

Glossary

Account: Detailed classification established to budget and account for the purchase of specific goods and services and the receipt of revenues from specific sources; also known as line item.

Accrual Basis of Accounting: Under the accrual basis of accounting, revenues are recognized when service is delivered and expenses are recognized when the benefit is received. All County proprietary funds use the accrual basis of accounting.

Activity: A specific and distinguishable line of work performed within a program; the most basic component of service delivery for each County agency and its budget.

Adopted Budget: The initial budget for the fiscal year approved by the Board of County Supervisors as a result of the annual budget process. Adopted differs from appropriated in the budget document's financial summaries in that appropriated includes all budget revisions subsequent to the initial adopted budget such as off-cycle budget adjustments, budget transfers, and prior year appropriations.

Agency: A separate organizational unit of County government established to deliver services to citizens.

Annual Comprehensive Financial Report: Annual financial statements comprising the financial report of Prince William County and its component units required by the Code of Virginia in conformity with Generally Accepted Accounting Principles.

Appropriation: An amount of money in the budget, authorized by the Board of County Supervisors, for expenditure by departments for specific purposes. For example, general fund appropriations are for operating and general purposes while Capital Improvement Project Fund appropriations are for major improvements such as roads and public facilities.

Assess: To place a value on property for tax purposes.

Assessed Valuation: The value of property within the boundaries of Prince William County for purposes of taxation.

Assets: Resources owned or held by Prince William County that have monetary value.

Assigned Fund Balance: Amounts that are constrained by the government's intent to be used for specific purposes but are neither restricted nor committed.

Audit: To examine (accounts, records, etc.) for purposes of verification, appropriateness, risk, and/or efficiency.

Auditor of Public Accounts: A state agency that oversees accounting, financial reporting, and audit requirements for units of local government in the state of Virginia.

Balanced Budget: A budget that has its funding sources (revenues plus other resources) equal to its funding uses (expenditures plus other allocations). All local governments in Virginia must adopt a balanced budget as a requirement of state law.

Base Budget: The same level of agency funding as in the current year adopted budget with adjustments for: one-time costs; agency revenue reductions; current fiscal year merit pay roll-forward adjustments; current year personnel actions; benefit cost changes; full year funding for partial year funded positions approved for the current fiscal year; approved budget shifts; Board of County Supervisors' actions approved during the current fiscal year; and any related outcome and service level target revisions.

Base Budget Review: A process that evaluates departmental base budgets in order to determine if an activity should continue to be funded at the current level.

Board Audit Committee (BAC): A committee of the Board of County Supervisors, supported by the internal audit function, established to assist in governance and oversight responsibilities. All Board of County Supervisors members comprise the BAC, which consists of three regular voting members and five alternate members. The internal audit function reports directly to the Board of County Supervisors, through the BAC.

Bond Rating: The rating of bonds is a statement of a locality's economic, financial, and managerial condition. It represents the business community's assessment of the investment quality of a local government. Highly rated bonds attract more competition in the marketplace, thereby lowering interest costs paid by the County government and its taxpayers.

Bonds: Instruments used to borrow money for the debt financing of long-term capital improvements.

Budget: An itemized allotment of revenues and expenditures for a specific time period, tied to specific activities.

Budget Amendment: Any change to the adopted budget where funds are added or subtracted through Board of County Supervisors action by a resolution that occurs throughout the course of the fiscal year as needed for County government operations.

Budget Authority: Ability to enter transactions that will result in the receipt or disbursement of County funds.

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Budget Initiatives: Changes to the base budget recommended by the County Executive as part of the proposed budget. Supplemental budget increases and decreases approved by the Board of County Supervisors are shown as Budget Initiatives in the agency detail section of the (Adopted) Budget document.

Budget Transfers: Budget transfers shift previously budgeted funds from one line item of expenditure to another. Transfers may occur throughout the course of the fiscal year as needed for County government operations and are governed by the budget transfer policy.

Budgeted Agency Savings: A budgeted reduction added to agency budgets due to expected operational savings during the fiscal year. This is similar to budgeted salary lapse.

Budgeted Salary Lapse: A budgeted reduction in estimated salary and fringe benefit expenditures due to estimated position vacancy savings anticipated for the fiscal year.

