



September 14, 2021

Keep Prince William Beautiful
4391 Ridgewood Center Drive, Suite F
Woodbridge, VA 22192

Dear Ms. Daniels,

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 that reads "David J. Sinclair".

David J. Sinclair
Budget Director

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

**MEMORANDUM OF UNDERSTANDING
FOR
KEEP PRINCE WILLIAM BEAUTIFUL, INC.**

This Memorandum of Understanding (MOU) is between PRINCE WILLIAM COUNTY (County), by and through the **Neighborhood Services Division of Public Works**, and *Keep Prince William Beautiful, 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 serve Prince William County through partnering with residents, businesses and government to educate and inspire people to be environmental stewards and keep Prince William beautiful.

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 **One Hundred Nine Thousand, Four Hundred Ninety-Eight Dollars (\$109,498.00)** 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 **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.

Keep Prince William Beautiful, Inc.
4391 Ridgewood Center Drive Suite F
Prince William, VA 22192
571 285-3772


Print Name: Aleta Daniels

BY:  DATE: 8/12/2021
Executive Director

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

BY:  DATE: 9/14/21
County Executive

Prince William County Department of Public Works
5 County Complex Court, Suite 260, Prince William VA 22192

BY:  DATE: 9/7/2022
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
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 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) Base Budget Review - Existing Partners

Section 1 - (Community Partner to Complete)

County Host Agency: **Public Works**
 County Program: **Neighborhood Services Division**

Community Partner: **Keep Prince William Beautiful (KPWB)**
 CP Program: **Community Improvement - Litter Control**

CP Contact: **Aleta Daniels**
 CP Contact's title: **Executive Director**

CP Address: **4391 Ridgewood Center Drive, Suite F, Woodbridge, VA 22192**

CP Phone: **(571) 285-3772** CP fax: **(571) 285-3789** CP email: **adaniels@kpwb.org**

CP website: **www.kpwb.org**

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 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.

KPWB serves Prince William County by partnering with residents, businesses and government to educate and inspire people to be environmental stewards and Keep Prince William Beautiful.

Provide a brief description of your organization.

Keep Prince William Beautiful (KPWB) is a non-profit environmental organization that serves Prince William County through partnering with residents, businesses and government to educate and inspire people to be environmental stewards and keep Prince William beautiful.

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

KPWB offers six programs spanning the issues of litter removal and education, recycling education, and water quality that are accomplished specifically through the following: Adopt-a-Spot, semi-annual community cleanup campaigns; clean shopping center program and county-wide litter surveys. KPWB is a volunteer-based agency whose program participants perform various litter prevention/control activities. KPWB provides volunteer opportunities for the community to assist maintain the overall integrity and health of their community.

Is any amount of your Prince William County donation used to serve non-residents of PWC?

For the following three questions provide dollar figures.

How much of your County donation goes to **direct client services**?

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

Total County Donation:

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

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	\$77,074	\$79,387	\$81,768	\$88,263	\$88,263
Total CP Program Budget	\$159,362	\$159,362	\$159,362	\$159,362	
County Funding % of Total CP Program Budget	48.4%	49.8%	51.3%	55.4%	#DIV/0!

Reporting on CP program's performance measures:

Average Litter Rating	1.39	1.39	1.91	1	1
Quarterly Litter Surveys	4	4	2	4	4
Clean Shopping Center Survey Participants	15	12	12	30	30
Average Rating for Clean Shopping Center Survey*	2.2	1.33	1.75	2	2
Number of Adopt-a-Spot sites	50	59	70	70	70
Community Cleanups	27	44	45	70	70
Education Outreach Attendees (# of individuals)	2,028	3,800	998	4,500	4,500

*2016: Using 1- 4 scale, same scale as Litter Survey; 1 being good therefore we wish to score below 2.2

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.

KPWB receives in-kind donations from the Neighborhood Services Division (NSD) as follows: 1) NSD provides both funding and staff support for the Adopt-a-Spot program. Signs are produced by the county signshop paid for by NSD. NSD staff provides support for sign installation and VDOT location coordination. 2) The Litter Crew provides a van and driver for the completion of a litter survey, which occurs no more than four times per year. Estimated value of in-kind donations is \$3,747.40.

Prince William County (PWC) FY22 Budget

Community Partner (CP) Base Budget Review - Existing Partners

Section 1 - (Community Partner to Complete)

County Host Agency: Public Works
 County Program: Solid Waste Division - Recycling
 Community Partner: Keep Prince William Beautiful (KPWB)
 CP Program: Community Improvement
 CP Contact: Aleta Daniels
 CP Contact's title: Executive Director
 CP Address: 4391 Ridgewood Center Drive, Suite F, Woodbridge, VA 22192
 CP Phone: 571-285-3772 CP fax: 571-285-3789 CP email: adaniels@kpwb.org
 CP website: www.kpwb.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
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	

Provide your organization's mission statement.

KPWB serves Prince William County by partnering with residents, businesses and government to educate and inspire people to be environmental stewards and

Provide a brief description of your organization.

Keep Prince William Beautiful (KPWB) is a non-profit environmental organization that serves Prince William County through partnering with residents, businesses

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

KPWB offers six programs spanning the issues of litter removal and education, recycling education, and water quality that are accomplished specifically through 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?	\$9,047
How much of your donation is used to cover administrative costs?	\$9,000
Total County Donation:	\$18,047

Do you use your County donation as a match for other grant opportunities? If so, how much? No

	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Adopted	FY22 Base
County Funding Amount	\$15,759	\$16,232	\$16,719	\$18,047	\$18,047
Total CP Program Budget	\$159,362	\$159,362	\$159,362	\$159,362	\$173,738
County Funding % of Total CP Program Budget	9.90%	10.20%	10.50%	11.30%	10.39%

Reporting on CP program's performance measures:

Recycling Education Presentations	25	39	19	60	60
Recycling Presentation Attendees (Adults)	1,315	2,800	444	2,500	2500
Recycling Presentation Attendees (Youth)	713	2,000	600	2,500	2500
Total Recycling Presentation Attendees	2,028	4,800	1,044	5,000	5000
Recycling Education Presentation Hours	64	113	45.5	150	150
Trained Recycling Educator Hours	42	40	25	50	40

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

