

PARKS AND COMMUNITY TOGETHER (PACT)



Summer Day Camp for Children Living in Homeless Shelters and Supportive Housing Summer 2019

Submitted by: The Fairfax County Park Foundation



Contact Person: Fairfax County Park Foundation Margaret Thaxton 703.324.8532

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12055 Government Center Parkway, Suite 404, Fairfax, Virginia 22035

PARKS AND COMMUNITY TOGETHER (PACT) SUMMER 2019

1. PROJECT SUMMARY

A. Purpose of Donation:

The purpose of **Parks and Community Together (PACT)** is to provide day camp experiences for up to *50-60 homeless children* aged 6-17. The children, of diverse backgrounds, are all residents in homeless shelters and supportive housing facilities in Fairfax County including those listed on page 13.

These facilities provide temporary and supportive housing for Fairfax County homeless families due to domestic violence, economic deprivation or other reasons. Their children will be integrated with children of paying families in the Park Authority's existing summer camp programs taking place in camps conducted at Fairfax County Park Authority (FCPA) facilities across the county.

| B. Amount of Donation: | Traditional | Specialty |
|---|-------------|-----------|
| -One child for a one-week session | \$ 225 | \$ 350 |
| -One child for one month (four weeks) | \$ 900 | \$ 1,400 |
| -One child for summer (10 weeks) | \$ 2,250 | \$ 3,500 |
| -Two children for summer | \$ 4,500 | \$ 7,000 |
| -Four children for summer | \$ 9,000 | \$14,000 |
| -Before/after child care for one summer | \$1,000 | \$ 1,000 |
| | | |

Note: Child care cost in addition to camp costs

(We encourage sponsorship of one child for the entire summer, if possible.)

C. Number of Children to be Served:

60 homeless children aged 6-17 for up to 10 weeks

D. Contact Person:

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2. PROJECT NARRATIVE

A. Statement of Need and Benefits: The problems of homelessness, acute for everyone who experiences them, are compounded for children because they are totally dependent on others to provide for them. The pain of being socially excluded – not belonging in a society comprised of people with homes – and the insecurity of an uncertain future can be relieved for the children who participate in the PACT project. At least for a time, they can be like other children who go to camp for a summer of fun.

Supportive housing providers include but are not limited to Shelter House in Falls Church; Homestretch in Falls Church; Good Shepherd in Alexandria; Christian Relief Services in Alexandria; Family PASS in Vienna, FACETS, Fairfax County Department of Family Services (DFS) and other supportive housing organizations provide housing for families of diverse backgrounds who are homeless in Fairfax County. The PACT program will allow as many as 60 homeless children from these shelters to participate in up to 10 weeks of summer camp programs.

Benefits of the project will extend not just to the campers, but also to their adult family members and the sponsoring organizations. **Dean Klein, Director of Fairfax County's Office to Prevent and End Homelessness (OPEH)**, stated that "The PACT Camp Scholarships are a critical support for children and families who are homeless in our community. Through this support, children are able to benefit from fun and enriching activities that leads to healthy development and the strong self-esteem necessary as they grow into strong adults."

The children will benefit from a structured community and group recreation experience designed to enhance motor development, promote independence and social interaction, and foster a positive self-image. <u>Before-camp and after-camp care will also be provided for those children who need it.</u>

The family members will have the reassurance that their children are receiving quality care, and will benefit from a respite from childcare responsibilities, giving them freedom to make arrangements for a more stable future for themselves and their children.

Families appreciate the opportunity afforded to their children. "My son loved this camp and I hope he can go again next year."

The sponsoring organizations will benefit from the community good-will created by their contributions. The Park Authority and Park Foundation will publicize the PACT project and sponsors on their websites and Facebook pages. The sponsors will also be featured in the FCPF e-newsletter that reaches more than 23,000. A feature recognition ad thanking sponsors for their support will be published in spring **Parktakes**, the Park Authority's quarterly magazine (circulation of more than 200,000.)

