

Family and Children's Trust Fund (FACT)
Board of Trustees Meeting



December 7, 2016
VDSS Central Regional Office

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Family and Children's Trust Fund (FACT)
Board of Trustees Meeting



December 7, 2016
VDSS Central Regional Office
1604 Santa Rosa Road, Henrico

Agenda

10:00	Call to Order	<i>Lisa Specter-Dunaway</i>
10:05	Review of Agenda & Mission Moment	<i>Lisa Specter-Dunaway</i>
10:25	Approval of Minutes	<i>Lisa Specter-Dunaway</i>
10:30	Rebranding Update/Discussion	<i>Purple Strategies Staff</i>
11:30	Commissioner's Comments	<i>Margaret Schultze</i>
12:00	Treasurer's Report	<i>Mary Riley</i>
12:15	Working Lunch/President's Report	<i>Lisa Specter-Dunaway</i>
1:30	Executive Director's Report	<i>Nicole Poulin</i>
2:30	Editorial and Planning Committee Report	<i>Meghan Resler for Linda Gilliam</i>
3:15	Grants Committee Report	<i>Judy Kurtz</i>
3:30	Child Abuse and Neglect Advisory Committee	<i>Betty Wade Coyle</i>
3:45	Closing Remarks	<i>Lisa Specter-Dunaway</i>
4:00	Adjournment	<i>Lisa Specter-Dunaway</i>

Remaining FY 17 Meeting Dates

- March 1-2, 2017- Richmond
- June 7, 2017- Richmond

Family and Children's Trust Fund (FACT) Board of Trustees

September 2016 FACT Meeting Minutes

Board Meeting Site: ChildSavers, 200 North 22nd Street, Richmond, VA 23223

Members Attending

Frank Blechman
L. Robert Bolling (September 14 only)
Betty Wade Coyle
Robin Foreman-Wheeler
Linda Gilliam
Liliana Hernandez
Pam Kennedy
Kay Kovacs
Nadine Marsh-Carter
John Oliver (September 14 only)
Mary Russo Riley (September 14 only)
Margaret Schultze, VDSS Commissioner
(September 14 only)
Lisa Specter-Dunaway
Yasmine Taeb (September 14 only)

Members Not Attending

Candace Bryan Abbey
Judy Kurtz

Also Attending

Jack Frazier, VDSS Deputy Commissioner for Operations
Nicole Poulin, FACT Executive Director
Meghan Resler, FACT Senior Research Associate
Michele L'Hommedieu, Office of the Attorney General
Lisa Wright, SCAN, Trauma Informed Care Network Coordinator
Andrea Long, The UP Center, Trauma Informed Care Network

September 14, 2016

Call to Order and Welcome

Chair, Lisa Specter-Dunaway called the meeting to order at 11:02 AM, introduced two new board members—Ms. Hernandez and Ms. Gilliam—and the new staff member—Ms. Resler, announced reappointments of current members, and announced that Mr. Blechman had secured a \$500 donation to FACT from Delegate Kathleen Murphy. Ms. Specter-Dunaway thanked Mr. Bolling for hosting the meeting at ChildSavers. Mr. Bolling provided a brief overview of ChildSavers' mission and services. All attendees briefly introduced themselves.

Review of Agenda and Mission Moment

Ms. Specter-Dunaway provided an overview of the agenda and showed a video highlighting Marilyn Van Derbur, a former Miss America who is a survivor of childhood sexual abuse by her father.

Approval of Minutes

Ms. Specter-Dunaway presented the June minutes that were sent in advance via email to board members. Mr. Oliver noted a typographical error on page 5. ON MOTION DULY MADE (Ms. Coyle) and seconded (Ms. Kennedy) the amended June minutes were approved. Motion carried with all present voting in favor.

Ms. Specter-Dunaway and other attendees responded to questions from new board members on items from the June minutes including expectations for financial contributions from board members and FACT's involvement with elder abuse and aging issues.

FACT Chair Report

Ms. Specter-Dunaway noted current committee assignments and encouraged board members to let her know if they were interested in switching committees.

Executive Director's Report

Ms. Poulin provided a written update to Board members and highlighted the following projects:

On-Line Donation Portal – Ms. Poulin worked with the DSS Procurement Office and the Department of Treasury and received three estimates for on-line donation providers including FACT's current website host and recommended contracting with Elavon, the Department of Treasury's provider, for its off-the-shelf solution through June 30, 2017, which is when FACT's current contract with the website host ends. At that time FACT will need to re-evaluate options for the website and online giving.

Ms. L'Hommedieu advised that FACT may need to issue an RFP for this service and that she would need to research the appropriate process. UPON MOTION DULY MADE (Mr. Bolling) and seconded (Mr. Blechman), the Board authorized Ms. Poulin to proceed with the staff recommendation to enter into a contract with Elavon through June 30, 2017 as authorized through the VDSS procurement process using funds allocated for Special Projects, subject to the approval of the Attorney General's office. Motion carried with all present voting in favor.

Ms. Specter-Dunaway noted that the Board will need to address the issue of providing a more efficient process for Ms. Poulin to proceed with expenditures that are already approved in the budget.

FACT Issue Brief - Rebecca Hjelm, FACT's former Senior Research Associate, has offered to provide technical support pro bono to FACT as Ms. Resler transitions into her position. Ms. Coyle suggested sending a letter of appreciation to Ms. Hjelm for her contributions to FACT. Ms. Specter-Dunaway agreed to work with Ms. Poulin to draft an appropriate letter.

Local Services Grants - All contracts have been finalized for services beginning July 1, 2016 for the two-year award cycle ending in June 2018. The first reports are due by October 15.

Potential Project Opportunity - The Department of Medical Assistance Services has funds available for special projects focused on improving services for nursing home residents. The funds come from fines levied against nursing homes for violations. Potential projects might include trauma-informed care training for nursing home staff and sexual assault of older adults. Ms. Poulin is talking with potential partners such as VCU's gerontology program, the Department for Aging and Rehabilitative Services, and the Action Alliance. Ms. Coyle mentioned the need for a central registry for those fired from nursing homes for abusing residents. Mr. Oliver mentioned the possibility of piloting the use of the ACEs screening in nursing homes and the need to have integrated care between nursing home medical directors and psychiatrists. Ms. Hernandez suggested focusing on the nursing homes with the most complaints as the pilot sites for staff training.

Support - The Virginia Department of Health was awarded funding from the Centers for Disease Control and Prevention for the "Core State Violence and Injury Prevention Program." FACT provided a letter of support for VDH's proposal and will work with VDH in an advisory role for activities focused on the prevention of family violence.

VOCA – State guidelines issued by the Department of Criminal Justice Services for federal Victims of Crime Act funds were released in June. They restrict the use of funds to addressing criminal justice issues and preclude prevention efforts. FACT can work with DCJS to advocate for expanding the guidelines for the 2018 VOCA funding cycle.

Commissioner's Comments

Commissioner Schultze provided updates on the major department initiatives.

Eligibility systems modernization - Medicaid is done. SNAP and TANF are being piloted. CommonHelp is an online portal through which people can apply for assistance. The replacement of the child welfare information system (OASIS) is pending.

Safety permanency and well-being of children in foster care – Systems and processes were put in place to enable local Departments of Social Services to quickly begin extending Fostering Futures benefits to eligible youth; 20 young people have been enrolled. Virginia is one of eight states selected to participate into the Three Branch Institute on Improving Child Safety and Preventing Child Fatalities.

Modernization of child support practices – August was Child Support Awareness Month. VDSS made 40,000 phone calls and mailings to non-custodial parents offering to compromise their child support debt in August and September. 29 parents were referred to the family engagement program to assist them with removing barriers to paying child support. \$3.6 million in child support was recovered during this effort.

Safety quality of out of home care – VDSS is working on the legislatively mandated study of child care licensure exemptions. An independent contractor has been hired to facilitate the process.

Fund Development and Marketing Discussion

Mr. Bolling reviewed the FACT Work Plan goals and strategies related to fund development and marketing, what has been accomplished, and remaining tasks. In June the board authorized Ms. Poulin to initiate contact with Purple Strategies and proceed with engaging VDSS Public Affairs if the private firm was not able to meet FACT's scope of work and timeframe. Ms. Poulin has been in touch with both Purple Strategies and the VDSS Public Affairs staff and, after some communication delays, received responses from both.

The board discussed the differences between the deliverables, potential conflicts of interest arising from the managing director of Purple Strategies being the spouse of a board member, and pros and cons of working with each entity. Ms. Coyle suggested getting a specific contact person and preliminary date for presenting options and recommendations to the FACT subcommittee.

