



September 14, 2021

Project Mend-A-House
8787 Commerce Court
Manassas, VA 20110

Dear Mr. Swirchak,

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", written over a horizontal line.

David J. Sinclair
Budget Director

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

**MEMORANDUM OF UNDERSTANDING
FOR
PROJECT MEND-A-HOUSE**

This Memorandum of Understanding (MOU) is between PRINCE WILLIAM COUNTY (County), by and through the **Neighborhood Services Division of Public Works**, and ***Project Mend-a-House (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 **improve the living conditions of seniors, veterans, persons with disabilities and low-income residents in Prince William, Manassas City and Manassas Park by offering no-cost and low-cost repairs, safety and accessibility modifications, thus allowing residents to remain safely and independently in their own homes.**

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 **Forty-Five Thousand Four Hundred Seventy-Seven Dollars (\$45,477.00)** 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.

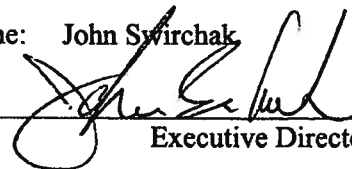
5. By the end of the fiscal year in which the donation is made, the CP will submit an invoice or letter, on CP letterhead, to the **Neighborhood Services Division of Public Works** requesting disbursement of the approved donation.

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.

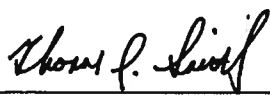
Project Mend-A-House
8787 Commerce Court
703 792-7663

Print Name: John Swirchak
BY:  DATE: 7/20/21
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: 9/7/2021
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
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
○ <i>Homeless Prevention</i>	\$33,408	\$34,410	
○ <i>Supportive Housing Program</i>	\$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:
 County Program:

Community Partner:
 CP Program:

CP Contact:
 CP Contact's title:

CP Address:

CP Phone: CP fax: CP email:

CP website:

Is your organization a 501(c)3?

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.

Project Mend-A-House (PMAH) is committed to improving the living conditions for low-income, seniors, veterans and persons with disabilities in Prince William County, Manassas City and Manassas Park by offering no-cost home repairs and modifications, thus allowing residents to remain safely and independently in their own homes.

Provide a brief description of your organization.

Project Mend-A-House serves the low-income, senior, veterans and persons with disabilities of Prince William County and Manassas through its home repair and home modification program. It recruits, trains, and schedules its volunteer plumbers, electricians, HVAC, carpenters, gardeners, painters and community volunteers matching them with Prince William County residents who are in need of its minor home repair and home modification program. Project Mend-A-House is committed to preserving affordable housing removing accessibility barriers and restoring the dignity of all its clients so they may stay in their home. Project Mend-A-House long-term objective is to continue to increase the affordable and accessible stock and ultimately, allow our residents to "Age in Place" helping them to build a healthier and happier quality of life.

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

Project Mend-A-House works with low income seniors, veterans, and persons with disabilities who can't afford home repairs or home modifications. There is an ever increasing effort to help persons with disabilities, mostly seniors, who require better home accessibility and enhanced safety.

Over the years, PMAH has completed thousands of home repairs for hundreds of residents. The range of our services is broad in scope: from building wheel-chair assessible ramps to replacing water heaters; from installing grab rails/bars in bathrooms to installing stair-climbers; from replacing rotted, moldy wood in house structures to handling a wide assortment of plumbing and electrical problems. Whatever home repairs are necessary, PMAH is there to get the job done at no cost to our clients.

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**? \$30,952

How much of your donation is used to **cover administrative costs**? \$13,200

Total County Donation: \$44,152

Do you use your County donation as a **match for other grant opportunities**? No
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	\$38,555	\$39,712	\$40,903	\$44,152	\$44,152
Total CP Program Budget	\$318,420	\$318,420	\$331,000	\$300,212	\$300,000
County Funding % of Total CP Program Budget	12.1%	12.5%	12.4%	14.7%	14.7%

Reporting on CP program's performance measures:

# interior and exterior home improvements and modification projects (Total home improvement/modification projects)	450	620	445	480	528
20% increase in # of senior citizens served.			44	40	48
Double # of Veterans served			5	5	10
NEW-Senior Home Health & Safety Assessments			0	5	10

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