget
David J. Sinclair

June 29, 2021

ACTS - Rapid Rehousing
P.O. Box 74
Dumfries, VA 22026

Dear Mr. Liga,

Enclosed please find a copy of the FY2022 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 FY2022 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,

David J. Sinclair
Budget Director

cc: Courtney Tierney, Social Services
Ian Sansoni, Social Services

MEMORANDUM OF UNDERSTANDING
FOR
ACTION IN COMMUNITY THROUGH SERVICE – Rapid Rehousing

This Memorandum of Understanding (MOU) is between PRINCE WILLIAM COUNTY (County), by and through the **Department of Social Services**, and ***Action in Community Through Service (ACTS) – Rapid Rehousing (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 **operate a Rapid Rehousing Program that provides a permanent housing solution to households that meet the homeless definition defined by the US Department of Housing and Urban Development (HUD). The CP will provide access to housing for homeless households living in emergency shelters or places not intended for human habitation (i.e. vehicles, campsites, benches, etc.). Once homeless families and individuals are housed, ACTS will continue to provide supportive services through case management services to assist families in gaining the skills/income/knowledge needed to remain in their housing when financial support ends. Funds will be used to help cover case management staff costs for staff operating the rapid rehousing (RRH) program so that state and federal funds can be used for allowable items such as rent/security/utility/transportation, etc**.

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 **Thirty-Four Thousand Four Hundred Ten** Dollars **($34,410)** approved by the Prince William Board of County Supervisors to be used during the period of **July 1, 2021**, through **June 30, 2022**, to provide CP services within Prince William County as listed in Attachment B.

2. This MOU will be in effect from **July 1, 2021** through **June 30, 2022**. 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 **Department of Social Services** 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 **Department of Social Services** 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.

Action in Community Through Service (ACTS)
PO Box 74; Dumfries, VA 22026
703-441-8606

Print Name: Steven G. Liga

BY: _____ DATE: 6/1/21
Executive Director

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

BY: _____ DATE: 6/22/21
County Executive

Prince William County Department of **Social Services**
7987 Ashton Avenue, Suite #200, Manassas, VA 20109

BY: _____ DATE: 5·25·21
Director

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

Funding Provided to Community Partners

Host Agency	FY21 Adopted	FY22 Adopted	Funding Source
I. DONATIONS: Funding provided via donation and in accordance with a memorandum of understanding.			
COMMUNITY DEVELOPMENT			
Library			
• Literacy Volunteers of America	$31,244	$32,182	General Fund
Total Library	**$31,244**	**$32,182**	
Parks, Recreation & Tourism			
• The Arc of Greater Prince William	$50,559	$52,076	General Fund
• Boys & Girls Club	$126,760	$130,563	General Fund
• Dumfries Weems-Botts Museum	$42,109	$43,372	Transient Occupancy Tax
• Freedom Aquatic & Fitness Center	$350,000	$350,000	General Fund
• Occoquan Mill House Museum	$6,016	$6,196	Transient Occupancy Tax
• Prince William Soccer, Inc.	$30,078	$30,980	Transient Occupancy Tax
• Special Olympics	$18,960	$19,529	General Fund
Total Parks, Recreation & Tourism	**$624,481**	**$632,715**	
Public Works			
• Habitat for Humanity	$18,960	$19,529	General Fund
• Keep Prince William Beautiful - Litter Control	$88,263	$90,910	Solid Waste Fee
• Keep Prince William Beautiful - Recycling	$18,047	$18,588	Solid Waste Fee
• Project Mend-A-House	$44,152	$45,477	General Fund
Total Public Works	**$169,421**	**$174,503**	
TOTAL COMMUNITY DEVELOPMENT	**$825,146**	**$839,401**	

Note: Totals may not add due to rounding.

