



June 29, 2021

Literacy Volunteers of America - Prince William, Inc.  
4326 Dale Blvd, Suite 6  
Woodbridge, VA 22193

Dear Ms. Abbott,

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: Deborah Wright, Library  
Peggy Czapko, Library

**MEMORANDUM OF UNDERSTANDING  
FOR  
Literacy Volunteers of America – Prince William Inc.**

This Memorandum of Understanding (MOU) is between PRINCE WILLIAM COUNTY (County), by and through the **Prince William County Libraries, and Literacy Volunteers of America – Prince William Inc. (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 **teach adults the life-changing skills of reading, writing, and speaking English that will enable them to participate and prosper in our society.**

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-Two Thousand One Hundred Eighty-Two Dollars (\$32,182)** 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 **Prince William Public Libraries** 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 **Prince William Public Libraries** 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.

**Literacy Volunteers of America – Prince William Inc.**  
**4326 Dale Blvd, Suite 6, Woodbridge, VA 22193**  
**703-670-5702**

Print Name: Deborah Abbott

BY: Deborah Abbott DATE: 6/8/2021  
Executive Director

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

BY: Kingdon E. Martin DATE: 6-22-21  
County Executive

Prince William County Department of Prince William Public Libraries  
13083 Chinn Park Drive, Prince William, Virginia 22192-5073

BY: Deborah D. Wight DATE: 6/14/2021  
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
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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
<b>Total Library</b>	<b>\$31,244</b>	<b>\$32,182</b>	

#### 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
<b>Total Parks, Recreation &amp; Tourism</b>	<b>\$624,481</b>	<b>\$632,715</b>	

#### 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
<b>Total Public Works</b>	<b>\$169,421</b>	<b>\$174,503</b>	
<b>TOTAL COMMUNITY DEVELOPMENT</b>	<b>\$825,146</b>	<b>\$839,401</b>	

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

## Funding Provided to Community Partners

Host Agency	FY21 Adopted	FY22 Adopted	Funding Source
<b>HUMAN SERVICES</b>			
<b>Aging</b>			
• Independence Empowerment Center	\$37,456	\$38,580	General Fund
• Legal Services of Northern Virginia	\$194,577	\$200,414	General Fund
<b>Total Aging</b>	<b>\$232,033</b>	<b>\$238,994</b>	
<b>Community Services</b>			
• 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
<b>Total Community Services</b>	<b>\$634,840</b>	<b>\$653,885</b>	
<b>Public Health</b>			
• 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
<b>Total Public Health</b>	<b>\$186,922</b>	<b>\$102,161</b>	
<b>Social Services</b>			
• 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
<b>Total Social Services</b>	<b>\$1,082,731</b>	<b>\$1,175,213</b>	
<b>TOTAL HUMAN SERVICES</b>	<b>\$2,136,526</b>	<b>\$2,170,254</b>	

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



## Funding Provided to Community Partners

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

**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)

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County Host Agency:	Prince William Public Library System		
County Program:	Library Administrative Services		
Community Partner:	Literacy Volunteers of America--Prince William		
CP Program:	Public Services Management		
CP Contact:	Deborah Abbott		
CP Contact's title:	Executive Director		
CP Address:	4326 Dale Blvd., Suite 6, Woodbridge, VA 22193		
CP Phone:	703-670-5702	CP fax:	703-583-0703
		CP email:	<a href="mailto:director@lvapw.org">director@lvapw.org</a>
CP website:	<a href="http://www.lvapw.org">http://www.lvapw.org</a>		
Is your organization a 501(c)3?	Yes		

Does your organization meet the following criteria:

Yes	No	
<input checked="" type="checkbox"/>	<input 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.

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

	Yes	No
Financial Reporting documents attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Year Operating Budget attached?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Prince William County (PWC) FY22 Budget

### Community Partner (CP) Base Budget Review - Existing Partners

Provide your organization's mission statement.

The mission of LVA-PW is to teach adults the life-changing skills of reading, writing, and speaking English that will enable them to participate and prosper in our society.

Provide a brief description of your organization.

Literacy Volunteers of America--Prince William, Inc. (LVA-PW) was founded in 1991 by a library staff member when a patron asked for her help to learn to read. Since then, LVA-PW has grown into a strong and vital 300+ volunteer organization that provides a wide range of tuition-free adult literacy services to 700+ low to moderate income Prince William County adults each year. We believe in providing opportunities to increase the educational outcomes of each individual which will lead to greater workforce potential, financial independence, and personal growth which in turn helps to increase the economic vitality of Prince William County. LVA-PW is the largest adult literacy non-profit in Prince William County and has earned two statewide and two local awards in the past three years.

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

LVA-PW provides a complete range of adult literacy services to the citizens of PWC. The core of LVA-PW has been to provide one-on-one tutoring to meet the individual needs of our adult learners. In recent years, we have added over 30 small and large classes across the county to accommodate the ever-increasing demand for the many literacy services needed in our community. LVA-PW offers basic literacy (for adults who read below the 5th grade level), English as a Second Language (ESL); GED preparation classes; civics and citizenship; computer classes; job readiness from beginning to advanced levels, conversation classes at local libraries, a writing improvement class for students wishing to pass the NOVA entrance exam, and one-on-one instruction for individual learning needs such as adults who have never attended school in their own country. Our customized learning plans, unique and highly successful Job Readiness for Professionals and Confidence Courses are examples of our innovative approach to meeting the changing needs of PWC. The

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**?

\$30,307

How much of your donation is used to **cover administrative costs**?

\$937

Total County Donation:

\$31,244

Do you use your County donation as a **match for other grant opportunities**? If so, how much?

\$31,244

## Prince William County (PWC) FY22 Budget

### Community Partner (CP) Base Budget Review - Existing Partners

	<u>FY18</u> <u>Actual</u>	<u>FY19</u> <u>Actual</u>	<u>FY20</u> <u>Actual</u>	<u>FY21</u> <u>Adopted</u>	<u>FY22</u> <u>Base</u>
County Funding Amount	\$27,284	\$28,102	\$28,945	\$31,244	\$31,244
Total CP Program Budget	\$161,550	\$157,800	\$155,200	\$155,450	\$152,500
County Funding % of Total CP Program Budget	16.9%	17.8%	18.7%	20.1%	20.5%

Reporting on CP program's performance measures:

Number of Adults Served	752	736	542	730	715
Number of Tutors Trained and Supported	238	231	227	225	225
Literacy Volunteer Hours Provided To Students	16,778	16,842	13,640	15,800	15,500

### 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.

The Prince William Public Library System provides the following in-kind services to LVA-PW:

a. Meeting space in library facilities: the Library System provides space for approximately 12 meetings per month (24 hours of meeting space per month)

b. Photocopying support up to \$1,000 per fiscal year.

c. Tutor training and event promotion through the Library System's website for 6 events per year, with an estimated cost of \$100. Total estimated in-kind support is \$1,100 per year.