Business Professional and Occupational License Tax: A tax that is levied upon the privilege of doing business or engaging in a profession, trade, or occupation in the County. The tax base includes all phases of the business, profession, trade, or occupation, whether or not conducted in the County.

Capital Expenditures: Expenditures incurred for the acquisition or construction of major capital assets (e.g., land, roads, buildings).

Capital Improvement Program (CIP): The County's Six-Year Plan that identifies facility and infrastructure projects, outlines project schedules, and provides project cost estimates. The County's CIP utilizes a variety of federal, state and local funding sources, and is guided by Board of County Supervisors policies, the Strategic Plan, and the Comprehensive Plan.

Capital Projects Fund: This fund is used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Fund Types). The Capital Projects Fund accounts for construction projects including improvements to schools, roads, and other projects.

Catchment: An area served by a hospital or social service agency.

Committed Fund Balance: Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

Community Outcomes: Key outcomes with targets that demonstrate how the community or individual will benefit or change based on achieving the goal. Community outcomes are adopted by the Board of County Supervisors in the Strategic Plan, taken from the biennial community survey results, or developed by agencies based on their mission and goals.

Community Partner: A non-profit 501(c)3 organization that provides specific services and programs to the residents of Prince William County. Grant funding is directed through the Strategic and Annual Competitive Community Partners Program.

Component Unit: An element of the Annual Comprehensive Financial Report (ACFR) that identifies affiliated organizations for which financial activity must be reported separately. For example, the Adult Detention Center and Schools are component units in the Prince William County ACFR.

Comprehensive Plan: State mandated plan that guides the coordinated, adjusted, and harmonious land development that best promotes the health, safety, and general welfare of County citizens. It contains long-range recommendations for land use, transportation systems, community services, historic resources, environmental resources, and other facilities, services, and resources.

Comprehensive Services Act (for At-Risk Youth and Families): The state law governing the funding and provision of services to youth and families who require foster care or special education services, or who are involved with the Juvenile & Domestic Relations Court.

Contingency: Contingency is an amount of funding maintained in the general fund to cover unanticipated expenditures and/or shortfalls in revenues collected. The Board of County Supervisors must authorize any use of the Contingency.

Co-Op Budget: The state-administered budget for the Public Health District that is comprised of funding from the state, County, and cities of Manassas and Manassas Park, as well as fees for services, federal funding, and private sector grants.

Cost Recovery: A cost recovery budget is used when a particular group of expenditures (largely personnel) is charged back to user agencies or to capital projects. When a cost recovery budget is set up, a negative expenditure budget amount is established equal to the positive expenditure budget amount, resulting in a net expenditure budget of zero.

Council of Governments: A regional organization of units of local government in the Washington, D.C. metropolitan area.

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Crisis Receiving Center: A County facility that provides treatment services for those experiencing mental health and substance use crises.

Debt: An obligation resulting from the borrowing of money.

Debt Service: Payment of interest and principal amounts on loans to the County such as bonds.

Depreciation: The process of allocating the cost of a capital asset to the periods during which the asset is used.

Directives: Board of County Supervisors' requests, made during Supervisors Time at a Board of County Supervisors meeting, for County staff to provide information and/or take action.

Effectiveness: A measurable relationship of resources required to achieve intended results.

Efficiency: A measurable relationship of resources required to produce goods and services, such as cost per unit of service.

Electronic Monitoring: A system that uses technology and staff supervision to detain persons in their homes in lieu of incarceration in a secure facility.

Employee Benefits: Services and opportunities afforded employees because they work for Prince William County. These benefits include medical and dental insurance, health insurance credit program, flexible benefit account program, Virginia Retirement System, 401(a) money purchase plan, 457 deferred compensation plan, supplemental police and fire retirement plan, group life insurance, optional life insurance, long-term care insurance, employee assistance program, short and long-term disability, holiday leave, sick, personal, and annual leave, sick leave bank, other leave, credit union, direct deposit, employee advisory committee, and grievance procedure.

Encumbrances: Obligations incurred in the form of purchase orders, contracts, and similar items that will become payable when goods are delivered, or services rendered.

Enterprise Funds: These funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the Board of County Supervisors is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, (b) where the Board of County Supervisors has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The following are Enterprise Funds: Prince William County Parks & Recreation (which provides recreational services), the Prince William County Landfill (which provides solid waste disposal services), and Innovation Park which is County owned land being marketed for re-sale to targeted industries.