UPON MOTION DULY MADE (Ms. Gilliam) and seconded (Ms. Kennedy), the board authorized Ms. Poulin to engage Purple Strategies for FACT's rebranding. Ms. Coyle abstained from voting.

UPON MOTION DULY MADE (Mr. Bolling) and seconded (Ms. Marsh-Carter), the board approved the formation of a workgroup of not more than four members to advise on the rebranding project. Motion carried with all present voting in favor. Board members were encouraged to notify Mr. Bolling by the end of the day if interested in serving on the workgroup.

Mr. Bolling asked board members to make a financial contribution to FACT by June 30, 2017.

Treasurer's Report

Ms. Riley presented the balance sheet and Profit & Loss statements through June 30, 2016, noting that the entire amount awarded in March 2016 for two-year grants are reflected in the FY2016 expenses.

Following a recommendation from Ms. Riley and UPON MOTION MADE (Mr. Blechman) and seconded (Mr. Bolling) the board authorized changing auditors. Ms. Poulin is authorized to work with procurement to seek, find and acquire a new auditor if possible. Motion carried with all present voting in favor.

ON MOTION DULY MADE (Ms. Marsh-Carter) and seconded (Ms. Coyle) the Treasurer's report was accepted. Motion carried with all present voting in favor.

Recess

The board meeting was recessed at 3:40 PM.

September 15, 2016

Welcome

Ms. Specter-Dunaway reconvened the meeting at 9:35 AM and reviewed the day's agenda.

Committee Reports

Grants Committee

Ms. Specter-Dunaway presented a summary of the 2016-2018 grantees and noted the committee's recommended changes to the RFP process for the next funding cycle. The Board discussed additional recommendations for the RFP process. Several members expressed concern with the logic model as a tool in the RFP and suggested exploring other methods by which applicants could articulate and report on project outcomes. The board reviewed the Grant Monitoring Tool used for site visits, gave suggested changes to the tool, and circulated a sign-up sheet for conducting site visits with 2016-2018 grantees.

FACT received one ad hoc grant request for this quarter. After full discussion and UPON MOTION DULY MADE (Mr. Blechman) and seconded (Ms. Kennedy) a grant in the amount of \$2,000 to the Virginia Victim Assistance Network for its annual conference being held November 16-18 in Virginia Beach was approved.

Child Abuse and Neglect Advisory Committee

Ms. Coyle presented proposed changes to the membership section of the Child Abuse and Neglect Committee Charge and made a motion to approve the proposed changes. Mr. Blechman seconded. After discussion, Board members noted three corrections to the proposed language.

UPON AN AMENDED MOTION DULY MADE (Ms. Gilliam) and seconded (Ms. Kennedy) the Child Abuse and Neglect Committee Charge, as corrected and attached to these minutes, was approved.

Ms. Coyle provided an update on Vision 21, an initiative focused on early identification, intervention, and treatment for child and youth victims of abuse and their families and caregivers. The initiative is developing surveys/screening tools on child victimization for child services provider to pilot in two communities next year.

Ms. Coyle summarized the 2015 report of the Child Fatality Review Boards, noting that 52 children died as a result of founded cases of abuse and neglect and 72 children died in cases where suspected child abuse or neglect was reported and investigated but could not be proven. The Child Abuse and Neglect Committee is concerned that fatality statistics being collected by social services do not accurately reflect child fatalities statewide because some deaths are not reported to social services or are being screened out. The Department of Social Services is trying to address the issue through the Three Branch Institute.

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Presentations from the Field

Representatives of the organizations that were awarded the systems change grants-- Lisa Wright of Greater Richmond SCAN and Andrea Long of The UP Center-- provided updates on their projects, which are focused on trauma-informed care networks in the Greater Richmond and Hampton Roads areas.

Adjourn

UPON MOTION DULY MADE (Ms. Kennedy) and seconded (Ms. Gilliam) the meeting was adjourned at 12:34 PM.

Respectfully submitted,

Robin Foreman-Wheeler, Secretary

DRAFT

Family and Children's Trust Fund (FACT)

Child Abuse and Neglect Committee

Charge

Purpose:

- Make recommendations to the FACT Board of Trustees regarding matters concerning the prevention of child abuse and neglect, family violence and the treatment of abused and neglected children and their families that impact the Virginia Department of Social Services, the Board of Social Services, the Governor and the children of Virginia
- Review regulations, guidance, practices and compliance of state and local Child Protective Services and make recommendations for change when necessary
- Communicate with the Departments of Behavioral Health and Developmental Services, Criminal Justice Services, Education, Health, and Juvenile Justice, the Attorney General and the Governor regarding promising and best practices related to efforts to prevent and treat child abuse and neglect and violence within families
- Increase understanding, ownership, and investment in child protection across Virginia and advocate for needed resources to achieve the goals of protecting children, promoting child well-being, and strengthening families

Resource Persons: The Committee can request additional staff resources from the Virginia Department of Social Services to fulfill special requests, as necessary and practical. This might include support from Public Affairs, Research and Planning, etc.

Committee Meeting Structure: The Committee will be considered one of the federally-required Child Abuse Prevention and Treatment Act (CAPTA) citizen review panels, and per CAPTA requirements, the Committee will meet quarterly.

Reporting: A report from the Committee will be made after each meeting to the FACT Board of Trustees and should become a regular agenda item at each FACT Board meeting.

Membership: The Committee will be chaired by a FACT Board Member and co-chaired by a citizen member selected by the committee, with support from the FACT Executive Director and the VDSS Child Protective Services Program Manager. The Committee Chair shall be appointed annually by the FACT Board Chair. The Child Abuse and Neglect Advisory Committee should include at least two FACT Board members as well as representatives from each of Virginia's state, child-serving agencies (the Virginia Departments of Education, Juvenile Justice, Social Services, Criminal Justice Services, Health, Behavioral Health & Developmental Services and the Attorney General's Office), a representative of the Virginia League of Social Services Executives, and child welfare professionals from around the state from both the public and private sectors. Members will serve until they step down or the FACT Board determines

they should be replaced. The FACT Board Chair, the Committee Chair, the FACT Executive Director, and the VDSS Child Protective Services Program Manager will propose changes to the Child Abuse and Neglect Advisory Committee membership when necessary.

DRAFT

CRAFTING A NARRATIVE

FACT Narrative

For over 30 years, the Family and Children's Trust Fund (FACT) has worked tirelessly toward the prevention and treatment of family violence across the Commonwealth of Virginia to create as many healthy and happy families as possible.

By raising and distributing funds, FACT has a direct impact on Virginia communities and among its partners who work passionately to prevent, treat and ultimately end family violence. And through our longstanding relationships with human services providers and partner organizations, information gathering and sharing and our own research, FACT has become the state-wide authority at the forefront of family trauma and violence issues. Our wealth of data and easily accessible information sharing platforms allows us to stay committed to providing healthcare practitioners with better resources and to educating the wider community about these issues.

As the only organization in the Commonwealth that addresses family violence across the lifespan – from child abuse and neglect to domestic violence and elder abuse and neglect – FACT is uniquely positioned to have a lasting impact in our communities and among Virginia families of all sizes and shapes. And being a public-private partnership, we have the backing and authority from our state government to achieve meaningful progress with the flexibility and agility necessary to make decisions and dedicate our resources to the areas, issues and people that need it most.

As we look to the next 30 years, FACT will continue working as a leader on trauma and family violence to provide more resources, funding, information and awareness so that there are more healthy and happy families than ever before.

CRAFTING A NARRATIVE

Key Messages

Support Across the Lifespan

- FACT is the *only* organization in Virginia and one of the few organizations nationally that addresses family violence and trauma across the lifespan – from child abuse and neglect to domestic violence and elder abuse and neglect
- This focus on families of all shapes and sizes and across all life stages allows FACT to have a unique and lasting contribution to communities across Virginia

Trauma

- FACT's research and data around trauma prevention and treatment provide caregivers with in-depth information about how to treat and support victims
- FACT's research on trauma's distinct effects on children and adults/elders provides essential information about ways in which trauma may be experienced at different points in the lifespan

Data/Thought Leadership

- The resources FACT makes available to all human service providers and caregivers provide valuable insights and best practices in the treatment and prevention of trauma and family violence
- FACT's data portal provides unparalleled information about family violence at state and local-levels and is made readily available to the public to increase awareness of these issues and to provide information on treatment and prevention strategies
- FACT issue briefs and annual reports provide key information about family violence trends within the state of Virginia, which generate conversations among human service professionals and policymakers that lead to solutions of real problems within the state

Public-Private Partnership

- FACT is uniquely positioned to have a strong impact in communities because it is a public-private partnership.
- FACT has the backing and authority from state government enabling us to achieve meaningful progress and the flexibility and agility necessary to make independent decisions and dedicate resources where they are most needed.