- **B. Project Description:** The PACT project for homeless and supportive housing families is a component within an on-going Park Authority program.
 - i. Goals and Objectives. Specific goals of the PACT project are to:
 - (1) provide a safe environment where children can grow emotionally, socially and physically through developmentally appropriate recreational experiences;
 - (2) provide a summer camp experience for 60 homeless children of diverse backgrounds residing in temporary homeless shelters and supportive housing, and
 - (3) provide supportive housing parents or caregivers with a respite from childcare responsibilities and the freedom to make the arrangements necessary for a more stable life for their families. Objectives and strategies to accomplish these goals are detailed in the PACT Project Plan seen on page 8.
 - **ii.** Plans to Accomplish Goals and Objectives. The experience and resources of the Park Authority's existing summer camp program, described in the "Camp Types, Locations and Costs" in this packet, is the basis for this special project. Camp staff will be selected from applicants with characteristics desirable in those who work with children, including an ability to communicate effectively with parents and children.

Over 300 counselors will participate in a training session on behavior management, building self-esteem, program planning, administering medications, supervision, emergencies/injuries and health screening. Counselors will undergo an intensive background check and health screening to assure the Park Authority and parents that a safe environment will be provided for campers.

The success of PACT will be determined by monitoring the project to assure that the objectives are met. Additionally, the entire summer camp program will be evaluated through analysis of written response surveys completed by camp counselors. Other indicators of the program's strength are the high rate of return participants and the growth of the program.

- **iii. Time Frame.** The PACT project will take place in June–August 2018. Community financial contributions from corporations, foundations and individuals will cover the costs of one or more two-week camp sessions *60 homeless children*. The timing of each child's camp participation will vary within this time period according to the needs of the family, camp space and funding.
- **iv. Provider Responsibilities.** The Park Authority will work with OPEH, DFS and housing providers to advise resident families of the availability of the PACT program. The housing providers will select children to participate and will be responsible for their transportation to camp sites.

PACT (PARKS AND COMMUNITY TOGETHER) 2019 PROJECT BUDGET

The Fiscal Year of the Park Foundation and the Fairfax County Park Authority (FCPA) is July 1 to June 30. The following budget covers July 1, 2018 – June 30, 2019, or FY 2019. The 10-week summer camp program operates under the Fairfax County Park Authority's revenue fund and receives no direct tax-based support.

PACT revenue includes contributions from foundations, corporations and individuals which are used to send up to 60 children residing in homeless shelters and supportive housing homes to FCPA camp programs of their choice during summer breaks. Project revenues anticipated include the request in this proposal and the balance of the FCPA in-kind commitment to be received as daily user fees accrue.

| Item | Expenses | Revenue |
|---|----------|----------|
| Salary - 10 Camp Weeks (6 Counselors, 1 Site Director, 1 Program Director) | \$45,200 | |
| Equipment & Supplies | \$15,800 | |
| Telephone, Utilities and Facility Maintenance | \$6,000 | |
| Postage and Delivery | \$400 | |
| Other: Licensing and Background Checks | \$1,500 | |
| Foundation Grants | | \$35,000 |
| Corporate & Civic Org. Grants | | \$30,000 |
| Individual Donations | | \$2,500 |
| TOTAL | \$68,900 | \$67,500 |

FCPA Provided In-Kind Revenue and Expenses

| Item | Expenses | Revenue |
|---|----------|----------|
| Fringe- 10 Camp Weeks | | |
| (6 Counselors, 1 Site Director, 1 Program Director) | \$3,458 | \$3,458 |
| Salary & Fringe Training Week | | |
| (6 Counselors, 1 Site Director, 1 Program Director) | \$4,866 | \$4,866 |
| Salary \$4,520 + \$346 fringe | | |
| Salary: Youth Services Section Manger | | |
| (Camp Training, Placement & Outreach) | \$1,800 | \$1,800 |
| Salary \$1,662 + \$138 fringe | | |
| Salary: Director of Development | | |
| (Housing Provider/OPEH Coordination) | \$417 | \$417 |
| Salary \$387 + \$30 fringe | | |
| Printing & Copying | \$2,500 | \$2,500 |
| TOTAL In-Kind | \$13,041 | \$13,041 |

Project Budget does not include the portion of the parkland and facilities used for this project due to the difficulty in accurately measuring its value.

The PACT program is funded through the generosity of corporations, business, non-profits and individuals. No FCPA or Fairfax County funds are used to support this critical program that serves the most vulnerable in our society.