Exemption: A grant of immunity from a specific program, policy, or action.

Expenditure: An amount of money disbursed for the purchase of goods and services. Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments.

Family Access to Medical Insurance Security: The state's health insurance program for uninsured and underinsured citizens.

Family Assessment and Planning Team: A group of community representatives, including human services professionals and parents, who develop service plans for at-risk youth and families.

Farm-Outs: Inmates incarcerated at other local and regional jails because of a lack of bed space at the Adult Detention Center.

Fill Rate: The percentage of resource requests the library is able to fulfill to satisfy patron information needs.

Fiscal Year: The time frame to which the budget applies. Prince William County's fiscal year begins on July 1 and ends on June 30.

Five-Year Plan: The County's projected expenditures and revenues for the next five fiscal years beginning with the adopted budget fiscal year. The Board of County Supervisors adopts the Five-Year Plan each year in concert with the adopted budget. The first year of each Five-Year Plan is synonymous with the adopted budget.

Full-Time Equivalent (FTE): A unit identifying the workload of an employee which is calculated by taking an employee's scheduled hours divided by the employer's hours for a full-time workweek. An FTE of 1.00 is equivalent to a full-time employee.

Fund: A financial entity to account for money or other resources, such as taxes, charges, and fees, established for conducting specified operations for attaining certain objectives, frequently under specific limitations.

Fund Balance: The difference between assets and liabilities in a governmental fund.

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Fund Balance Components: The classifications that segregate fund balance by constraints on purposes for which amounts can be spent. There are five classifications: Non-spendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

Fund Balance Reserve: The sum total of reservations placed against a fund balance for encumbrances, future year designations, and other purposes including grants and special projects, non-current receivables, inventory, and debt service reserves.

General Fund: Fund used to account for all financial transactions and resources except those required to be accounted for in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for services, and interest income. A significant part of the general fund's revenues is transferred to other funds to finance the operations of the County Public Schools and the Regional Adult Detention Center.

General Obligation Bond: A municipal bond secured by the taxing and borrowing power of the municipality issuing it.

Goal: General statements of public policy, purpose, and intent.

Governmental Fund Types: Most of the County's governmental functions are accounted for in Governmental Funds. These funds measure changes in financial position, rather than net income. Governmental fund types include the General Fund, Special Revenue Funds, and the Capital Projects Fund.

Grant: A payment by one entity to another entity, or a foundation to a non-profit organization intended to support a specified function such as health care, housing, street repair, or construction. Governmental units, foundations, nonprofit organizations, and individuals can all award grants and/or be awarded grants.

Homeless Prevention Center: A County owned homeless shelter.

Host Agency: A department or agency that manages the relationship between a community organization and the County to include proposed donation levels and budget, performance measures, and financial reporting; also, a department that supports, through internal services, any of the business application activities in the Department of Information Technology. Imposed by law through constitutional provisions or enabling legislation.

Institutional Network: A state-of-the-art communications network for County government, police, fire, library, and school facilities.

Internal Service Funds: Funds used to account for goods or services provided by one department or agency to other departments or agencies of the County, or to other governments, on an allocated cost recovery basis. Internal Service Funds have been established for information technology, vehicle maintenance, road construction, and self-insurance.

Interstate Highway 66: Runs across the western end of the County.

Interstate Highway 95: Runs across the eastern end of the County.

Invitation for Bid (IFB): A formal invitation document that is released to the public requesting bids for defined goods and services needed by a public body, to be provided in accordance with provisions defined in the IFB. This method of procurement is used when the requirements can be clearly defined, negotiations are not necessary, price is the major determining factor for award selection, and where required by law. An award is made to the responsible bidder submitting the lowest responsive bid.

Liabilities: Obligations incurred in past or current transactions requiring present or future settlement.

License and Permit Fees: Fees paid by citizens or businesses in exchange for legal permission to engage in specific activities. Examples include building permits and swimming pool licenses.

Line Item: Detailed classification established to budget and account for the purchase of specific goods and services and the receipt of revenues from specific sources; also known as object level.