Budget

Balance Sheet

Profit & Loss Statement

SEPTEMBER 1998

AGENCY PROCUREMENT AND SURPLUS PROPERTY MANUAL



COMMONWEALTH OF VIRGINIA

Department of General Services
Division of Purchases and Supply
1111 East Broad Street
Richmond, Virginia 23219

CHAPTER 5

SMALL PURCHASES

In this Chapter look for . . .

- 5. General
- 5.1 Competitive Requirements
- 5.2 Charge Cards for Small Purchases (Deleted)
- 5.3 Single Quotation
- 5.4 Deleted
- 5.5 Deleted
- 5.6 Unsealed Bidding
- 5.7 Unsealed Request for Proposals
- 5.8 Deleted
- 5.9 Pass-through-Procurements
- 5.10 Blanket Purchase Agreements

Annexes

- 5-A Small Purchase Procedures Flowchart
- 5-B Charge Card Process Flowchart (Deleted)
- 5-C Single Quotation Process Flowchart
- 5-D Six Quotation Process Flowchart (Deleted)
- 5-E Unsealed Bidding Process Flowchart
- 5-F Unsealed Request for Proposal Process Flowchart
- 5-G Telephone Record for Goods
- 5-H Telephone Record for Services
- 5-I Fax Back Price Quote Sheet

PIM 98-033

→ 5. **General.** The *Virginia Public Procurement Act (VPPA)* permits a public body to establish small purchase procedures, if adopted in writing, not requiring the use of competitive sealed bidding or competitive negotiation for single or term contracts if the aggregate or sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable (*Code of Virginia*, § 2.2-4303G). The following small purchase procedures have been established by DGS/DPS for use by state agencies and institutions when acquiring materials, supplies, equipment, printing, nonprofessional services and non transportation-related construction up to \$100,000 (excluding information technology and telecommunications goods and services). Procurements made pursuant to these procedures do not require public bid openings or newspaper advertising of competitively negotiated procurements. Small purchases that are expected to exceed \$5,000 shall require the posting of a public notice on eVA VBO. Quick Quote solicitations meet the public posting requirement. For your convenience, process flowcharts for each category of small purchases have been developed and are in the annex of this chapter. Annex 5-A depicts the decision making process that will assist in determining the appropriate small purchase procedure to use up to \$100,000.

- 5.1 **Competitive Requirements.** Procurements up to \$100,000 shall be set-aside exclusively for award to DSBSD-certified small business (including micro) participation in accordance with 3.10 g. For any particular procurement, a bidder/offeror shall be considered a Small Business or a Micro Business if and only if the bidder/offeror holds a certification as such by the Department of Small Business and Supplier Diversity (DSBSD) on the due date for receipt of bids or proposals. Competition, where required, is to be made according to the number of competitive

sources shown in this chapter. If two or more DSBSD-certified small businesses cannot be identified to set-aside the procurement up to \$100,000, then the file shall be documented with the efforts made to obtain the number of required sources. See Chapter 4.10 for Price Reasonableness Determination.

Estimate the total cost, including all possible renewal periods if a term contract, to determine if the procurement will exceed \$100,000. If the procurement is expected to exceed \$100,000 over the entire term of the contract, including all possible renewal periods, use the procedures outlined in Chapter 6 for competitive sealed bidding or in Chapter 7 for competitive negotiation. The expected trade-in value of equipment shall not be considered when determining the anticipated total value of a contract.

a. Deleted

b. Deleted

5.2 **Charge Cards for Small Purchases.** Deleted. Note: Information on the use of charge cards for payment is moved to 10.11 b., Payment and Invoice Processing.

5.3. **Single Quotation.** (Up to \$5,000)

a. Where the agency's estimated cost of goods or nonprofessional services is \$5,000 or less unless exempted (see 3.10 g), purchases may be made upon receipt of a minimum of one (1) written or telephone (oral) quotation, or Quick Quote may be used (see flowchart, Annex 5-C) from a DSBSD-certified micro business, if available. Additional DSBSD-certified micro business sources may also be solicited. Other quotes received from DSBSD-certified micro businesses that were not solicited shall be considered. If more than one quote is received, the award shall be made to the lowest responsive and responsible DSBSD-certified micro business bidder. If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then obtain additional quote(s) in accordance with the Small Business Enhancement Award Priority found in 3.10g.

b. A record of the quotation(s) must be kept with the file. If a telephone quote is solicited, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point, names of persons giving and receiving the prices and the date the information was obtained. Notation on the requisition form is considered to be an adequate record or see Annex 5-G, and 5-H, for copies of sample forms to use in recording information.

c. For over the counter SPCC purchases, a written quotation is not required; however, the over the counter SPCC purchases shall be from a DSBSD-certified micro business, if available. If prices do not appear to be fair and reasonable, the agency shall document to that effect, including stating the basis for the determination, and then proceed in accordance with the Small Business Enhancement Award Priority found in 3.10g

5.4 Deleted.

5.5 Deleted.

5.6 **Unsealed Bidding.** (Over \$5,000 to \$100,000)

a. Quick Quote shall be used to solicit bids and quotes for goods and nonprofessional services over \$5,000 up to \$100,000 (see 14.5e). All appropriate special terms and conditions must be stated in or attached to the Quick Quote, including an award term. The solicitation shall be open for the period of time stated in the solicitation but must be open for at least three (3) business days (24 business hours). A reasonable amount of time should be allowed for vendors to respond based on the nature of the procurement and any subsequent amendments.

b. Unsealed bidding may be used in lieu of Quick Quote for complex procurements. eVA VBO advertising is required.

c. Procurements under \$10,000 shall be set-aside exclusively for award to DSBSD-certified micro businesses if available and the price is fair and reasonable. If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then an award may be made in accordance with the Small Business Enhancement Award Priority (3.10g). The solicitation shall designate in the title of the solicitation that the procurement is set-aside for micro businesses. Select "Micro Business Set-Aside Award Priority" once the set-aside box has been checked in Quick Quote or VBO.

Procurements from \$10,000 and up to \$100,000 shall be set-aside exclusively for award to DSBSD-certified small businesses (including micro) if available and the price is fair and reasonable. If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then an award may be made in accordance with the Small Business Enhancement Award Priority (3.10g). The solicitation shall designate in the title of the solicitation that the procurement is set-aside for small businesses. Select "Small Business Set-Aside Award Priority" once the set-aside box has been checked in Quick Quote or VBO.

- d. Award should be made to the lowest responsive and responsible bidder in accordance with the Small Business Enhancement Award Priority. Post Notice of Award for 10 days if a Notice of Intent to Award was not issued.

5.7

- a. **Unsealed Request for Proposals** (Over \$5,000 to \$100,000). Goods or nonprofessional services up to \$100,000 may be procured using the Unsealed Request for Proposal process (see flowchart, Annex 5-F). A written determination for the use of competitive negotiation is not required for unsealed Request for Proposals. The solicitation for unsealed proposals should include a cover sheet, a general description of what is being sought, the evaluation criteria and weights to be used in evaluation, current version of the General Terms and Conditions, any Special Terms and Conditions including unique capabilities or qualifications that will be required, award term, and a requirement that under the Small Business Enhancement Award Priority they shall provide their appropriate DSBSD-certified small business (including micro) number.

1. Procurements under \$10,000 shall be set-aside exclusively for award to DSBSD-certified micro businesses if available and the price is fair and reasonable. If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then an award may be made in accordance with the Small Business Enhancement Award Priority (3.10g). The solicitation shall designate in the title of the solicitation that the procurement is set-aside for micro businesses. Select "Micro Business Set-Aside Award Priority" once the set-aside box has been checked in VBO.

Procurements from \$10,000 and up to \$100,000 shall be set-aside exclusively for award to DSBSD-certified small businesses (including micro) if available and the price is fair and reasonable. If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then an award may be made in accordance with the Small Business Enhancement Award Priority (3.10g). The solicitation shall designate in the title of the solicitation that the procurement is set-aside for small businesses. Select "Small Business Set-Aside Award Priority" once the set-aside box has been checked in VBO.

2. * Include in all unsealed written Request for Proposals for services over \$10,000 Special Term and Condition #36 B.
3. eVA VBO advertising is required See 3.18.
4. Offers may be opened and evaluated upon receipt. All responses must be received at the designated location by the date and time stated in the solicitation (see 3.1e).
5. In lieu of an evaluation committee, the buyer or end user may solely evaluate and rank offers. Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.
6. Award should be made to the highest ranking offeror in accordance with the Small Business Enhancement Award Priority. Post Notice of Award for 10 days if a Notice of Intent to Award was not issued.