4. ORGANIZATION BACKGROUND

- A. **Organization Information:** In 1950, the Virginia General Assembly passed the Park Authorities Act, which permitted counties to establish individual park authorities to preserve open space and to acquire and develop park facilities throughout the state. On October 5, 1950, the Fairfax County Board of Supervisors adopted a resolution officially creating the Fairfax County Park Authority. The Authority owned 9 parks on 92 acres of land in 1955. Through the support of the Board of Supervisors and the foresight of the county citizens, 14 park bond referenda were approved between 1959 and 2018, and today the Authority has 427 parks on more than 23,500 acres of land.
 - i. Mission. The mission of the Fairfax County Park Authority, an agency of the Fairfax County Government is to:
 - To enrich quality of life for all members of the community through an enduring park system that provides a healthy environment, preserves natural and cultural heritage, offers inspiring recreational experiences, and promotes healthy lifestyles.
 - **ii. Mission.** The mission of the **Fairfax County Park Foundation** is to support the Fairfax County Park Authority (FCPA) by raising private funds, obtaining grants and creating partnerships that supplement tax dollars to meet our community's needs for programs, scholarships, services, parkland and facilities. The Park Foundation inspires philanthropy and a passion for parks in Fairfax County that help bridge the gap between identified needs and available public funds for our parks and open space.
 - iii. Current Programs, Activities, and Accomplishments. In addition to summer camps for children and leisure programs for people with disabilities, the Park Authority provides facilities and services in the following areas: aquatics, boating, camping, crafts, exercise and physical fitness, farming, fine arts, fishing, gardening, golf, hiking, history programs, horseback riding, ice skating, lectures, nature activities, performing arts events, running, sports and sport leagues (tennis, football, basketball, racquetball, softball, and soccer), trips and tours. A brief chronology follows:
 - 1950 Park Authority created
 - 1951 First park created
 - 1979 Summer camp program initiated at 3 sites with 1,800 children
 - 1985 *Parktakes* magazine initiated to promote classes and programs
 - 1988 Indoor recreation centers increased to 9 sites
 - 1994 Summer Camp program expanded to 14 sites serving 4,644 children
 - 1995 Summer Camp program licensed as a childcare program through Virginia Department of Social Services, becoming one of the first licensed camp programs in Fairfax County
 - 1996 Summer Camp Program received the Partnership in Excellence Award for participation in the Kids' Traffic Safety Program

- 1997 Summer camp project for homeless children (PACT) initiated
- 2010 Received Gold Medal Award from The Sports Foundation for Excellence in the field of parks and recreation management
- 2014 Partnered with Fairfax County's Office to Prevent and End Homelessness to better assist in child placement and coordination of services to the families
- 2018 In 2018, PACT provided 273 weeks of camps and 144 sessions of extended care at 14 county facilities for 49 children. More than 700 children have participated in a total of over 2,000 PACT funded camp sessions since 1997.

iv. Structure.

The Park Foundation is a non-profit charitable organization under Section 501(c)(3) of the Internal Revenue Code. The Foundation is led by a volunteer Board of Directors and staffed by an Executive Director with a lean and efficient staff. The Board is comprised of community and business leaders and holds regularly scheduled meetings. Contributions to the Park Foundation are tax-deductible to the fullest extent of the law.

The Park Foundation and the Park Authority Board meet regularly and jointly select fundraising projects. The Park Authority provides salaries for staff assigned to the Foundation, office space and its operating expenses. *This assures donors that 100% of designated contributions to the Foundation go directly to benefit valuable park projects and services.*

B. **Current Board of Directors:** The Fairfax County Park Foundation is governed by an 11 member board responsible for the policies and fundraising priorities of the Foundation. The 11 members are self-elected and then confirmed by the Park Authority Board. The Board in odd numbered months at the Park Authority Board Room, 12055 Government Center Parkway, Suite 927, Fairfax, Virginia. Current members are:

John Osborn, Chair
Michael Gailliot, Vice Chair
Harrison A. Glasgow, Treasurer
Lane Brooks, Secretary
Thomas Chennikara, Director
Rich Harpe, Director
Anita Herrera, Director
William Won K. Hwang, Director
Gary W. Kirkbride, Director
Cameron Mayer, Director
Cameron Mayer, Director
Stephen C. Thormahlen, Director
Robin Walker, Director
Tim Eakin Walsh, Director



5. PROJECT PLAN, OBJECTIVES, STRATEGIES & TRACKING

Goal 1: Provide a safe and enjoyable environment where children can grow emotionally, socially and physically through developmentally appropriate recreational experiences.