Funding Provided to Community Partners

Host Agency	FY21 Adopted	FY22 Adopted	Funding Source
HUMAN SERVICES			
Aging			
• Independence Empowerment Center	$37,456	$38,580	General Fund
• Legal Services of Northern Virginia	$194,577	$200,414	General Fund
Total Aging	**$232,033**	**$238,994**	
Community Services			
• ACTS **(Total)**	$471,102	$485,235	General Fund
○ *Case Management*	*$7,441*	*$7,664*	
○ *Emergency Shelter*	*$352,054*	*$362,615*	
○ *Helpline*	*$111,607*	*$114,955*	
• The Arc of Greater Prince William	$31,599	$32,547	General Fund
• Good Shepherd Housing Foundation	$92,007	$94,768	General Fund
• Rainbow Riding Center	$40,131	$41,335	General Fund
Total Community Services	**$634,840**	**$653,885**	
Public Health			
• Free Clinic	$87,736	$0	General Fund
• Northern Virginia Family Service - Pharmacy Central	$94,633	$97,472	General Fund
• The Metropolitan Washington Ear	$4,553	$4,689	General Fund
Total Public Health	**$186,922**	**$102,161**	
Social Services			
• ACTS **(Total)**	$272,456	$280,629	General Fund
○ *Case Management Services*	*$62,729*	*$64,611*	
○ *Homeless Shelter*	*$176,319*	*$181,609*	
○ *Rapid Re-Housing*	*$33,408*	*$34,410*	
• Catholics for Housing	$33,408	$34,410	General Fund
• Good Shepherd Housing Foundation	$26,755	$27,557	General Fund
• House of Mercy	$5,000	$5,150	General Fund
• Human Services Alliance of Greater Prince William	$161,913	$166,771	General Fund
• Northern Virginia Family Service **(Total)**	$521,746	$537,398	General Fund
○ *Healthy Families*	*$204,568*	*$210,705*	
○ *Homeless Prevention*	*$33,408*	*$34,410*	
○ *Rapid Rehousing*	*$33,408*	*$34,410*	
○ *SERVE Homeless Shelter*	*$250,363*	*$257,874*	

Funding Provided to Community Partners

Host Agency	FY21 Adopted	FY22 Adopted	Funding Source
• Prince William County Community Foundation	$5,000	$5,150	General Fund
• Serving Our Neighbors	$0	$60,000	General Fund
• StreetLight Community Outreach Ministries **(Total)**	$51,454	$52,998	General Fund
○ *Homeless Prevention*	*$33,408*	*$34,410*	
○ *Supportive Housing Program*	*$18,047*	*$18,588*	
• The Good News Community Kitchen	$5,000	$5,150	General Fund
Total Social Services	**$1,082,731**	**$1,175,213**	
TOTAL HUMAN SERVICES	**$2,136,526**	**$2,170,254**	

Note: Totals may not add due to rounding.

Funding Provided to Community Partners

Host Agency	FY21 Adopted	FY22 Adopted	Funding Source
PUBLIC SAFETY			
Commonwealth's Attorney			
• ACTS - Sexual Assault Victims Advocacy Service	$40,531	$41,747	General Fund
Total Commonwealth's Attorney	**$40,531**	**$41,747**	
Criminal Justice Services			
• Volunteer Prince William	$180,890	$186,316	General Fund
Total Criminal Justice Services	**$180,890**	**$186,316**	
Fire & Rescue			
• American Red Cross	$19,482	$20,066	General Fund
• Volunteer Prince William	$19,481	$20,065	General Fund
Total Fire & Rescue	**$38,962**	**$40,131**	
Juvenile Court Service Unit			
• Northern Virginia Family Service - Intervention, Prevention and Education	$107,942	$111,180	General Fund
Total Juvenille Court Service Unit	**$107,942**	**$111,180**	
Police			
• ACTS - Domestic Violence Services	$100,000	$103,000	General Fund
Total Police	**$100,000**	**$103,000**	
TOTAL PUBLIC SAFETY	**$468,325**	**$482,375**	
TOTAL DONATIONS	$3,429,997	$3,492,029	

Note: Totals may not add due to rounding.