- b. **Deleted**

5.8

Deleted

5.9

Pass-through-Procurements. Pass-through-procurements are purchases made by educational institution personnel acting as intermediaries on behalf of groups or individuals associated with the institution's mission. Procurements performed are infrequent and of short duration. These purchases are exempt from the above prescribed small purchase procedures; however, all such transactions must be approved in advance by the head of the institution's

purchasing office. Examples include contracting for alumni functions for which the institution is reimbursed by the alumni and materials purchased for students by a faculty member using State funds and for which the students fully reimburse the university. In such cases, any expenditure of state money shall result in expeditious replenishment of the total amount of expended funds by the group or individuals for whom the agency acted as an intermediary. No financial gain is to be derived by the institution or State person or persons acting as intermediaries.

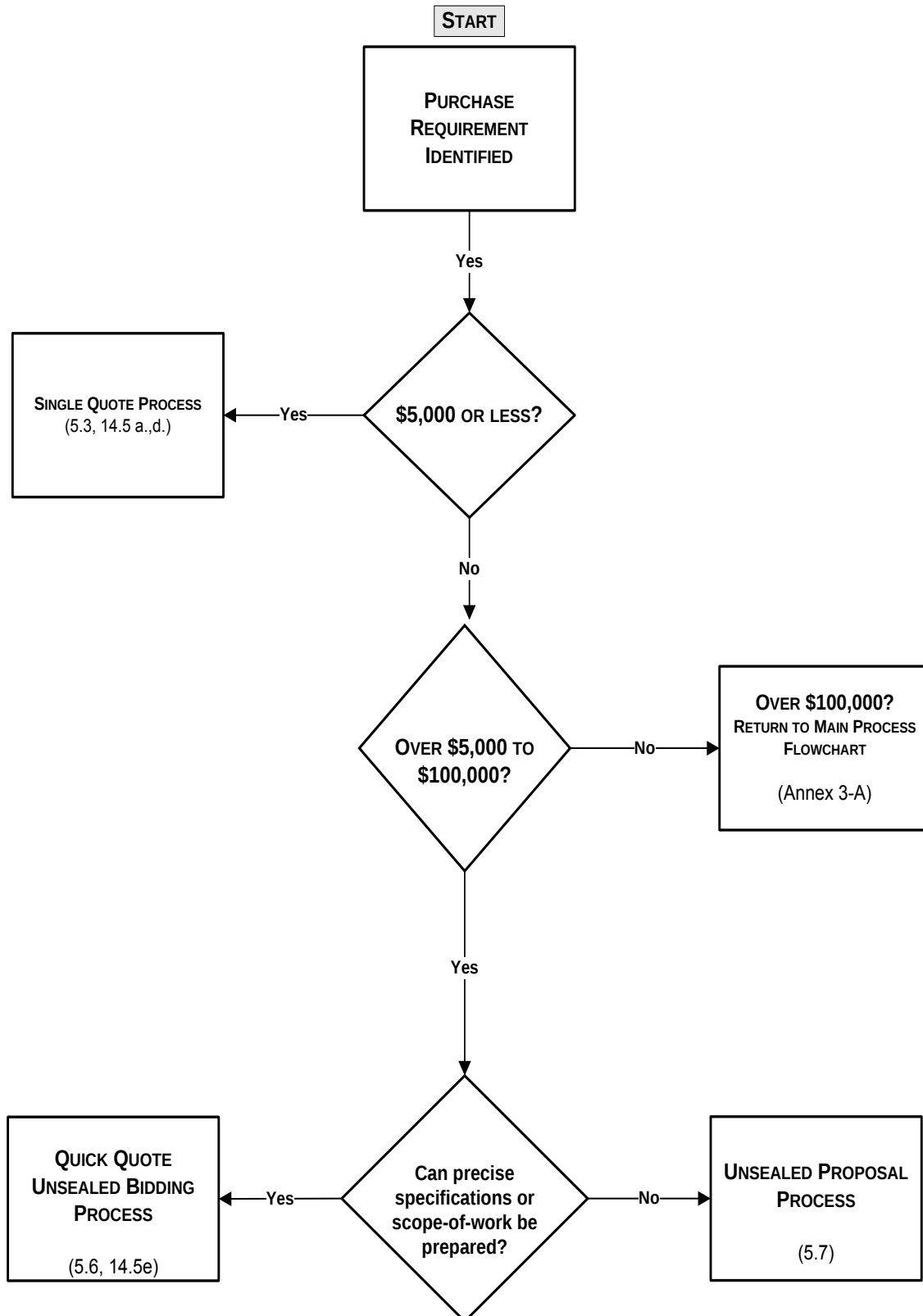
5.10 **Blanket Purchase Agreements.**

- a. Blanket purchase agreements (BPAs) are contractual relationships which may be entered into with local vendors to obtain small dollar value expendable operating supplies or services (less than the single quote limit) for which low or erratic demand usage exists. Basically, a set of terms and conditions are agreed upon between the buyer and seller wherein the seller will deliver or permit pick up of supplies ordered through a call system controlled by the individual who has received authorization from the purchasing office. The prevailing market price, less any trade and/or volume discounts as may be agreed upon, is charged and invoiced on a consolidated (usually monthly) basis.
- b. The principle advantage of a BPA is the ability to delegate ordering authority to the user level, resulting in quicker access to the goods or services. Consolidated invoices are processed, which reduces the paper flow and administration. The success of this procedure is dependent upon the establishment and enforcement of proper controls.
- c. By careful analysis of recurring needs, BPAs may be entered into for supplies or services not available from contracts or other prior purchase commitments. Examples are hardware, electrical, office, plumbing supplies, or services such as electrical, locksmith, film developing, and painting. (See paragraph 4.21 if cumulative annual value of any service exceeds \$15,000.) When practicable a minimum of two agreements should exist per item category.
- d. Prior to the establishment of BPAs, contact DGS/DPS for assistance and for the procedures required to be used at 804-371-8355. See also 4.3d (5).

Annex 5-A

SMALL PURCHASE PROCEDURES (CODE OF VA § 2.2-4303G)

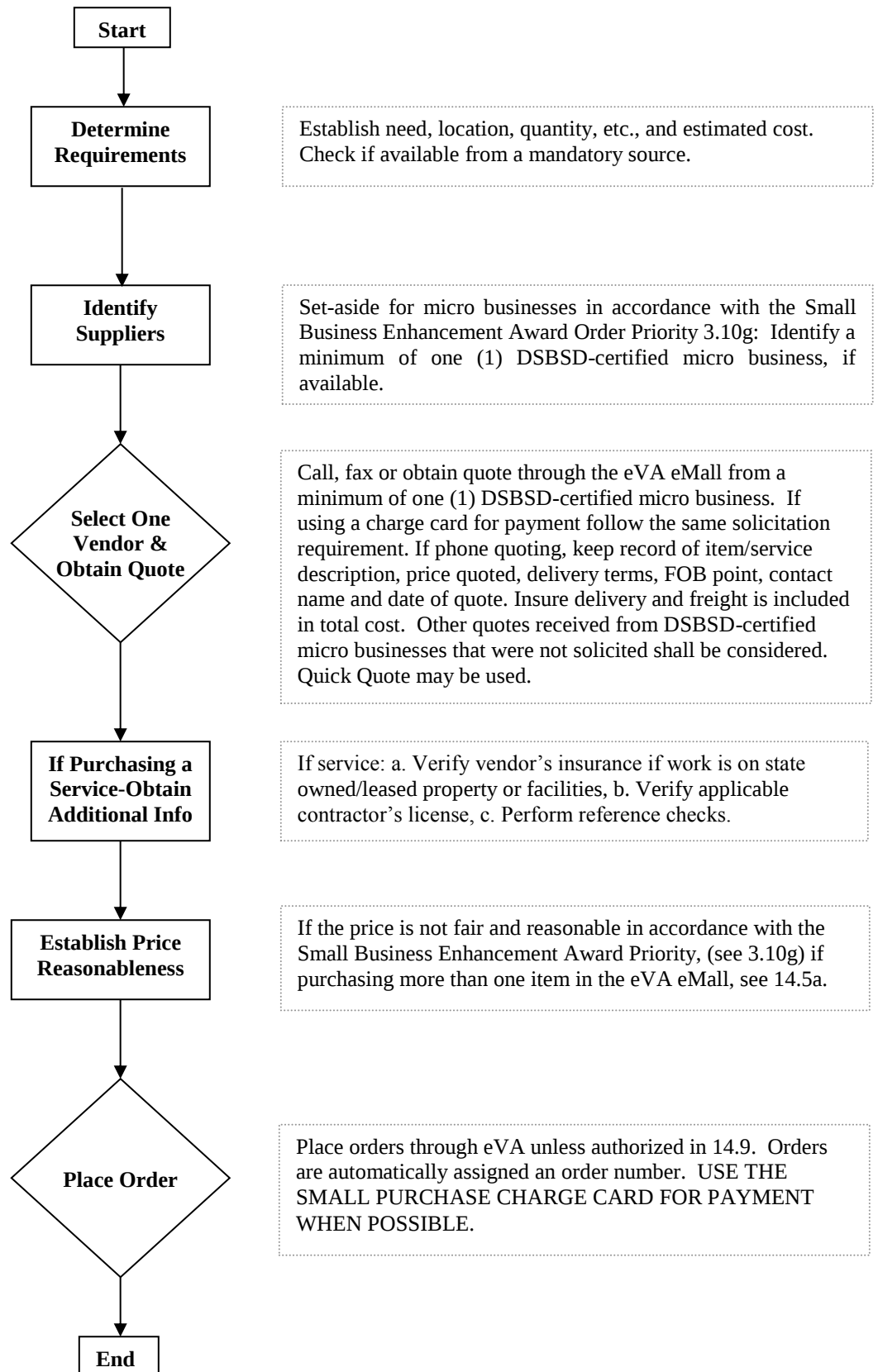
Small Purchase Process (goods and nonprofessional services up to \$100,000)



Annex 5-C

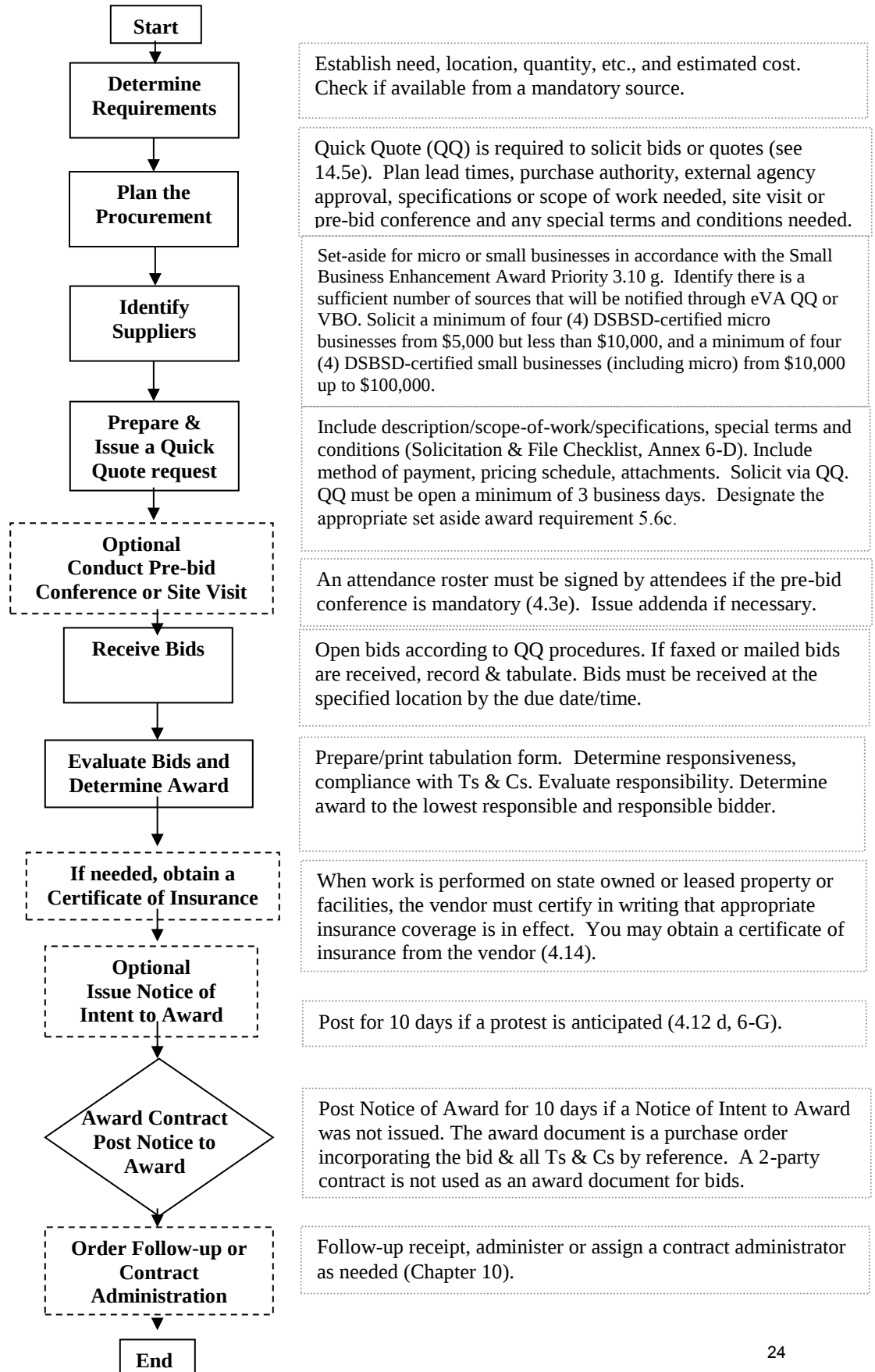
Single Quotation Process

For Goods and Non-professional Services to \$5,000



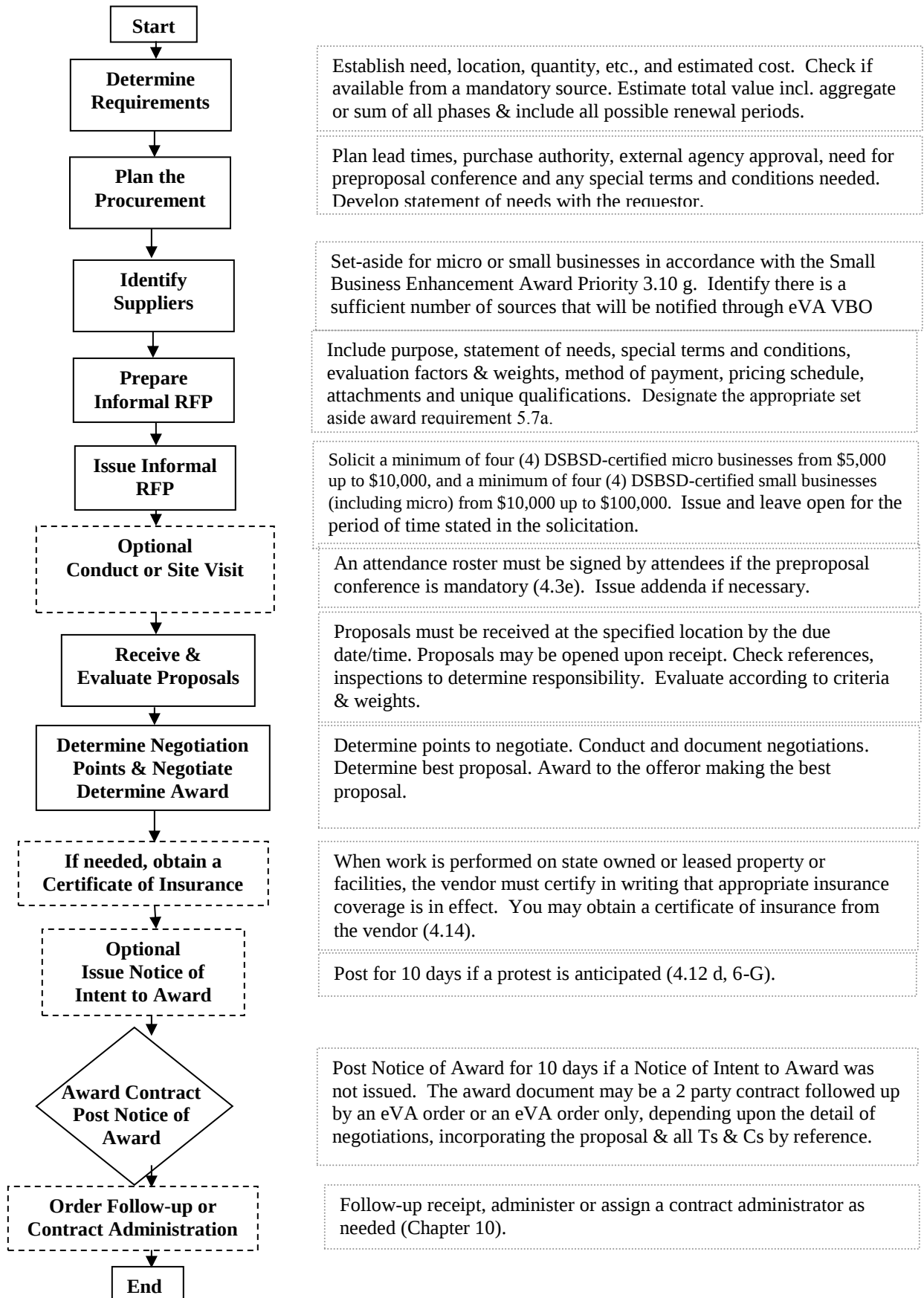
Annex 5-E

**Unsealed Bidding Process
For Goods and Non-professional Services over \$5,000 to \$100,000**



Annex 5-F

**Unsealed Request for Proposal Process
For Goods and Non-professional Services over \$5,000 to \$100,000**



Annex 5-G

TELEPHONE RECORD FOR GOODS – Use up to \$5,000; over \$5,000 use Quick Quote.

REQUEST NUMBER: _____		BIDDER #1	BIDDER #2	BIDDER #3
BUYER: _____		DATE: _____	DATE: _____	DATE: _____
eVA VENDOR ID or DUNS NUMBER>				
VENDOR NAME >				
VENDOR ADDRESS >				
CONTACT PERSON >				
PHONE NUMBER >				
FAX NUMBER >				
QUANTITY	ITEM DESCRIPTION	UNIT PRICE / TOTAL PRICE	UNIT PRICE / TOTAL PRICE	UNIT PRICE / TOTAL PRICE
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				
DELIVERY DATE or TIME >				
PROMPT PAYMENT TERMS >				
ARE SHIPPING/HANDLING COSTS INCLUDED IN TOTAL PRICE? YES or NO >				
IF NO: CITE SHIPPING COST >				
TOTAL ORDER VALUE >				

INSTRUCTIONS - TELEPHONE RECORD FOR GOODS

1. **CAUTION:** Care should be exercised when obtaining pricing information by telephone. The description of what is desired should be described in generic terms or by use of brand name (including make and model). When specifying a brand name, be prepared to receive bids on an “or equivalent basis” unless the item desired has been justified as proprietary. When identifying potential sources to solicit, ensure that those selected are in business to provide what is needed.
2. **COMMUNICATE:** Communicate with the end user, when appropriate, to ensure that what is needed will be accurately described to the bidder(s).
3. **READ AND EDIT:** Read the requisition to make sure it answers the following questions:
 - WHO will receive the goods?
 - WHAT is needed?
 - WHEN is delivery required?
 - WHERE are the goods to be delivered?
 - HOW to be shipped, e.g., customer pick-up, truck, inside delivery, furnish and install, etc., and
 - HOW much?
4. **MODIFICATIONS:** All bidders contacted must be given the opportunity to bid on the identical specifications. For example, if during the bidding process a bidder offers an alternative (not an equivalent) and the end user determines that the alternate would suffice, then each bidder previously contacted must be provided the revised requirement and allowed to bid.
5. **NOTATIONS:** When soliciting bids on a brand name specified or equivalent basis, note on the phone quote sheet the product offered by each bidder, i.e., “as specified” or make, model of equivalent. When soliciting bids using generic specifications, notate the make and model offered by each bidder.
6. **TERMS AND CONDITIONS:** Note any special conditions that apply to the purchase and communicate those to each bidder. An example would be insurance and contractor licensing requirements involving some types of “furnish and install” procurements.
7. **PRICING:** Bids are to be solicited on a firm fixed price basis. Every attempt should be made to have the prices quoted F.O.B. destination and to include any shipping and handling charges in the total price. Otherwise, any separate charges must be shown on the Telephone Record sheet and included as part of the total bid price when evaluating the bids.

THIS FORM MAY BE REDESIGNED TO FIT LOCAL NEEDS; HOWEVER, THE INFORMATION BLOCKS SHOWN ON THE REVERSE SIDE OF THIS EXAMPLE ARE THE MINIMUM REQUIREMENTS TO BE RECORDED WHEN USING THE TELEPHONE BID METHOD.

Annex 5-H

TELEPHONE RECORD FOR SERVICES

REQUEST NUMBER: _____	BIDDER #1 DATE: _____	BIDDER #2 DATE: _____	BIDDER #3 DATE: _____
BUYER: _____			
eVA VENDOR ID OR DUNS NUMBER >			
VENDOR NAME >			
VENDOR ADDRESS >			
CONTACT PERSON >			
PHONE NUMBER >			
FAX NUMBER >			

SCOPE OF WORK	FACTORS	BID INFORMATION	BID INFORMATION	BID INFORMATION
	LABOR COSTS			
	MATERIAL COSTS			
	TOTAL BID PRICE			
	PAYMENT TERMS			
	PERFORMANCE PERIOD/TIME			

***** ATTENTION PROCURING AGENTS, RECORD AND VERIFY THE INFORMATION BELOW WHEN APPLICABLE *****

REQUIRED	REQUIREMENT	CIRCLE "YES" OR "NO" TO INDICATE CONTRACTOR'S COMPLIANCE					
Y or N	Contractor's License Number						
Y or N	Insurance/Workmans' Compensation	YES	NO	YES	NO	YES	NO
Y or N	Prebid Conference/Site Visit	YES	NO	YES	NO	YES	NO
Y or N	Warranty (Materials/Workmanship)	YES	NO	YES	NO	YES	NO
Y or N	Qualified Contractor Personnel	YES	NO	YES	NO	YES	NO
Y or N	References; # Provided: _____	YES	NO	YES	NO	YES	NO

INSTRUCTIONS - TELEPHONE RECORD FOR NONPROFESSIONAL SERVICES

1. **CAUTION:** Care should be exercised when obtaining pricing information by telephone to purchase nonprofessional services. The scope of work should describe and define the task(s) which the contractor will be required to perform and itemize what the contractor is expected to accomplish. **REMINDER:** You are buying the contractor's time and effort, not a specific product.
2. **BE PREPARED:** Develop a firm understanding of the exact service to be purchased as this understanding will be communicated to the bidder(s). **SUGGESTION:** An effective way to gain the understanding needed to make an informed purchase decision is via a "using department" questionnaire.
3. **READ AND EDIT:** Read the scope of work provided on the requisition carefully. Ask yourself, "Do I fully understand the need(s) of the user, i.e., the recipient of the service?"; "Do I understand what he/she expects the contractor to do?"
4. **MODIFICATIONS:** All bidders must be given the chance to bid on the identical scope of work. If the original scope of work is modified during the telephone bid process, then each bidder previously contacted must be contacted again and allowed to bid on the revised requirement.
5. **FINAL SCOPE OF WORK:** The final product of your discussions with users and bidders **MUST** be transferred exactly to the APO. The scope of work becomes the basis for performance by the contractor, measurement of that performance by the agency, and the means by which the user's need is ultimately satisfied.
6. **TERMS AND CONDITIONS:** If the bidders are registered with the Commonwealth, you can assume familiarity with the procedures outlined in the *Vendors Manual*. In soliciting telephone bids, be sure bidders are made aware of any general and special terms and conditions which will apply to the procurement.
7. **PRICING FACTORS:** Major elements of the price of service(s) provided may need to be itemized e.g., materials, labor rates, travel, etc. If multiple pricing factors are involved e.g., labor rates, discounts off price lists, unit prices, and/or lump sums, be sure to have a clear and understandable bid evaluation procedure established.

THIS FORM MAY BE REDESIGNED TO FIT LOCAL NEEDS; HOWEVER, THE INFORMATION BLOCKS SHOWN ON THE REVERSE SIDE OF THIS EXAMPLE ARE THE MINIMUM REQUIREMENTS TO BE RECORDED WHEN USING THE TELEPHONE BID METHOD.

Annex 5-I

FAX BACK

PRICE QUOTE

To be considered, Respond by - Date: _____ Time: _____

Late bids will not be accepted. Fax response back to Fax Number:

Agency: Commonwealth of Virginia	Bidder:
	Fax Number:

Refer questions to _____ Phone Number _____

This solicitation is subject to the provisions of the Commonwealth of Virginia General Terms and Conditions, the DGS/DPS *Vendors Manual* and special terms and conditions as attached.

Applicable if checked: ☐ Insurance required. ☐ Contractor license required (insert below).
License Number _____

The right is reserved to make an award on a line item, group, or total sum basis.

The following checked specification and/or bid procedure applies to this request:

- ☐ Service: Submit quote based on description of service.
- ☐ Generic: Bidder must list make, model and/or product description offered that will meet the below specified performance requirements.
- ☐ Brand Name or Equivalent: Bidder is not restricted to the specific brand name, but if an equivalent is quoted, sufficient descriptive literature must be faxed with the quote.
- ☐ Proprietary: Quotes will only be accepted for exact brand and model listed.

Quote F.O.B. Destination.