Line of Duty Act (LODA): The Virginia Retirement System LODA is established by Section 9.1-400 of the Virginia Code. LODA provides benefits to public safety-first responders and their survivors who lose their life or become disabled in the line of duty.

Local Match: County cash or in-kind resources required to be expended simultaneously with state, federal, other locality, or private sector funding, usually according to a minimum percentage or ratio.

Mandate: A state or federal action that places a requirement on local governments.

Memorandum of Understanding: A written agreement between the County and a community partner specifying the amount and type of County donations provided and the services and outcomes accounted for by the community partner.

Mission Statement: A brief description of the purpose and functions of an agency.

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Modified Accrual: Under the modified accrual basis of accounting, revenues are recognized when measurable and available as current assets. Expenditures are generally recognized when the related services or goods are received, and the liability is incurred. All County governmental and fiduciary funds use the modified accrual basis of accounting.

Municipal Separate Storm Sewer System (MS4) Permit: Discharges from MS4 are regulated under the Virginia Stormwater Management Act, the Virginia Stormwater Management Program Permit regulations, and the Clean Water Act as point source discharges. Stormwater discharges from Phase I (large and medium) MS4 are authorized under individual permits. Under these permits, the MS4 owner/operator must implement a collective series of programs to reduce the discharge of pollutants from the given storm sewer system to the maximum extent practicable in a manner that protects the water quality of nearby streams, rivers, wetlands, and bays.

Non-Departmental: Budgeted funds not directly associated with, or controlled by, a specific County department.

Non-Spendable Fund Balance: Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Northern Virginia Regional Commission (formerly Northern Virginia Planning District Commission): A regional organization comprised of units of local government in the Northern Virginia area.

Northern Virginia Transportation Authority (NVTA): The NVTA is a regional governmental entity established to plan, prioritize, and fund regional transportation programs. The NVTA covers Arlington, Fairfax, Loudoun, and Prince William counties and the cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park.

Northern Virginia Transportation Commission (NVTC): A multi-jurisdictional agency representing Arlington, Fairfax, and Loudoun Counties and the Cities of Alexandria, Fairfax, and Falls Church. NVTC provides a policy forum and allocates up to \$200 million in state, regional, and federal transit assistance each year among its member jurisdictions. NVTC also appoints one principal and two alternate members to the Board of Directors of The Washington Metropolitan Area Transit Authority.

Obligation: A future expenditure requirement incurred by voluntary agreement or legal action.

Off-Cycle: A term that characterizes budget adjustments approved by the Board of County Supervisors outside of the annual budget process.

OmniRide Express: Operated by the Potomac and Rappahannock Transportation Commission, OmniRide Express provides commuter bus service from eastern Prince William County and the Manassas area to points in Northern Virginia and the District of Columbia.

OmniRide Local: Operated by the Potomac and Rappahannock Transportation Commission, OmniRide Local provides local bus service to the communities of Dale City, Dumfries (including Quantico), Manassas/Manassas Park, and Woodbridge/Lake Ridge.

Ordinance: A law or regulation enacted by the Board of County Supervisors.

Outcome Trends: Multi-year trend information for community and program outcome measures.

Output: Unit of goods or services produced by an agency activity.

Paratransit: Transit service provided by public transit agencies to people with disabilities who cannot use fixed route bus service because of a disability. In general, the American with Disabilities Act requires complementary paratransit service must be provided within $\frac{3}{4}$ of a mile of a bus route, at the same hours and days as fixed route service, for no more than twice the regular fixed route fare.

Performance Audit: An independent review of a program, activity, function, operation, management system, or procedure of a government to assess whether the government is achieving economy, efficiency, and effectiveness in the employment of available resources. The examination is objective and systematic, generally using structured and professionally adopted methodologies.

Performance Measures: Quantitative characterization of an agency's success in achieving its stated mission.

Personal Property: An item of property other than real estate to include personal effects, moveable property, goods, and chattel.

Policy: A definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions.

Potomac and Rappahannock Transportation Commission (PRTC): A multi-jurisdictional agency representing Prince William, Stafford, and Spotsylvania Counties and the Cities of Manassas, Manassas Park, and Fredericksburg. PRTC provides commuter bus services (OmniRide Express) and local bus services in Prince William County and the Cities of Manassas and Manassas Park (OmniRide Local).

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Principles of Sound Financial Management: Guidelines approved by the Board of County Supervisors to foster the County government's financial strength and stability and the achievement of the organization's financial goals.

Proffers: Contributions of land, capital improvements, and funding collected from developers to address the demand for community services created by new development.

Program: One or more related agency activities that work together for a purpose and function for which the County is responsible.

Program Outcomes: Key measures that demonstrate how the community or individual will benefit or change based on achieving the goal but are more specific to each individual agency and program than community outcomes.

Property Tax Rate: The rate of taxes levied against real or personal property expressed as dollars per \$100 of equalized assessed valuation of the property taxed.

Proprietary Fund Types: Proprietary Funds account for County activities that are similar to private sector businesses. These funds measure net income, financial position, and changes in financial position. Proprietary fund types include enterprise and internal service funds.

Real Property: Land, buildings, and all other permanent improvements on the land.

Resolution: The official position or will of a legislative body.

Resource Shift: The transfer of an expenditure budget from one purpose to another. A resource shift is a common and preferred technique for funding budget increases without the allocation of increased outside revenue or County tax support.

Resources: The actual assets of a governmental unit, such as cash, taxes, receivables, land, buildings, estimated revenues applying to the current fiscal year, and bonds authorized and un-issued.

Restricted Fund Balance: Includes amounts that are restricted to specific purposes as follows:

- Externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments.
- Imposed by law through constitutional provisions or enabling legislation.

Retained Earnings: See Total Net Assets.

Revenue: Income generated by taxes, notes, bonds, investment income, land rental, user charges, and federal and state grants.

Revenue Bonds: A bond issued by a municipality for a specific project that is supported by the revenue from that project.

Risk Management: The practice of identifying potential risks in advance, analyzing them, and taking precautionary steps to reduce and/or curb the risk, and in turn reduce the County's exposure to financial loss.

Seat Management: Personal computer support services including customer service assistance, desktop and laptop desk side services, software refreshment, and equipment disposal.

Self-Insurance Pool: A cash reserve used to provide stable and cost-effective loss funding on a self-insured basis rather than using a private insurance company.

Service Levels: Quantified measures of the goods and services (outputs) produced by agency activities, the relationship of resources required to outputs produced (efficiency), and the degree of excellence characterizing the outputs (service quality).

Service Quality: The measurable degree of excellence with which goods and services are produced or provided, including customer satisfaction.

Special Revenue Funds: Funds used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. These funds are used to account for volunteer fire and rescue levies, school operations, the Regional Adult Detention Center, and the Office of Housing & Community Development.

Statute: A law enacted by a legislative body.

Strategic Plan: A four-year plan adopted by the Board of County Supervisors which establishes a County government mission statement, a limited number of high priority strategic goals, and measurable community outcomes which indicate success in accomplishing these goals.

Sworn FTE: Personnel duly authorized under statute as a law enforcement individual who has taken an oath to support and enforce the U.S. Constitution, state laws, and the laws of the agency's jurisdiction.

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Tax Base: The part of the economy against which a tax is levied.

Taxes: Mandatory charges levied by a governmental unit for the purpose of financing services performed for the common benefit.

Technology Improvement Plan: That portion of the Capital Improvement Program that is dedicated to the upgrade, replacement, or addition of technology systems that support various programs and activities throughout County agencies. Project examples include, but are not limited to, upgrades to email, replacement of critical information technology infrastructure, and disaster recovery.

Temporary Assistance to Needy Families: A federal and state public assistance program.

Total Net Assets: The difference between assets and liabilities in a proprietary fund. This term has replaced Retained Earnings.

Tracker: Board of County Supervisors, County Executive, or Deputy County Executive's request for action by County staff. Progress on the item is tracked by the County Executive's Office until its successful completion.

Transfer: A shift of resources from one program or activity to another.

Trust and Agency Funds: Funds used to account for assets held by the County in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds. The County has established Agency and Expendable Trust Funds to account for library donations, special welfare, and certain other activities. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Expendable Trust Funds are accounted for in essentially the same manner as Governmental Funds.

Unassigned Fund Balance: The total fund balance in the general fund in excess of non-spendable, restricted, committed, and assigned fund balance.

Uniform FTE: As it relates to public safety, a uniformed official responsible for the supervision, safety, and security of people and property.

User Fees: Charges for services, such as the use of public property and parking, paid by those benefiting from the service.

Virginia Railway Express (VRE): A transportation partnership of the Northern Virginia and Potomac and Rappahannock Transportation Commissions, the Counties of Fairfax, Prince William, Stafford, Spotsylvania, and Arlington, and the Cities of Manassas, Manassas Park, Fredericksburg, and Alexandria. VRE provides commuter rail service from the Northern Virginia suburbs to Alexandria, Crystal City, and downtown Washington D.C.

Watershed: A region or area bounded peripherally by water parting and draining ultimately to a particular watercourse or body of water.

Abbreviations

AAA: Triple A Bond rating, the highest possible rating	CES: Coordinated Entry System
AALL: American Association of Law Libraries	CFH: Creating Foundations for Hope
AAOD: Agritourism and Arts Overlay District	CHDO: Community Housing Development Organization
ACTS: Action in the Community Through Service	CHE: Call Handling Equipment
ADA: Americans with Disabilities Act 1990	CHP: Concealed Handgun Permit
ADC: Adult Detention Center	CHS: Clinical Homeless Services
Admin: Administrative	CID: Communications & Infrastructure Division
ADP: Average Daily Population	CIP: Capital Improvement Program
AED: Automatic External Defibrillator	CJS: Criminal Justice Services
AFIS: Automated Fingerprint Identification System	CMAQ: Congestion Mitigation and Air Quality
AI: Artificial Intelligence	CMP: Cyclical Maintenance Plan
ALS: Advanced Life Support	CoC: Continuum of Care
APS: Adult Protective Services	COG: Council of Governments
ARPA: American Rescue Plan Act	CORP: Comprehensive Outpatient Recovery Program
ARRA: American Recovery and Reinvestment Act	COVID-19: Coronavirus Disease 2019
B&A: Budget and Appropriate	CP&D: Community Preservation & Development
B&G: Buildings and Grounds	CPA: Comprehensive Plan Amendment
B&GC: Boys & Girls Club	CPI: Consumer Price Index
BAB: Build America Bonds	CPMT: Community Policy and Management Team
BAC: Board Audit Committee	CPS: Child Protective Services
BCE: Building Code Enforcement	CRC: Crisis Receiving Center
BECC: Benefits, Employment & Child Care	CRRSAA: Coronavirus Response and Relief Supplemental Appropriations Act
BEST Lawn: Building Environmentally Sustainable Turf Lawn	CSA: Children's Services Act
BLS: Basic Life Support	CSB: Community Services Board
Board: Board of County Supervisors	CSS: Customer Support & Service
BOCS: Board of County Supervisors	CWAO: Commonwealth's Attorney's Office
BPOL Tax: Business Professional and Occupational License Tax	CXO: County Executive
BRAVO: Behavioral Health Redesign for Access, Value and Outcomes	CY: Calendar Year
BTS: Business Technology Services	DART: Days Away Restricted or Transferred
BWC: Body-Worn Camera	DBHDS: Department of Behavioral Health and Developmental Services
CAD: Computer Assisted Dispatch or Computer-Aided Design system (cannot be both simultaneously)	DBM: Decision Band Method
CALEA: Commission on Accreditation for Law Enforcement Agencies	DCSM: Design and Construction Standards Manual
CARES Act: Coronavirus Aid, Relief, and Economic Security Act	DD: Development Disability
CBHP: Clinical Behavioral Health Program	DDS: Department of Development Services
CCJB: Community Criminal Justice Board	DEDT: Department of Economic Development & Tourism
CDA: Community Development Authorities	DEQ: Department of Environmental Quality
CDBG: Community Development Block Grant	DFR: Department of Fire & Rescue
	DJJ: Department of Juvenile Justice
	DMAS: Department of Medical Assistance Services

Abbreviations

DMV: Department of Motor Vehicles	FRS: Fire and Rescue System
DoIT: Department of Information Technology	FSS: Family Self-Sufficiency
DOJ: Department of Justice	FTE: Full-Time Equivalent
DORM: Drug Offender Rehabilitation Module	FY: Fiscal Year
DORS: Drug Offender Recovery Services	GAAP: Generally Accepted Accounting Principles
DOT: Department of Transportation	GASB: Government Accounting Standards Board
DPR: Department of Parks & Recreation	GDC: General District Court
DPSC: Department of Public Safety Communications	GED: General Equivalency Diploma
DSS: Department of Social Services	GFOA: Government Finance Officers Association
DTCC: Department of Transportation & Capital Construction	GIS: Geographic Information System
DV: Domestic Violence	GPS: Global Positioning System
E3: Exemplary Environmental Enterprise	GRIT: Gang Response Intervention Team
E-911: Emergency 911	GSHF: Good Shepherd Housing Foundation
EAD: Early Assistance Desk	GTS: Geospatial Technology Services
EBDM: Evidence-Based Decision Making	H&CB: Home & Community Based
EBP: Evidence-Based Practice	HAP: Homeownership Assistance Program
EBT: Electronic Benefits Transfer	HAZMAT: Hazardous Materials
EDA: Economic Development Alliance	HCE: Housing Counseling and Education
EDMS: Electronic Document Management System	HCM: Human Capital Management
EEO: Equal Employment Opportunity	HCVP: Housing Choice Voucher Program
EEOC: Equal Employment Opportunity Commission	HIDTA: High Intensity Drug Trafficking Area
EHV: Emergency Housing Voucher	HIPAA: Health Insurance Portability and Accountability Act
EM: Electronic Monitoring	HMIS: Homeless Management Information System
EMS: Emergency Medical Services	HNC: Homeless Navigation Center
ENR: Environmental and Natural Resources	HOA: Homeowners Association
ERP: Enterprise Resource Program	HOC2: Home Occupation Certificate – Family Day Home (Child Care)
ES: Emergency Services	HOV: High Occupancy Vehicle
ESG: Emergency Shelter Grant	HPAC: Hylton Performing Arts Center
ESOL: English for Speakers of Other Languages	HPC: Homeless Prevention Center
F&R: Fire and Rescue	HPDF: Housing Preservation and Development Fund
FAFC: Freedom Aquatic and Fitness Center	HRC: Human Rights Commission
FAPT: Family Assessment and Planning Team	HRIS: Human Resources Information System
FARM: Food and Agriculture Regional Members	HUD: Department of Housing and Urban Development
FAS: Ferlazzo Adult Shelter	HVAC: Heating, Ventilation and Air Conditioning
FCC: Federal Communications Commission	ICMA: International City/County Management Association
FCM: Facilities Construction Management	ICT: Intensive Community Treatment
FFM: Facilities & Fleet Management	ID: Intellectual Disability
FICA: Federal Insurance Contributions Act	IDA: Industrial Development Authority
FOIA: Freedom of Information Act	IEC: Independence Empowerment Center
FRA: Fire and Rescue Association	IEP: Individualized Educational Plan
FRC: Finance Reporting & Control	

