



June 29, 2021

Serving Our Neighbors
14817 Glenkirk Road
Nokesville, VA 20181

Dear Mr. Rychlik,

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,

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

David J. Sinclair
Budget Director

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

**MEMORANDUM OF UNDERSTANDING
FOR
Serving Our Neighbors**

This Memorandum of Understanding (MOU) is between PRINCE WILLIAM COUNTY (County), by and through the **Department of Social Services**, and *Serving Our Neighbors* (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 to serve residents experiencing homelessness in Western Prince William County. This will begin to address the gap of homeless services in the West end of the county while working in collaboration with the Continuum of Care.

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 **Sixty Thousand Dollars (\$60,000)** 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.

Serving Our Neighbors
PO Box 30; Manassas, VA 20109
703-872-5199

Print Name: Kevin Rychlik

BY:


Executive Director

DATE:

5/25/21

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

BY:


County Executive

DATE:

6/22/21

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

BY:


Director

DATE:

5.25.21

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
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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	
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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 Juvenile 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) Budget Increase Request (Existing Partners) or New Budget Request (New Partners)

Section 1 - (Community Partners to Complete)

County Host Agency:	DSS	County Program/Activity	Homeless Services
Community Partner:	Serving Our Neighbors	Website:	SONADVOCATES.ORG
CP Program:	Mobile Drop-In Center	Phone:	(703)782-5199
Contact Person:	Kevin Rychlik	Fax:	
Address:	P.O. Box 30 Manassas, VA 20109-0030	Email:	info@sonadvocates.org
Brief Title of Request:	Mobile Drop-In Center Operations		
Purpose of Request: (Please be detailed)	Operational expenses for a Mobile Drop-In Center to serve residents experiencing homelessness in Western Prince William County. Begin to address the gap of homeless services in the West end of the county while working in collaboration with the CoC.		
Please Check One:	New Community Partner Program seeking funding from County: <input checked="" type="checkbox"/> Existing Community Partner Program funded by County: <input type="checkbox"/>		

Does your organization meet the following criteria:

- | Yes | No | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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); |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has an identifiable Executive Director; |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has an identifiable Board of Directors; and |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Such institution or association is not controlled in whole or in part by any church or sectarian society per Virginia Code 15.2-953. |

What is your organization's mission statement?

We exist to serve and advocate for our neighbors experiencing homelessness by connecting them to services while offering Christ-like love and freindship.

Please identify the community partner program's linkage to the County's 2021-2024 Strategic Plan.

[The County's Strategic Plan can be accessed via the County's Website at <http://www.pwcgov.org/strategicplan>]

<p>Decrease number of homeless people living in the County</p> <ul style="list-style-type: none"> • Decrease the number of homeless people identified through the point-in-time count from 400. <p>Increase cooperation and coordination between faith- based, not-for-profit and private sector partnerships to address human service needs, to include a county-wide faith-based community coalition</p> <ul style="list-style-type: none"> • Establish a county-wide faith based community coalition to meet identified needs for human services.
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Will your organization be able to leverage funding from other sources if PWC provides funding? ☒ Yes ☐ No

If yes, please identify those sources and provide a dollar figure of the amount to be leveraged.

Source:

Community Business Partners
Individual Donations
Churches and other Faith Based Organizations

Dollar:

\$5,000.00
\$10,000.00
\$5,000.00

Financial Reporting documents attached? ☐ Yes ☒ No

Community Partners are required to submit a copy of their current IRS 990 (considered current if it is not more than 3 years old) and the most current reviewed, compiled or audited financial statements.

Current Year Operating Budget attached? ☒ Yes ☐ No

Please identify the community partner program's funding and performance measure information as required below.

*If this is a new community partner the FY22 Original Budget is \$0.

[illegible]

Section 2 - (County Host Agency to Complete)

In the box below, please provide a recommendation on the appropriate level of base funding in FY22 which takes into consideration the community partner's prior year performance results and future year performance targets.

Host Agency Recommended Funding Level for Budget New Request:

County Host Agency Comments: