



## Application for SPECIAL USE PERMIT

Department of Planning and Development Review  
Land Use Administration Division  
900 E. Broad Street, Room 511  
Richmond, Virginia 23219  
(804) 646-6304  
<http://www.richmondgov.com/>

Application is hereby submitted for: (check one)

- ☒ special use permit, new  
☐ special use permit, plan amendment  
☐ special use permit, text only amendment

### Project Name/Location

Project Name: OAR of Richmond Date: August 26, 2015

Property Address: 3111 West Clay Street Tax Map #: N-000-1712/006

Fee: \$2,400.00 Total area of affected site in acres: 0.211 acres  
(See page 3 for fee schedule, please make check payable to the "City of Richmond")

### Zoning

Current Zoning: M-1 Light Industrial

### Proposed Use

(Please include a detailed description of the proposed use in the required applicant's report)

Existing Use: Office

Is this property subject to any previous land use cases?

Yes No

☒ If Yes, ☐ please list the Ordinance Number:

Office, operated on a social service delivery basis

**Applicant/Contact Person:** Andrew M. Condlin, Esquire

Company: Roth Doner Jackson Gibbons Condlin, PLC

Mailing Address: 919 East Main Street, Suite 2110

City: Richmond, VA State: VA Zip Code: 23219-4625

Telephone: (804) 877-3373 Fax: (804) 441-8438

Email: acondlin@rothdonejackson.com

**Property Owner:** Virginia Investment Company, LLC

If Business Entity, name and title of authorized signee: Andrew M. Condlin, by special limited power of attorney

(The person or persons executing or attesting the execution of this Application on behalf of the Company certifies that he or she has or have been duly authorized and empowered to so execute or attest.)

Mailing Address: PO BOX 6895

City: Richmond State: VA Zip Code: 23230

Telephone: ( )

Fax: ( )

Email:

**Property Owner Signature:**

*[Handwritten signature]* by Power of Attorney

The names, addresses, telephone numbers and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. **Faxed or photocopied signatures will not be accepted.**

**NOTE:** Please attach the required plans, checklist, and a check for the application fee (see Filing Procedures for special use permits)



919 East Main Street, Suite 2110, Richmond, VA 23219-4625  
(804) 441-8440 (main) - (804) 441-8438 (fax)  
[www.rothdonerjackson.com](http://www.rothdonerjackson.com)

**Andrew M. Condlin**  
(804) 977-3373 (direct)  
[acondlin@rothdonerjackson.com](mailto:acondlin@rothdonerjackson.com)

August 28, 2015

BY HAND DELIVERY

Ms. Lory Markham  
City of Richmond Department of Community Development  
Land Use Administration Division, Room 511  
City Hall, 900 East Broad Street  
Richmond, Virginia 23219

**Re: Special Use Permit: 3109 - 3111 West Clay Street**

Dear Lory:

This letter shall serve the Applicant's Report accompanying the application for a Special Use Permit (the "SUP") in order to authorize an office operated on a social service delivery basis for the property known as 3109 - 3111 West Clay Street (the "Property"). The Property is located on the south side of Clay Street between Highpoint and Summit Avenues. The Property is occupied by an office building, which contains approximately 6,900 square feet of floor area primarily on a single level.

The Property is zoned M-1 Light Industrial, which permits the office use. OAR of Richmond, Inc. has proposed to occupy the office and provide community-based services on a not-for-profit basis. Much of the proposed use, such as the administration of the various programs and off-site services, would be permitted by right as an office use. However, because elements of the proposed services would be provided on site to individuals who are members of a specific client group and because they would be provided for no or at greatly reduced compensation, the proposed use is deemed to be a social service delivery use. Therefore, a special use permit is needed to authorize the use of the office on a social service delivery basis.

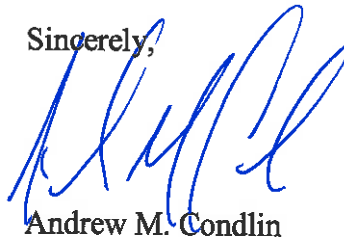
OAR of Richmond provides services that enhance public safety by providing individuals and families affected by incarceration with transitional services that support safe and successful reintegration into the community. A large component of their use is the administration of the programs and services provided both on-site and off site locations. This is work performed by case workers and staff and would not involve actual client visits to the site. To the extent that services and programs are administered to clients on-site, it would be done by case workers on a one-on-one or small classroom basis. These services and programs include employment searches, transportation assistance, educational opportunities, mentoring, etc. The operational characteristics of the proposed use are consistent with that of an office use. Nevertheless, a Management Plan (Exhibit A) is attached in order to provide detailed information related to: (1)

the management entity; (2) the programs offered and administered on the site; (3) the programs offered off site; (4) numbers and types of clients to be served; (5) operational details of on-site programs; and (6) annual operating budget, including source of funding. Operational controls including, but not limited to, limited general hours of operation Monday through Friday for seeing clients, limitations on numbers of clients in classes, etc., would render this use indistinguishable from the typical office use from an impact standpoint.

Founded in 1971, OAR of Richmond has demonstrated a track record of responsible management, working with the City of Richmond, among other jurisdictions, toward the common goals of safe and successful reintegration into the community. Their proposed use of the Property is only distinguished from other office uses in the vicinity by virtue of the way in which the services are rendered – to a specific client group at a no or a greatly reduced cost. The proposed use is compatible with the Master Plan recommendation of Industrial and zoning classification of M-1 Light Industrial. Not only do the Master Plan and existing zoning suggest the office use is appropriate, they both suggest a much more intense use of the property would be acceptable. As such, the proposed use is appropriate for the Property and it meets the criteria set forth in the Charter of the City of Richmond that the use will not (i) be detrimental to the safety, health, morals and general welfare of the community involved; (ii) tend to create congestion in streets, roads, alleys and other public ways and places in the area involved; (iii) create hazards from fire, panic or other dangers; (iv) tend to cause overcrowding of land and an undue concentration of population; (v) adversely affect or interfere with public or private schools, parks, playgrounds, water supplies, sewage disposal, transportation or other public requirements, conveniences and improvements; or (vi) interfere with adequate light and air.

Thank you for your time and consideration of this request, please let me know if you have any questions.

Sincerely,



Andrew M. Condlin

Enclosures

cc: The Honorable Charles R. Samuels

## SPECIAL LIMITED POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the undersigned has made, constituted and appointed, and by these presents does make, constitute and appoint each of Jennifer D. Mullen and/or Andrew M. Condlin as its true and lawful attorneys, for it and in its name, place or stead, to perform any and all acts which they, or any one of them, deem appropriate relating to the process of obtaining special use permit approval from the City of Richmond, Virginia (the "Approvals"), for the property owned by the undersigned and located in the City of Richmond, Virginia as designed as tax map number N0001712006, known as 3111 West Clay Street with an alternative address of 3109 West Clay Street (the "Property"). Subject to the foregoing, the above-named attorneys, or any one of them, are authorized to do, execute and perform all and every act, matter and thing in law, or in the judgment of all or any one of them, needful or desirable to be done in relation to the Approvals on the Property as fully and amply, and with the same effect, as the undersigned might or could do if acting itself. Without limiting the generality of the foregoing, these acts shall include, but not be limited to, the signing of any application for special use permit, rezoning, conditional use, special exceptions, the offering of voluntarily proffered conditions, the submission of a plan of development, and any additions, amendments, modifications or deletions thereto.

This Special Limited Power of Attorney shall not terminate on disability of the Principal. This Special Limited Power of Attorney shall automatically expire without further act of the undersigned within two (2) years of the date set forth below or such earlier date as this Special Limited Power of Attorney may be otherwise rescinded or modified by the undersigned.

[SIGNATURE APPEARS ON THE NEXT PAGE]

This Special Limited Power of Attorney has been executed pursuant to due authorization as of August 27, 2015.

Virginia Investment Company, LLC,  
a Virginia Limited Liability Company

By: Rodney M. Poole  
Name: RODNEY M. POOLE  
Title: SENIOR VICE PRESIDENT

STATE OF VIRGINIA,  
~~CITY~~/COUNTY OF HENRI CO, To-wit:

This instrument was acknowledged before me in the above-stated jurisdiction this 27th day of August, 2015 by Rodney M. Poole, who is the Senior Vice President of Virginia Investment Company, LLC, a Virginia Limited Liability Company.

Laura H. Grant  
Notary Public

My commission expires: 7-31-19  
Notary registration no.: 220295



**OAR of Richmond, Inc.**  
**Management Plan for Special Use Permit Application**

1. Detailed description of the managing entity, including the organizational structure, names of the board of directors, mission statement, and any bylaws.