| Objectives A. Offer over 250 summer camp programs in Fairfax County at more than 50 RECenters, outdoor parks and schools for children aged 6-17. | Strategies 1. Select facilities to meet the needs of the camps offered, considering factors such as accessibility, space and demographics. 2. Organize and implement age-appropriate activities including art, swimming, games and sports. 3. Conduct parental customer satisfaction surveys. | Tracking Goals Track required documents to be sure they are obtained: • Staff |
|--|--|--|
| B. Maintain state Social Services childcare license, County Health Dept. permit, and fire inspection documents. | Complete documentation for licenses/permits. Prepare facilities to comply with state and county standards. Post all necessary documents in the facility. | Training and Development Tracking Sheets (staff- signed documents of each training |
| C. Provide qualified camp staff to meet the social and physical needs of children. | Conduct staff training on behavior management, building selfesteem, program planning, administering medications, supervision, emergencies/injuries, and health screening. Select applicants with desirable characteristics including ability to communicate well with parents and children. | session). • Licenses and permits. • Records of periodic site |
| D. Meet required staffing qualifications to obtain licenses and provide the highest level of service. | Hire applicants age 18 and up with a minimum of 6 months experience with groups of children. Conduct 2 reference checks and 1 criminal check on each applicant considered. Require all staff to have negative TB test results. Provide staff with first aid and CPR classes and require up-to-date training and certifications. | inspections by Park Authority supervisors and state Social Services licensing staff. Confidential |
| E. Provide a safe camp environment for children. | Maintain ratios of 1:10 for school age children and 1:8 for preschool children. Maintain facility, equipment, and grounds in good condition and immediately report necessary repairs. Train staff in emergency procedures and conduct periodic fire/evacuation drills. Include Safety Awareness in camp curriculum. | personnel documents for all staff. |

Goal 2: Provide a summer camp experience for 50-60 homeless children of diverse backgrounds residing in local supportive housing and homeless shelters.

| Objectives | Strategies | Tracking Goals |
|--|---------------------------------------|---------------------------------|
| A . Establish partnerships with local | | Track required documentation to |
| housing providers. | | be sure it is obtained: |
| | 1. Inform housing providers and | Records of meetings and |
| B. Housing providers and DFS refer | DFSof the number of openings for | conferences to ensure close |
| 60 children aged 6-17 who can benefit | campers and their locations. | liaison with providers. |
| from a summer camp program. | 2. In cooperation with providers, | 1 |
| | review the list of children and their | |

| | camp preferences. 3. Select campers using the recommendations of shelter officials. | |
|--|---|--|
| C. Integrate children from supportive housing into Park Authority's camp programs. | Register children for the summer camp. Send parents of the registered children the information needed to start camp. | |

Goal 3: Provide supportive housing adults with a respite from childcare responsibilities and the freedom to make arrangements for a more stable life for their families.

| | ements for a more stable life for t | |
|--|---|---|
| Objectives A. Select families from homeless and supportive housing who are in need of and can benefit from structured recreational day care for their children. | Strategies 1. In consultation with housing providers, create a list of families with children in the camp age ranges who need camp services. 2. Review donations to determine how many children can be placed and determine locations. 3. Along with housing providers, match the children with the camp program that best meets the needs of the children. | Tracking Goals Obtain and maintain records of eligibility requirements and by-laws of each shelter. Conduct evaluation conferences with housing providers' representatives. |



6. GENERAL INFORMATION ON CAMP LOCATIONS, FEES AND TYPES OF CAMPS

Fairfax County Park Authority, Fairfax, Virginia

Our summer camps cover a wide variety of activities that offer options that will appeal to any child. These range from sports type camps to performing arts, science camps to those that have a special focus.

In addition, the camp facilities are scattered throughout the county, making the commute to camps readily manageable.

Camps are held Monday – Friday at all Fairfax County Park Authority RECenters, lake front parks, historic parks and nature centers, and elementary schools. Camp hours vary by locations.

Camp registration details will be available in the spring edition of *Parktakes*, the Fairfax County Park Authority quarterly publication, which is available in January in both hard copy and at http://www.fairfaxcounty.gov/parks/camps.