Item	Description of Item/Service	Quan	Unit	Price	Total

Delivery Date (ARO): _____

Page/Grand Total \$ _____

Prompt Payment Discount Terms: _____

My signature on this solicitation indicates that I will comply with all terms and conditions. I agree to furnish the goods/services at the price(s) indicated.

Bidder Signature: _____ Phone: _____

eVA Vendor ID or DUNS Number: _____ Date: _____

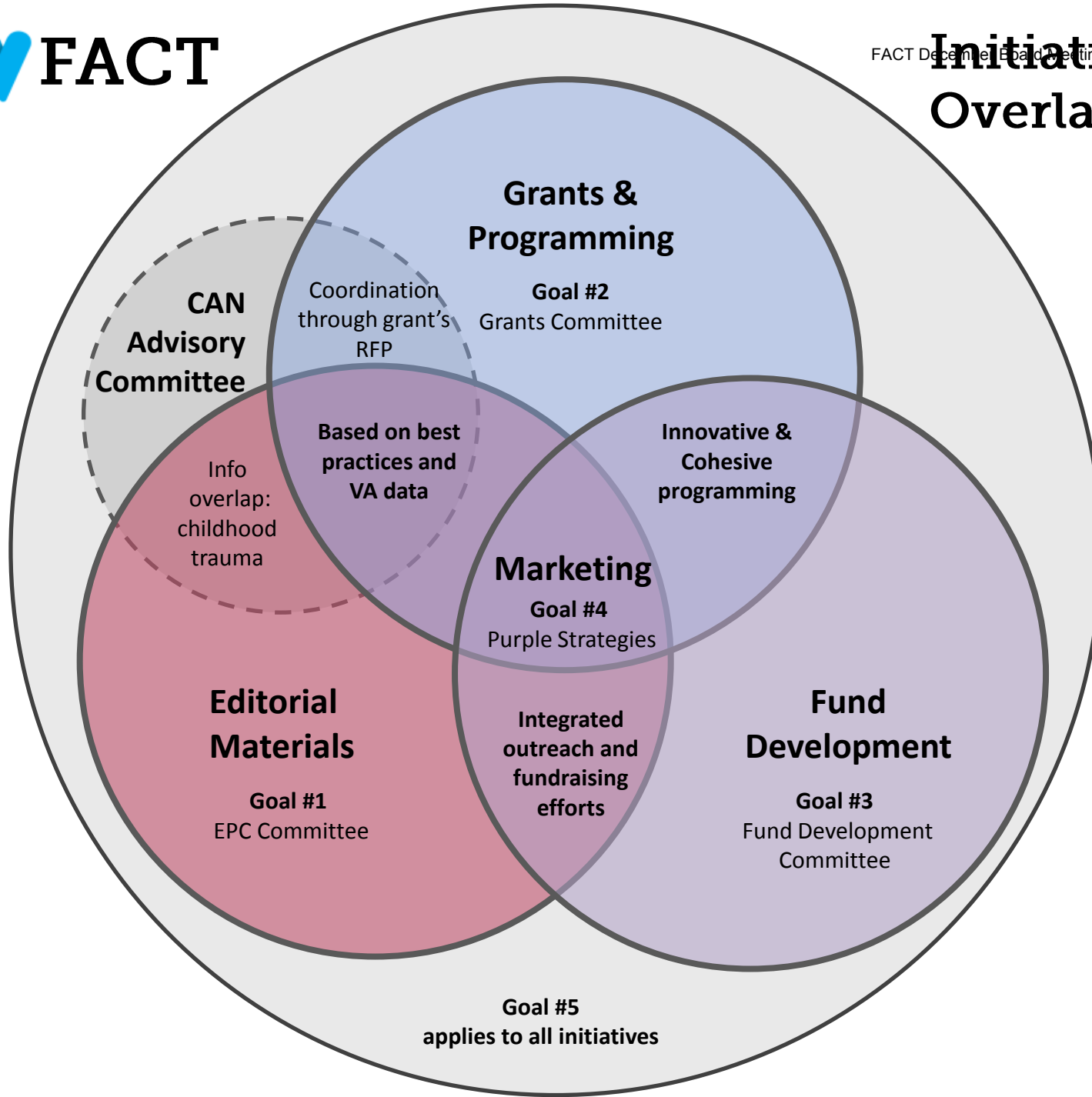
INSTRUCTIONS - FAX BACK PRICE QUOTE FORM

The use of this form for facsimile bidding is limited to the dollar thresholds authorized by DGS/DPS for obtaining quotes for goods and services. Review the following instructions prior to preparing the FAX BACK form.

1. **SPECIFICATION:** Check the appropriate type specification being used. If a service, ensure that the scope of work fully describes and defines the task(s) which the contractor will be required to perform. The use of separate additional pages may be necessary to convey the scope of work and any additional special terms and conditions.
2. **DELIVERY INSTRUCTIONS:** If delivery is required by a specific date, or the delivery/performance location will be different from agency address, or any specific shipping instructions apply, indicate this on the form or a separate sheet.
3. **SPECIAL TERMS AND CONDITIONS:** Check if insurance and/or contractor license required and include the written provision if work is to be completed on state owned or leased property. Include any other applicable special terms and conditions as an attachment..
4. **BID EVALUATION AND AWARD:** If the bid evaluation and award will be based on a combination of pricing factors, such as labor hour rates and discounts off price lists, the bid evaluation procedure or pricing scenario to be used must be explained on the form or a separate sheet.

ED Report

ED Report



Goal #1: Serve as the data clearinghouse on family violence throughout Virginia

Strategies:

- Invest in qualitative and quantitative research and data collection to promote evidence-informed prevention and treatment practices in communities.
- Promote the use of data in communities in order to raise awareness, build capacity and coordinate multi-disciplinary responses to family violence.
- Promote and publicize emerging trends and promising practices in the field.
- Advise the Governor, Department of Social Services, and Board of Social Services on matters concerning the prevention of family violence.

Goal #2: Support organizations and communities to build capacity and promote collaborative responses to family violence

Strategies:

- Provide funding to organizations for family violence prevention, treatment and public awareness efforts.
- Increase availability of cost effective, evidence-based and/or evidence-informed programs, trainings, practices and information statewide.
- Partner with state leaders to increase awareness, understanding and the promotion of protective factors to reduce the risk factors that contribute to family violence.

Goal #3: Conduct comprehensive fundraising efforts to support prevention and treatment of family violence statewide

Strategies:

- Identify and cultivate relationships with additional funding sources to support a prevention and treatment infrastructure in Virginia.
- Emphasize and promote FACT's license plate programs to various stakeholder groups across Virginia.
- Pursue other permanent, statewide revenue sources for FACT.

Goal #4: Enhance marketing efforts to promote FACT's mission and service to the community

Strategies:

- Market FACT's name and logo as a recognized funding entity for high quality programming.
- Promote FACT's website as a resource and data tool for communities across Virginia.
- Identify effective social media efforts to advance in Virginia.

Goal #5: Ensure FACT is a high quality and high performing organization

Strategies:

- Ensure Board of Trustees have the capacity and skills to fully participate in FACT's work.
- Ensure all administrative and operational functions of the organization are of the highest quality.
- Ensure the continued operational efficiency of FACT and be good stewards of public and private funds.
- Promote continuous planning and quality improvement efforts to ensure FACT remains a high performing agency.

November 22, 2016

Ms. Nicole Poulin, Executive Director
The Family and Children's Trust Fund
801 East Main Street
Richmond, VA 23219

Dear Nicole,

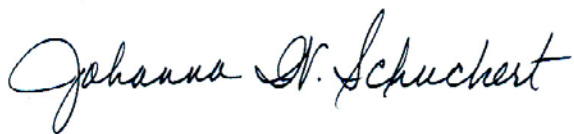
This letter follows the request from the Virginia Department of Social Services inviting The Family and Children's Trust Fund to, again, co-sponsor the annual Child Abuse Prevention Conference on April, 2017. This event will be limited to 176 participants next year with a focus on preventing child neglect for the professionals and volunteers who work in a variety of family and child serving agencies and organizations throughout Virginia.

Because of the targeted focus and participant numbers we will refer to the event as the Together for Children Symposium. We are currently in the process of creating a tagline that describes the focus. Our committee composed of staff from PCAV and VDSS have located a keynote speaker and is working with a few other speakers to round out the program. We hope that FACT will consider contributing \$2,000 as a co-sponsor to help cover conference costs including the keynote speaker fee, which will help keep the registration affordable for participants.

This year Prevent Child Abuse Virginia will be coordinating the contract with the venue, Lew Ginter Botanical Gardens, and agreement and payment with the keynote speaker. If a grant is awarded, PCAV will be the recipient and keep all necessary financial records associated with the expenses. Please let me know if you have questions.