OAR of Richmond, Inc. is a private, nonprofit, 501 (c)(3), community-based offender services organization. The organization was founded in 1971 and became affiliated with United Way in 1975. OAR is governed by a Board of Directors, made up of volunteer community leaders. The Board of Directors appoint an Executive Director to carry out the organization's mission. The Executive Director is responsible for hiring and managing all staff.

**OAR's mission is to enhance public safety by providing individuals and families affected by incarceration with transition services that support safe and successful reintegration into the community.** OAR serves the city of Richmond and the counties of Chesterfield, Hanover, and Henrico.

To further its mission OAR of Richmond's programs support the restoration of offenders, families, and victims by encouraging volunteer participation, alternatives to incarceration, and services for offenders/ex-offenders as part of its community justice efforts. OAR staff work to address each client's criminogenic needs in order to assist with successful reintegration back into the community. One of the criminogenic needs that OAR staff focus on is employment.

**There is a strong correlation between employment and reduction in recidivism. One of the main ways that OAR helps its participants with their restoration is to assist with the job search process and to prepare the participant for work.**

Employment can make a strong contribution to recidivism-reduction efforts because it refocuses individuals' time and efforts on prosocial activities, making them less likely to engage in riskier behaviors and to associate with people who do. Having a job also enables individuals to contribute income to their families, which can generate more personal support, stronger positive relationships, enhanced self-esteem, and improved mental health. For these reasons, employment is often seen as a gateway to becoming and remaining a law-abiding and contributing member of a community. Employment also has important societal benefits, including reduced strain on social service resources, contributions to the tax base, and safer, more stable communities.<sup>1</sup>

**OAR clients prepare to return to work by...**

- Learning relevant job searching techniques and developing computer skills
- Creating resumes detailing their extensive employment histories, experience, and skills

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<sup>1</sup> I Duran, L., Plotkin, M., Potter, P., & Rosen, H. (2013) Integrated reentry and employment strategies: Reducing recidivism and promoting job readiness. The Council of State Governments Justice Center. <https://www.bja.gov/Publications/SG-Reentry-and-Employment.pdf>

- Completing trainings and certification programs
- Volunteering to expand their experience and give back to the community
- Continuing their education by studying for and taking the GED, as well as enrolling in higher education programs

**The skills and experience of the OAR participant population span many different industries.**

**OAR participants range from extremely qualified to dedicated and eager to learn in the following industries:**

- Forklift Operation
- Warehouse Labor
- Production
- Administrative
- Food Service
  - Front and back of the house positions
  - Fine dining, casual, and fast food
- Construction
- Maintenance
- Housekeeping
- United States Armed Forces
- Nursing/ Nursing Aid
- Sales
- Janitorial
- Truck driving
- Management
- Carpentry
- Plumbing
- Electric
- Painting
- Auto Detailing
- Customer Service
- Contracting
- Retail
- Business ownership and operation

2. Detailed description of programs offered on the premises, including operating procedures and characteristics, the intent of the programs and a description of how the programs support a long-term strategy for meeting the residents' or clients' needs.

**The following services are provided to clients on the premises at OAR of Richmond's Central Office.**

**Reentry (post-incarceration) Services Offered**

- Personal hygiene kits
- Weekly case management sessions
- Identification documents such as birth certificates and DMV IDs
- Resume assistance
- Use of fax machine and copier for job search
- Weekly job lists
- Substance abuse counseling and support groups
- Transportation assistance
  - *During job search phase*
  - *To scheduled job interviews*
  - *To and from job until first paycheck*
- Problem solving and goal setting assistance
- Money management and budgeting education
- Work clothes, shoes, and tools needed for specific job
- Housing assistance and Central Intake referrals
- Incentives for continuous employment
- GED classes
- Job readiness classes covering:
  - *Resume and cover letter assistance*
  - *Interview prep*
  - *Job search techniques and strategies*
  - *Professional dress and conduct*
- Computer skills groups and access for job search
- Referrals for services not directly provided by OAR
- Mail service

The intent of OAR's programs for released offenders is to assist the individuals on their journey to success after incarceration. Clients are able to visit the office at any time the office is open, however most individuals attend one group per week and meet with their case manager once per week. Through the creation of individualized service plans and goal setting, OAR is able to help our clients reach success and break the cycle of recidivism.



3. Detailed description of offsite programs offered, and/or description of linkages to programs operated by others.

OAR offers services at five local jails in the Richmond area. The service sites and services available are listed below.