7. KEY PERSONNEL RESPONSIBILITIES & QUALIFICATION

Youth Services Section Manager - Ellen Werthmann

<u>Job Responsibilities</u>: Coordinates and supervises Park Authority camp programs

Education: BA in Early Childhood Education, Radford University

MA in Education, George Mason University

Experience: Child Care Administration - 28 years

Camp Directors - Seasonal Positions

<u>Job Responsibilities</u>: Under supervision of full-time center staff, the Camp Director assists in the planning and implementation of the program. He/she shall assist full-time staff in preparing staff schedules, including extended care coverage.

Qualifications: Must be at least 21 years of age and have significant experience working with children in a group setting. Staff must be of good character and reputation and be capable of accepting training, carry out assigned tasks, communicate orally and in writing, communicate with emergency personnel and understand instructions on prescriptions. a minimum of 6 months age-appropriate program experience in group child care; a clean criminal background check; negative TB test results; 8 hours of staff training annually; current first aid and cardiopulmonary resuscitation certifications; 2 or more references; and one of the following: a B.A. degree in a child related field, or a Child Development Associate credential, or 48 hours of college credits with 12 hours in a child related field and 3 months group child care experience.

Camp Counselors - Seasonal Positions (to be hired in camper-counselor ratios needed to meet objectives)

<u>Job Responsibilities</u>: Plan and implement daily camp operations; supervise children and ensure state social services standards are met; communicate with parents and campers; prepare daily plans and distribute session calendars to parents; document all accidents, injuries, incidents, and complaints; maintain equipment and supplies.

Qualifications: Minimum age 18; high school diploma; a minimum of 6 months age-appropriate program experience in group child care; a clean criminal background check; negative TB test results; 8 hours of staff training annually; current first aid and cardiopulmonary resuscitation certifications; 2 or more references; and one of the following: a B.A. degree in a child related field, or a Child Development Associate credential, or 48 hours of college credits with 12 hours in a child related field and 3 months group child care experience.

8. SPONSOR CONTRIBUTION LEVELS & BENEFITS

Note: Before and after child care for each child for the full 10 week summer is \$1,000. This cost is in addition to the cost of the camp. Traditional camps are those that offer a variety of activities throughout the day. Specialty camps are single-focused camps in sports, performing arts, technology, science, etc.

| Gold Traditional/Specialty | Gold Traditional/Specialty | Silver Traditional/Specialty |
|---|--|---|
| Sponsor 5 children for the summer \$11,250/\$17,500 | <i>Sponsor</i> \ <i>5 children for one month</i> \$4,500/\$7,000 | Sponsor 5 children for one week session \$1,125/\$1,750 |

| Gold | Silver | Bronze |
|--|--|--|
| Sponsor 4 children for the summer \$9,000/\$14,000 | Sponsor 4 children for one month \$3,600/\$5,600 | Sponsor 4 children for one week Session \$900/\$1,400 |

| Gold | Silver | Bronze |
|--|--|---|
| Sponsor 3 children for the summer \$6,750/\$10,500 | Sponsor 3 children for one month \$2,700/\$4,200 | Sponsor 3 children for one week session \$675/\$1,050 |

| Gold | Silver | Bronze |
|--|--|--|
| Sponsor 2 children for the summer \$4,500\$7,000 | Sponsor 2 children for one month \$1,800/\$2,800 | Sponsor 2 children for one week session \$450/\$700 |

| Silver | Bronze | Bronze |
|-------------------------|-------------------------|--------------------------|
| Sponsor 1 child for the | Sponsor 1 children for | Sponsor 1 child for one |
| summer \$2,250/\$3,500 | one month \$900/\$1,400 | week session \$225/\$350 |

9. SPONSOR BENEFITS & PUBLICITY PACKAGE

Parktakes Magazine - Gold

Fairfax County Park Authority's Magazine published in the spring has a *distribution of more than 200,000 each* season throughout Fairfax County and the Metropolitan area. Sponsor Recognition ad appears in the Fall *Parktakes*.

FCPA Summer Camp Web Page - Gold and Silver sponsors

Fairfax County Park Authority's Summer Camps web page and the Park Foundation website will recognize sponsors with names and logos. Sponsors are also recognized on FCPF's Facebook.

Press Information Release and Press Package - Gold, Silver and Bronze sponsors

Media PSAs will include sponsor's name. The PSAs will appear in more than 600 different media resources throughout the Washington metropolitan area.