Abbreviations

IFB: Invitation for Bid	NOVA: Northern Virginia
IFSP: Individualized Family Service Plan	NR: Not Reported
I-Net: Institutional Network	NVCC: Northern Virginia Community College
IPE: Intervention, Prevention and Education	NVERS: Northern Virginia Emergency Response System
ISF: Internal Service Fund	NVFS: Northern Virginia Family Service
IT: Information Technology	NVRC: Northern Virginia Regional Commission
IVR: Interactive Voice Response	NVTA: Northern Virginia Transportation Authority
JCSU: Juvenile Court Service Unit	NVTC: Northern Virginia Transportation Commission
JDC: Juvenile Detention Center	OEM: Office of Executive Management
JDRC: Juvenile & Domestic Relations Court	OHCD: Office of Housing & Community Development
JSC: Juvenile Services Campus	OMB: Office of Management & Budget
KPWB: Keep Prince William Beautiful	OPEB: Other Post-Employment Benefits
LAN: Local Area Network	OSHA: Occupational Safety and Health Administration
LCI: Local Composite Index	OWL: Occoquan-Woodbridge-Lorton (Volunteer Fire Department)
LEOS: Law Enforcement Officers' Supplement	OZ: Opportunity Zone
LODA: Line of Duty Act	PA: Public Assistance
LOSAP: Length of Service Award Program	PAF: Personnel Action Form
LPGA: Ladies Professional Golf Association	PATH: Projects for Assistance in Transitioning the Homeless
LSNV: Legal Services of Northern Virginia	PCE: Property Code Enforcement
LTC: Long-Term Care	PCN: Position Control Number
LVA-PW: Literacy Volunteers of America – Prince William, Inc.	PCP: Position Classification Plan
MAGIC: Management and Government Information Center	PHNST: Potomac Heritage National Scenic Trail
MAO: Maintenance and Operation	PM: Project Managers
MAT: Medication Assisted Treatment	PMAH: Project Mend-A-House
MCBQ: Marine Corps Base Quantico	PMO: Portfolio Management Office
MDC: Mobile Data Computer	PPTRA: Personal Property Tax Relief Act
MDT: Mobile Data Terminal	Prop: Property
MH: Mental Health	PRTC: Potomac and Rappahannock Transportation Commission
MHz: Megahertz	PSCC: Public Safety Communications Center
MIS: Management Information System	PSFM: Principles of Sound Financial Management
MOU: Memorandum of Understanding	PSSF: Promoting Safe and Stable Families
MS4: Municipal Separate Storm Sewer System	PSTC: Public Safety Training Center
NA: Not Available	PWC: Prince William County
NACO: National Association of Counties	PWCFRS: Prince William County Fire & Rescue System
NADA: National Automobile Dealers Association	PWCS: Prince William County Schools
NCIC: National Crime Information Center	PWHD: Prince William Health District
NCR: National Capital Region	PWPL: Prince William Public Library
NENA: National Emergency Number Association	PWSI: Prince William Soccer, Inc.
NFPA: National Fire Protection Association	PWSIG: Prince William Self-Insurance Group
NG911: Next Generation 911	

Abbreviations

QC: Quality Control	VACO: Virginia Association of Counties
QSCB: Qualified School Construction Bonds	VCE: Virginia Cooperative Extension
RELIC: Ruth E. Lloyd Information Center	VCIN: Virginia Criminal Information Network
REZ: Rezoning	VDH: Virginia Department of Health
RFP: Request for Proposal	VDOT: Virginia Department of Transportation
ROI: Return on Investment	VFD: Volunteer Fire Department
SA: Substance Abuse	VIEW: Virginia Initiative for Employment not Welfare
SACC: School Age Child Care	VLEPSC: Virginia Law Enforcement Professional Standards Commission
SAFMR: Small Area Fair Market Rent	VOIP: Voice Over Internet Protocol
SASE: Secure Access Service Edge	VPRAI: Virginia Pre-trial Risk Assessment Instrument
SAVAS: Sexual Assault Victims Advocacy Service	VPSA: Virginia Public School Authority
SBD: Small Business Development	VPW: Volunteer Prince William
SCBA: Self-Contained Breathing Apparatus	VRE: Virginia Railway Express
SED: Seriously Emotionally Disturbed	VRS: Virginia Retirement System
SERVE: Securing Emergency Resources through Volunteer Efforts	VSMP: Virginia Stormwater Management Program
SF: Square Feet	WAN: Wide Area Network
SMI: Seriously Mentally Ill	WFGA: When Families Get Angry
SNAP: Supplemental Nutrition Assistance Program	WIC: Women, Infants, and Children
SRAP: State Rental Assistance Program	WMATA: Washington Metropolitan Area Transit Authority
SRO: School Resource Officer	YAS: Young Adult Services
STD: Sexually Transmitted Disease	ZA: Zoning Administration
STEP: Systematic Training for Effective Parenting	ZTA: Zoning Text Amendment
STEP-VA: System Transformation Excellence and Performance	
STI: Sexually Transmitted Infection	
SUP: Special Use Permit	
SWM: Stormwater Management	
TANF: Temporary Assistance to Needy Families	
TB: Tuberculosis	
TBD: To Be Determined	
TBRA: Tenant-Based Rental Assistance	
TIP: Technology Improvement Plan	
TMDL: Total Maximum Daily Load	
TSII: Transportation Safety Intersection Improvement	
TOT: Transient Occupancy Tax	
TRIP: Transportation and Roadway Improvement Program	
UOSA: Upper Occoquan Service Authority	
USDA: United States Department of Agriculture	
USPS: United States Postal Service	
VaCMS: Virginia Case Management System	



**PRINCE
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Office of Management & Budget

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