**OAR case managers are available to meet with inmates individually at**

- Chesterfield County Jail
- Henrico County Regional Jail East
- Henrico County Regional Jail West
- Pamunkey Regional Jail
- Richmond City Jail

Inmates may contact their case manager by submitting an inmate request form at the jail.

**OAR pre-release services include the following:**

- Individual Service Plan Development
- Alcoholics Anonymous groups
- Narcotics Anonymous groups
- Parent education
- Drug/alcohol treatment referrals
- Shelter, clothing, and food referrals
- Job readiness/employment assistance
- Goal-setting assistance
- Educational groups:
  - *Healthy Relationships*
  - *Anger Management*
  - *Money Management*
  - *Productive Citizenship (life skills)*
  - *Male Responsibility*
- Mentoring

OAR also provides services in partnership with the following:

Richmond Social Services

Richmond Center for Workforce Innovation

Department of Corrections Probation and Parole District One

The Daily Planet

Fan Free Clinic

CARITAS

Commonwealth Catholic Charities

Homeless Point of Entry

MCV-Virginia Coordinated Care

**4. Detailed description of the number and type of residents or clients to be served, including an outline of program objectives, eligibility criteria, and requirements for referrals to other programs.**

OAR serves approximately 3,500 clients per year. 1,800 clients are served out of our post-release central office and 1,700 clients are served within the 5 local jail sites.

In order to be a client at OAR you must be an adult (at least 18 years of age) with at least one criminal conviction, felony or misdemeanor.

Post-release clients are able to come into our office Monday-Friday for services. OAR offers intake and orientation on Tuesdays, Wednesdays and Thursdays between 8:30 and 2:00 p.m. When a client returns for the second time, case managers meet with the individual and complete a needs and risk assessment (Offender Screening Tool-OST), and this tool helps OAR staff to identify the criminogenic needs that the client has. With that information in hand, the case manager assists the client in setting goals and creating an individualized service plan.

Intensive services are typically offered to a client for up to one year. These services include employment search, transportation assistance, educational opportunities and mentoring. Once a client obtains employment of 30 hours or more per week, they are eligible for OAR's employment incentive program which awards incentives for working from 30 days to 3 years.

Transportation assistance in the form of GRTC bus tickets are distributed to clients that are job searching. The requirements for these tickets are to complete at least one group per week at OAR, search for and apply for a minimum of 7 jobs per week, and meet with their case manager to discuss progress.

Referrals to other area programs are provided by case managers to clients on an as needed basis. Referrals are provided to active clients only.

**5. Operational details for on-site programs, including:**

**i. Hours of operation;**

- Hours of operation:
  - 8:30 AM – 4:30 PM, Monday through Friday
- Board of Directors meetings:
  - The OAR board meets in the offices of OAR from 5:30 PM to 7:00 PM on the third Tuesday in January, March, May, June, September and November. Due to the UCI bike race scheduled for mid-September, the upcoming September board meeting will take place on the second Tuesday of the month.
- Special Events:
  - OAR hosts a reception in its offices for its employed participants in mid-November. The event is scheduled for Tuesday, 17 November 2015, from 5:30 PM – 7:00 PM.

**ii. Number and type of staff, staff qualifications, typical hours worked by staff:**

- Nine full time: Master's level degree in relevant area of study or equivalent work experience; full-time positions work 35 productive hours and five lunch hours during a standard work week.
- Six part-time: Education level appropriate to work expected; part time employees work 10 – 29 hours per week, depending on the position; work hours vary depending upon the position of the employee.
- The location and nature of any security features and arrangements:
  - Security features in our current location include monitored CCTV with cameras positioned at strategic locations both inside and outside the building; monitored fire and security alarms; internal sprinkler system; front door lock activated from inside building. We will have the same level of security features and arrangements in our new location.
- Names and telephone numbers of persons to contact in emergencies and any emergency procedures:
  - Emergency contacts:
    - Sara Conlon, Executive Director, 804.839.7195
    - Elizabeth (Betsy) Townes, Administrative Coordinator, 804.355.5850
    - Thomas F. Coates, III, Board President, 804.285.7000
  - Emergency procedures are attached.

**iii. Method of resident or client supervision:**

Clients are supervised in the office by the receptionist, case management staff, management staff, interns and volunteers. There are typically 8 to 10 clients in each class and no more than 5 to 8 clients waiting at one time to see a case manager.

**iv. Operating procedures including procedures for orienting a new resident or client to the facility's programs:**

As stated in a previous section, clients may come in for intake on Tuesdays, Wednesdays, or Thursdays between 8:30 and 2:00. Intake is completed by case managers and interns and then

the client is required to attend a one hour orientation that goes over the rules and programs of OAR. (Orientation guide and client brochure are included in this plan.)

**v. Expectations for clients:**

Active clients are required to come in to the central office at least once per week. Clients are required to attend one group (calendar of groups included) and meet with their case manager. Clients are expected to treat OAR as a professional environment.vi. Prerequisites for continued client enrollment such as a requirement that the resident or client participate in programs:

No client is mandated by the courts or probation to attend our services, therefore services are obtained by choice. In order to continue receiving services, clients must follow the guidelines as stated above.

**vi. Prerequisites for continued client enrollment such as a requirement that the resident or client participate in programs:**

No client is mandated by the courts or probation to attend our services, therefore services are obtained by choice. In order to continue receiving services, clients must follow the guidelines as stated above.

**vii. Rules of behavior for residents or clients:**

Clients are to behave at OAR in a professional manner. The receptionist keeps a calm, well managed environment as clients are waiting for their classes or case manager. The Executive Director and other management staff are responsible for enforcing the behavior of clients and for asking clients to leave the premises in the rare case that there has been a client acting out.

**6. Annual operating budget, including sources of funding**

OAR FY 16 budget is attached. Funding is obtained through: the City of Richmond, County of Henrico, the United Way, Virginia Department of Criminal Justice Services, the Robins Foundation, and individual donors.

### List of Attachments

1. Articles of Incorporation
2. Articles of Amendment
3. By-Laws of Offender Aid and Restoration of Richmond, Inc.
4. IRS 501(c)3 Designation
5. OAR Board of Directors list
6. OAR 2015-2016 Operating Budget
7. Client Brochure
8. OAR Orientation and Job Readiness Class Description
9. Calendar of OAR Central Office Activities -- August 2015
10. OAR Burglar and Fire Alarm Procedures

ARTICLES OF INCORPORATION  
OF  
OFFENDER AID AND RESTORATION OF RICHMOND, INC.  
(A Virginia Non-Stock Corporation)

I

The name of the Corporation is Offender Aid and Restoration  
of Richmond, Inc.

II

The purpose of the Corporation is to engage in such various  
activities as will aid persons who are, or who have been, com-  
mitted to jails, prisons and other penal institutions, and to  
bring them into the main stream of community life as self-  
sustaining citizens.

III

The Corporation is to have no members.

IV

The initial Board of Directors shall consist of the 22  
following named persons:

Charles Arrington  
5705 Tivoli Circle 23227

Frances Behrens  
3618 Chamberlayne Ave., Apt. 10

José R. Davila  
203 N. Wilton Rd. 23226

George Dorman, Jr.  
2001 Lakeview Ave., Apt. B 23220

A. C. Epps  
6323 Ridgeway Rd. 23226

John Fay  
40 Willway Ave. 23226

Owen Putchons  
318 E. Cary St. 23219

John Barr  
3215 Edgewood Avenue 23222

William Crump, Jr.  
808 Park Avenue 23220

David De Berry  
4016 W. Broad St. 23230

William Ellyson  
1511 Hanover Ave., 23220

A. C. Epps, Jr.  
2309 Bluesteone Dr. 23223

J. Robert Hicks, Jr.  
7625 Mairlea Rd. 23225

Mary Pauletta Kane  
1315 Floyd Ave. 23220

Fletcher Lowe, Jr.  
4632 Leonard Pkwy. 23226

Dawn Reed  
3618 Chamberlayne Ave. 23227

Steve Revenson  
1902 Windsordale Dr. 23229

Andrew Winston  
1701 Fairfield Ave. 23223

William H. Mann  
506 N. Meadow St. 23220

Robert Resnick, Jr.  
1605 Donora Court 23229

Spencer Roberts  
2420 Venable St. 23223

Frank Wood  
7705 Yolanda Rd. 23229

The Board shall elect successors.

V

The initial registered office shall be located at 620 Mutual Building, Ninth and Main Streets, in the City of Richmond. The initial registered agent shall be William G. Ellyson whose business address is the same as the address of the initial registered office, who is a resident of Virginia and who is a Director of the Corporation and a member of the Virginia State Bar.

DATED: May 28, 1974

  
WILLIAM G. ELLYSON

  
GORDON A. WILKINS

  
GEORGE N. ROWE

80117-0013

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION

AT RICHMOND,

May 30, 1974

The accompanying articles having been delivered to the State Corporation Commission on behalf of  
Offender Aid and Restoration of Richmond, Inc.

and the Commission having found that the articles comply with the requirements of law and that all required  
fees have been paid, it is

ORDERED that this CERTIFICATE OF INCORPORATION

be issued, and that this order, together with the articles, be admitted to record in the office of the Commission;  
and that the corporation have the authority conferred on it by law in accordance with the articles, subject to the  
conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By

Thomas P. Harwood, Jr.  
Commissioner



ARTICLES OF AMENDMENT  
RESTATING THE ARTICLES OF INCORPORATION  
OF  
OFFENDER AID AND RESTORATION OF RICHMOND, INC.

1. The following proposed amendment and restatement of the Articles of Incorporation was adopted by a consent in writing, setting forth the proposed amendment and restatement, signed by all of the Directors of the Corporation.

I

The name of the Corporation is Offender Aid and Restoration of Richmond, Inc.

II

The Corporation is organized and operated not for profit but exclusively for educational, literary, scientific, charitable or religious purposes. No part of the net earnings of the Corporation shall inure to the benefit of any member, director, officer of the Corporation or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation). No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activity not permitted to be conducted or carried on by an organization exempt under Section 501 (c) (3) of the

Internal Revenue Code and its Regulations as they now exist or may hereafter be amended, or by an organization contributions to which are deductible under Section 170 (c) (2) of such Code and its Regulations as they now exist or as they may hereafter be amended.

Subject to the above provisions and in furtherance of its express purposes, the Corporation has the following specific objections and no others:

(a) Generally, to study the operations of jails and prisons in the Commonwealth of Virginia, and to make available to the public information concerning the operations of jails and prisons, treatment of inmates, effectiveness of the prison system, and proposals for prison reform and inmate rehabilitation.

(b) To provide within and without the framework of the prison system a service to inmates and former inmates of jails and prisons, leading towards rehabilitation as useful citizens and reduction in the rate of recidivism; and to assist inmates and former inmates to gain and retain self-respecting, self-sustaining, and socially-useful life styles.

(c) To develop within the Richmond community a local service organization to be comprised of interested citizens who, on a volunteer basis, will assist in meeting the rehabilitation needs of inmates and former inmates residing in the community by conducting adult education classes, assisting in the transition from liberty to confinement and from confinement to liberty, consulting with families of inmates regarding employment, welfare help, visitation and family estrangement, furnishing post-release aid leading towards readjustment to community life, and taking other appropriate actions in furtherance

of the purposes of the Corporation.

(d) To solicit, exempt, acquire, receive, and hold by bequest, devise, grant, gift, purchase, lease, transfer, or otherwise, for any of its objects and purposes, any funds and property, real or personal.

(e) To borrow money from any private or governmental sources, and, from time to time, to make, accept, endorse, execute, and issue bonds, notes, debentures or other obligations or undertakings; and to secure the payment of any such obligations by mortgage, pledge, deed, lien upon, assignment, or agreement in regard to all or any part of the property, rights or privileges of the Corporation, whether now owned or hereafter acquired.

(f) To do any and all lawful acts and things and to engage in any and all lawful activities which may be necessary, useful or desirable for the furtherance, fostering or attainment of any or all of the purposes for which the Corporation is organized.

### III

In the event of the liquidation, dissolution, or winding up of the Corporation, whether voluntary, involuntary, or by operation of law, any disposition made of the assets of the Corporation shall be such as would then qualify under the provisions of Section 501 (c) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

Subject to the foregoing, any assets available for disposition after provision for obligations of Corporation and the expenses of liquidation shall be distributed as determined by the Directors of the Corporation.

IV

The Corporation is to have no members.

V

The number of Directors, not less than three shall be fixed by the by-laws and in the absence of a by-law fixing the number, the number shall be twenty-two.

2. There are no members of the Corporation.

Executed in the name of the Corporation by its Vice Chairman and its Secretary who declare under the penalties of perjury that the facts stated herein are true.

DATED: Sept 31<sup>st</sup>, 1974.

OFFENDER AID AND RESTORATION  
OF RICHMOND, INC.

By

W. S. Zih

Vice Chairman (Vice President)

And

William C. Behrens  
Secretary

COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION

AT RICHMOND,  
March 5, 1975

The accompanying articles having been delivered to the State Corporation Commission on behalf of

Offender Aid and Restoration of Richmond, Inc.

and the Commission having found that the articles comply with the requirements of law and that all required fees have been paid, it is

ORDERED that this CERTIFICATE OF AMENDMENT

be issued, and that this order, together with the articles, be admitted to record in the office of the Commission; and that the corporation have the authority conferred on it by law in accordance with the articles, subject to the conditions and restrictions imposed by law.

STATE CORPORATION COMMISSION

By

Thomas P. Hennessy  
Commissioner

**BY-LAWS  
OF  
OFFENDER AID AND RESTORATION OF RICHMOND, INC.**

**ARTICLE I: NAME**

The name of this organization is Offender Aid and Restoration of Richmond, Inc., (OAR).

**ARTICLE II: PURPOSE**

Offender Aid and Restoration of Richmond, Inc. is organized exclusively for charitable purposes. The mission is to enhance public safety by providing individuals and families affected by incarceration with transition services that support safe and successful reintegration into the community.

**ARTICLE III: BOARD OF DIRECTORS**

**Section 1: Board Role, Size and Compensation**

The Board is responsible for the overall policy and direction of the organization. The Board delegates the day-to-day operations to the staff and committees. The Board shall have no fewer than eight and no more than twenty Directors. The Board receives no compensation for its service other than reimbursement for reasonable expenses.

**Section 2: Terms**

Directors shall hold office for a term of 3 years, and are eligible for re-election to two additional terms. After a maximum of 9 years, Directors must rotate off the Board for at least one year, after which they are eligible for re-election or re-appointment.

**Section 3: Board Elections**

Members of the Board of Directors shall be elected throughout the year at any regularly scheduled Board meeting. Potential candidates are reviewed and recommended by the Governance Committee, and approved with a simple majority vote by the full Board.

**Section 4: Meetings and Notices**

The Board of Directors shall meet at least four (4) times per year. Meetings of the Board shall be held at times fixed by resolution of the Board, or upon the call of the President or the Secretary, or upon the call of the majority of the members of the Board. Notice of any meetings not held at a time fixed by a resolution of the Board shall be given to each Director at least

twenty-four hours before the meeting at his/her residence or business address or by delivering such notice to him/her by telephone, email, text or fax at least twenty-four hours before the meeting. Any such notice shall contain the time and place of the meeting, but need not contain the purpose of any meeting. Meetings may be held without notice if all of the Directors are present or those not present waive notice before or after the meeting.

#### Section 5: Conduct of Meetings

The president shall preside over all meetings of the Board of Directors. If he or she is not present, another officer shall preside. If no Officer is present, members present shall choose a Director to preside over the meeting. The Secretary of the Corporation shall act as Secretary of all the meetings if he or she is present. If he or she is not present, the President shall appoint a Secretary of the meeting.

A meeting is defined as any gathering of the Board, properly called according to Section 4 above, in which all members can hear each other for the purposes of discussion. Any Director may participate in a meeting of the Board of Directors by means of a conference telephone call or other communication by which all Directors participating in the meeting may hear each other at the same time. Participation by such means shall constitute presence in person at a meeting. A vote may be cast by telephone, email, text or fax of the necessary documentation, by any Director participating in the meeting.

#### Section 6: Quorum

A quorum must be present for business transactions to take place and motions to pass. A quorum is considered to be at least 50% plus one (simple majority) of total current Board members.

#### Section 7: Action Without Meeting

The Board of Directors may take action without a meeting if the action is taken by unanimous consent of all Directors. The action shall be evidenced by one or more written consents stating the action taken, signed by each director either before or after the action taken, and included in the minutes or filed with the corporate records reflecting the actions taken. Photocopies, facsimiles, or similar electronic reproductions of such consents shall be deemed originals.

#### Section 8: Officers and Duties

There shall be three officers of the Board consisting of a President, Secretary and Treasurer.

**President:** The President shall convene and preside at Board meetings and will serve as chair of the Executive Committee. The President will appoint standing or ad hoc committees of the Board.

**Secretary:** The Secretary shall be responsible for keeping all records of all Board actions including overseeing the taking of minutes at all board meetings and meetings of the Executive Committee, sending out meeting notices, distributing copies of minutes and agendas to each Board member and assuring that corporate records are maintained.