Parent Welcome Packet - Gold, Silver and Bronze sponsors

More than 21,000 Welcome Packets containing camp forms are emailed to parents. Sponsors are recognized in the packet.

10. PACT PARTNERS – OUR PARTICIPATING HOUSING PROVIDERS

The following shelters, transitional and supportive housing providers have been our partners for the PACT Project.

1998 to Present - Cornerstones, Reston

2002 to Present – Department of Family Services

2012 to Present – Family PASS

2011 to Present - FCPS Homeless Program

2014 to Present – Good Shepherd Housing

2014 to Present – Homestretch

2015-2018 – Christian Relief Services

2000 to 2016 — **Bethany House**

2015 to 2016 - FACETS

2011 to 2016 - Katherine K. Hanley Family Shelter

1997 to 2016 - New Hope Housing, Alexandria

2001 to 2016 - Nova Family Services

2007 to 2012 - NOVACO

2007 to 2012 - United Community Ministries

2001 to 2005 - Lutheran Social Services

1997 to 2004 - Shelter House, Falls Church

11. 2018 CONTRIBUTORS – a Summer Success Story

The Fairfax County Park Foundation acknowledges and thanks the 2018 contributors for their generous support of Fairfax County children living in homeless shelters and supportive housing.

In 2018 donations from the community-minded businesses, organizations and individuals below made it possible for 49 children from local homeless shelters and supportive housing to participate in 273 weeks of camp and 144 extended-day care weeks of camp at Fairfax County Park Authority RECenters. When PACT was initiated in 1997, we sent just three children to camp. Thanks to our sponsors' outstanding support, we have grown the program to more closely meet the demand.

This is an exceptionally important project for homeless providers as well as for the children and their families. It gives the providers a quality program with which to serve their clients, and provides a respite for parents in need of summer activities for their children. It gives children the chance to enjoy summer fun just like their counterparts who go to camp from home, and the opportunity to learn social skills in a structured and safe environment. And, PACT provides an important resource for parents who are struggling with severe financial problems; freeing them from summer child-care concerns, it gives them an opportunity to seek employment or get the training they need to progress towards financial self-sufficiency.

WE ARE GRATEFUL FOR OUR SPONSORS!

Claude Moore Charitable Foundation Commonwealth Consultants George Preston Marshall Foundation GFWC Western Fairfax County Women's Club Volkswagen Group of America

> Natalie Auer Joseph Belsan Mary A. Breunig

Julie Brown

Beth Covne

Verna Denchi

William Doyle

Emily Haggerty

Doug Hoskins

Doris M. Kumar

Rogena Kyles

Charles Ma

Lydia Patrick

Renate G. Pawlik

Judy F. Perry

Scott Sizer

Trudy Stellar

Carrie Tipton

Mario Weber

Kathryn Wilks

Susan Wuchinich



Fairfax County Park Foundation

PARKS AND COMMUNITY TOGETHER (PACT) SPONSOR DONATION FORM SUMMER 2019

| Name | | |
|--|--|-------------------|
| Please print name exactly as it should be ti | sted in publications | |
| Company (if any) | Title | |
| Address | 97: NS | |
| City | | Zip |
| Phone | | |
| YES, I would like to support PACT Programs! | | |
| | TRADITIONAL | SPECIALTY |
| 5 children for summer (10 weeks) | \$ 11,250 | \$ 17,500 |
| 4 children for summer (10 weeks) | \$ 9,000 | \$ 14,000 |
| 3 children for summer (10 weeks) | \$ 6,750 | \$ 10,500 |
| 2 children for summer (10 weeks) | \$ 4,500 | \$ 7,000 |
| 1 child for summer (10 weeks) | \$ 2,250 | \$ 3,500 |
| 1 child for one month (4 weeks) | \$ 900 | \$ 1,400 |
| 1 child for one week | \$ 225 | \$ 350 |
| Extended Care for 1 child for summer* | \$ 1,000 | \$ 1,000 |
| *Cost is in addition to camp cost | 00000 00000 00000 | and the second of |
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| ☐ CHECK (please make checks payable to Fairf | HANNES OF THE PERSON OF THE PE | an) |
| Send to: Fairfax County Park Foundation | | , |
| Attn: Margaret P. Thaxton | | |
| 12055 Government Center Parkway, S | uite 404 | |
| Fairfax, VA 22035 | | |
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