Thank you for considering the requests from VDSS and PCAV. We look forward to working with FACT on this successful statewide event.

Sincerely,

A handwritten signature in black ink that reads "Johanna W. Schuchert". The signature is written in a cursive, flowing style.

Johanna Schuchert
Executive Director

Cc: Ms. Ann Childress



Greater Augusta Coalition Against Adult Abuse
P.O. Box 551
Harrisonburg, VA 22803

November 29, 2016

Nicole Poulin, Ex. Director
Family and Children Trust Fund of VA
801 E. Main St. 15th Floor
Richmond, VA 23219-2901

Re: FUNDING REQUEST

Dear Ms. Poulin,

I am writing on behalf of the Greater Augusta Coalition Against Adult Abuse (GACAAA). The mission of GACAAA is to educate the community regarding adult abuse, neglect and financial exploitation and how such abuse can be prevented. We hope that our proactive steps will help prevent further acts of exploitation and abuse of vulnerable adults in the community. GACAAA has no regular funding and is an all-volunteer organization. We are seeking \$2000 in funding for an Elder Abuse Training to be held on May 10, 2017 at Blue Ridge Community College in Weyers Cave, VA.

Elder abuse is an increasingly prevalent but hidden problem that exists in every community throughout the world. The public at large, and even professionals serving vulnerable adults, are often unaware of the problems or how to respond. The Commonwealth of Virginia is no exception. Research shows that only about one in every 23 cases of abuse is reported nationwide. The need for community education to increase awareness and detection of abuse and intervention is undeniable. Statistics compiled by the Virginia Department of Social Services show that there were 22,658 reports of abuse across Virginia in 2015, of which 9,224 were substantiated. However, few of these cases are investigated by law enforcement, and even less are prosecuted.

This low level of investigations and prosecutions of elder abuse cases is not a reflection of a callous disregard for elders in the area; rather, it is a result of a lack of training. Thus, perpetrators are rarely held accountable for their actions and may be free to abuse or exploit vulnerable adults again. Clearly, there is a lack of justice for victims of elder abuse. Only when

law enforcement effectively conducts criminal investigations leading to the successful prosecution of these cases will justice be served. Training is a key to changing this situation.

The Coalition is planning to sponsor a training on successfully prosecuting and investigating elder abuse that will target the law enforcement agencies and prosecutorial attorney staff within our immediate area and surrounding jurisdictions. This training will educate them on the topic and how to better serve the identified victims of these crimes as well as how to prosecute these cases to the fullest extent of the law. Other targeted attendees are Adult Protective Services Workers and related professionals. We expect our audience to include around 150 participants from all over Virginia.

Our speaker is Paul Greenwood, Deputy District Attorney with the San Diego County Elder Abuse Prosecution Unit. Mr. Greenwood is nationally known as an expert in prosecuting elder abuse. He will be delivering the keynote address on the prevention and prosecution of Jamaican and Romance Scams, along with a workshop on Financial Exploitation. There will be additional workshops on related topics that have not been confirmed yet.

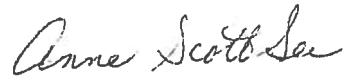
We estimate the costs of sponsoring the training to be about \$4,735.00. Our main costs are as follows:

Venue	\$835
Lunch	\$1700 plus depending on the number of participants
Speaker	\$1900 includes travel and speaking fee
Miscellaneous	\$300 includes copying, folders, marketing, etc.

We believe this training will result in increased successful investigation and prosecution of Elder Abuse. Thus, older adults in our community will lead safer and more dignified lives. It is our sincere wish that FACT will be a partner in this important endeavor.

Thank you for your consideration of our request. Please do not hesitate to call me at 540-560-5292 if you have any additional questions regarding our request. More information about our organization can be found on our website at www.gacaaa.com.

With Warmest Regards,



Anne Scott See
GACAAA Co-Chair

TO: Meghan Resler and Nicole Poulin
FROM: Purple Strategies
RE: Story Collection Guidelines
DATE: November 30, 2016

Story Collection Guidelines

To move hearts and minds and inspire a call to action, FACT needs to collect stories from its partner organizations and move these impactful messages to key audiences including potential donors, human service professionals, the Virginia Assembly and Governor's office, existing and potential partners, as well as the general public.

The goal of these efforts is to ensure that we are collecting effective stories that support FACT's narrative and key messages. While facts and numbers themselves are important, FACT is missing a key opportunity to generate a larger impact by gathering stories of the direct impact FACT has on specific lives: Personal stories put a face behind the fact.

Effective Stories

In order to raise awareness of FACT among a wider audience, all communication must align with the narrative and key messages of FACT. FACT has made a difference in countless programs and organizations cross Virginia, and by providing a face to these stories, FACT can spread its message beyond numerical data. The Grantee Site visits provide an excellent opportunity to gather these personal stories from the leaders of various partner organizations. We also recommend equipping all FACT representatives with these resources to have on hand when they interact with any program, organization or beneficiary.

The following examples demonstrate the types of stories that will help bring FACT's messaging to life for key audiences:

Example of an ineffective story: The Up Center will create the Hampton Roads Trauma Informed Care Network (HRTICN) to include a network comprised of public and private providers who will collectively impact over 5,000 people in Norfolk, Chesapeake, Portsmouth, Virginia Beach and Suffolk. By facilitating training and action planning the HRTICN will increase awareness and practice of trauma informed care.

Example of an effective story: Marcus has graduated high school and is off to college thanks in part to the Teen Outreach Program (TOP) from Family Services of Roanoke Valley. The teens who participate in the voluntary TOP program receive life skills curriculum within peer groups every week during the school year, and participate in service learning opportunities throughout the year.

Example of an effective story: Shannon is living with a disability and can now support herself and increase her independence through residential settings provided by Christian Relief Services in Alexandria. She now works at the local Target.

Once the stories are collected, FACT can utilize them in the development of materials like the annual report, issue briefs, one-pagers and FACT cards, as well as on social media. As the story collection process becomes more ingrained in site visits and as partners see their stories told within FACT's materials, it is likely that stories will be shared with FACT more readily and frequently, which will benefit all communications efforts.

Identifying Information

Grantee: _____

Grantee representative(s): _____

Reviewer(s): _____

Date of site visit: _____

Program Progression

Topic Area	Yes	No	Unsure	Recommendations/Comments
Is the program functioning as described in the proposal?				
To the best of your knowledge, is the program progressing on schedule?				
Is data provided to support program goals and outcomes?				

Program Discussion and Observations

1. What activities were observed during the site visit? Please describe who was present and how they engaged in the activity.
2. Were any special activities or accomplishments of the program noted during the site visit? Please describe.
3. Do you have any additional Comments and/or Concerns? Please describe.

Story Collection Questions

An additional goal of these site visits is to collect stories that highlight FACT's unique contributions to the treatment of trauma and the prevention of family violence throughout the Commonwealth of Virginia. The following questions should be asked of grantees:

1. What FACT resources do you find most helpful in your work? Issue briefs? Research?
2. Have you utilized the FACT data portal? For what purpose? Was it helpful?
3. How dependent is your organization on grants from FACT? What services would you be unable to provide if the funding weren't available? What more could you do with additional funds from FACT?
4. (If applicable) FACT is one of few organizations nationwide that works to prevent family violence across the entire lifespan. How does your organization benefit from FACT's focus on the effects of trauma, abuse and neglect on adults and the elderly?

Messaging Priorities

The goal of our site visits will be to gather information about grantee organization's use of FACT funds, but also to collect compelling stories that support FACT's key messaging priorities:

Support Across the Lifespan

- FACT is the *only* non-profit in Virginia and one of the few organizations nationally that addresses family violence and trauma across the lifespan – from child abuse and neglect to domestic violence and elder abuse and neglect
- This focus on families of all shapes and sizes and across all life stages allows FACT to have a unique and lasting contribution to communities across Virginia

Trauma

- FACT's research and data around trauma prevention and treatment provide caregivers with in-depth information about how to treat and support victims
- FACT's research on trauma's distinct effects on children and adults/elders provides essential information about ways in which trauma may be experienced at different points in the lifespan

Data/Thought Leadership

- The resources FACT makes available to all human service providers, healthcare professionals and caregivers of any kind provide valuable insights and best practices in the treatment and prevention of trauma and family violence
- FACT's data portal provides unparalleled information about family violence at state and local-levels and is made readily available to the public to increase awareness of these issues and to provide information on treatment and prevention strategies
- FACT issue briefs and annual reports provide key information about family violence trends within the state of Virginia, which generate conversations among human service professionals and policymakers that lead to solutions of real problems within the state