Prince William County (PWC) FY22 Budget

Community Partner (CP) Base Budget Review - Existing Partners

Section 1 - (Community Partner to Complete)

County Host Agency:	Department of Social Services
County Program:	Homeless Services
Community Partner:	Action in Community through Service (ACTS)
CP Program:	Rapid Rehousing
CP Contact:	Steven G. Liga
CP Contact's title:	Executive Director
CP Address:	PO Box 74, Dumfries, VA 22026

CP Phone: 703-441-8606 ex 201 CP fax: 703-221-3585 CP email: sliga@actspwc.org

CP website: www.actspwc.org

Is your organization a 501(c)3? Yes

Does your organization meet the following criteria:

Yes	No	
X		Been in existence for at least three years, unless an ad hoc group is formed to address a specific issue and will disband at the end of the project (i.e. one-time funding);
X		Has an identifiable Executive Director;
X		Has an identifiable Board of Directors; and
X		Such institution or association is not controlled in whole or in part by any church or sectarian society per Virginia Code 15.2-953.

If no to any of the above, your organization does not qualify for a donation under County policy.

	Yes	No
Financial Reporting documents attached?	X	
Current Year Operating Budget attached?	X	

Prince William County (PWC) FY22 Budget

Community Partner (CP) Base Budget Review - Existing Partners

Provide your organization's mission statement.

ACTS provides relief, fosters hope and promotes self-sufficiency for our Prince William area neighbors in crisis due to hunger, homeless, and personal violence.

Provide a brief description of your organization.

Since 1969, ACTS has been providing services to citizens of the greater Prince William area. Currently, we offer a variety services under two main divisions. Human Services Division provides Emergency Assistance, Food Pantry, Women Empowerment, Emergency Shelter, Domestic Violence Safe House Transitional Housing, Rapid Re-Housing and Affordable Housing services. The Trauma and Crises Division encompases Helpline, a 24/7 year round assistance with problem solving and crisis situations; Domestic Violence Intervention Services, Sexual Assualt Victim Advocacy Services and Behavioral Intervention Services within the Greater Prince William County Area.

Provide a brief description of the services your organization provides the citizens of PWC and to which specific parts of the population.

ACTS will operate a Rapid Re-Housing Program. The organization will provide case management services to the participants of the Rapid Re-Housing Program. Monthly case management services shall be provided to household participants that will include intake and assessment, service planning, budgeting, referrals to community services, etc.

Is any amount of your Prince William County donation used to serve non-residents of PWC?	No

For the following three questions provide dollar figures.

How much of your County donation goes to **direct client services**?	$26,726
How much of your donation is used to **cover administrative costs**?	$6,681.60
Total County Donation:	$33,408
Do you use your County donation as a **match for other grant opportunities**? If so, how much?	$33,408

Prince William County (PWC) FY22 Budget

Community Partner (CP) Base Budget Review - Existing Partners

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY22 Base	
County Funding Amount	$29,173	$30,048	$30,950	$33,408	$33,408	
Total CP Program Budget	$272,757	$278,212	$214,185	$481,463	$553,598	
County Funding % of Total CP Program Budget	10.7%	10.8%	14.5%	6.9%	6.0%	

Reporting on CP program's performance measures:

Households obtain and remain in permanent self-sufficient housing	51	67	76	45	-	FY19 shou
Total number of persons served		121	208	75	75	* Decrease
Households in RRH are permanently housed at exit	81%	92%	92%	85%	85%	
Adults in RRH are employed at exit	50%	43%	70%	70%	65%	
Adults in RRH maintain or increase their income at exit	63%	65%	70%	55%	65%	

Section 2 - (County Host Agency to Complete)

If CP currently receives from Prince William County an in-kind donation provide a brief description and an estimate of its value.

N/A