**Treasurer:** The Treasurer shall make a report at each Board meeting regarding the financial state of the organization. The Treasurer shall oversee the manner in which the books and

records of the organization are kept and shall ensure that the organization's financial records are in accordance with generally accepted accounting practices for non-profits. The Treasurer also serves as Chair of the Finance Committee.

#### Section 9: Resignations, Vacancies and Removals

A Director may resign from the Board of Directors by submitting a resignation in writing to the President.

Vacancies on the Board of Directors for an unexpired term may be filled upon recommendation of the Governance Committee and approval of the Board of Directors.

Any Director may be removed, with or without cause, by the vote of a majority of the Board of Directors.

### **Article IV: Committees**

#### Section 1: Committee Formation

The Board may create standing or ad hoc committees as needed. The President will appoint all committee chairs.

#### Section 2: Executive Committee

The Executive Committee shall be comprised of the Board President, the Secretary and the Treasurer. The Executive Committee shall have the authority to act on behalf of the full Board when it is not practical to schedule a meeting of the Board of Directors on reasonable notice. The Executive Committee is prohibited from approving an amendment of the Articles of Incorporation, from carrying out a plan of corporate merger or acquisition, and from amending the Bylaws. The Executive Committee may also be called upon to advise the Executive Director on matters of urgency between scheduled Board meetings.

A full report of any Executive Committee action must be made to the Board promptly thereafter and included in the minute book of the Corporation.

#### Section 3: Standing Committees

**Governance Committee:** This committee shall be responsible for recruitment and orientation of new Board members, periodic review of the Bylaws, tracking Board attendance, and evaluation of Board performance. Other responsibilities may be assigned to this committee by the President, as appropriate.

**Finance Committee:** This committee shall be chaired by the Treasurer, and shall provide oversight and guidance regarding the financial health of the organization. This may include regular review of financial reports, advice regarding investments or major financial expenditures, and assisting the Executive Director with budget development. The Finance Committee may include non-Board members as appropriate.



## **Article V: Executive Director**

The executive Director is hired by the Board and shall serve at the pleasure of the Board. The Executive Director has the day-to-day responsibilities for the organization including carrying out the organization's mission, goals and policies. The Executive Director shall attend all meetings of the Board of Directors and shall report on the progress of the organization. The Executive Director shall compile and submit to the Board such reports, analysis, statistics and plans and other information as is required or requested. The Executive Director shall be an ex-officio member of all committees and shall serve as a non-voting member of the Board of Directors.

## **ARTICLE VI: Fiscal Year**

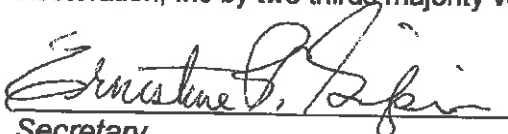
The fiscal and operating year of the Corporation shall be July 1 – June 30.

## **Article VII: Amendments**

The Board shall have the power to make, alter, amend or repeal these Bylaws at any regular or special meeting of the Board, providing notice in writing has been given the members at least one week in advance. Proposed amendments must be distributed to all Directors at least one week in advance of the meeting. A two-thirds (2/3rds) vote of Directors present at a meeting at which a quorum is present is required to amend, repeal or alter these Bylaws.

## **Certification**

These Bylaws were approved at a meeting of the Board of Directors of Offender Aid and Restoration, Inc by two thirds majority vote on February 25, 2014.

  
Secretary

8/3/2015  
Date

**Internal Revenue Service**

**Department of the Treasury**

District  
Director

Baltimore District

31 Hopkins Plaza, Baltimore, Md. 21201

Person to Contact:  
EP/EO Tax Examiner

Telephone Number:  
(410) 962-6058

Refer Reply to:  
EP/EO:CSU  
Room 817

Date: *November 28, 1994*

► *Offender Aid and Restoration  
of Richmond, Inc.  
Linden Tower, Suite 207  
2nd and Franklin Streets  
Richmond, Virginia 23219*

Dear Sir/Madam:

This is in response to your inquiry dated *November 4, 1994*, requesting a copy of the letter which granted tax exempt status to the above named organization.

Our records show that the organization was granted exemption from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code effective *June, 1975*. We have also determined that the organization is not a private foundation because it is described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you under section 170 of the Code.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

You are required to file Form 990, Return of Organization Exempt From Income Tax, only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

This letter may be used to verify your tax-exempt status.

Sincerely yours,



Paul M. Harrington  
District Director

Address any reply to: P.O. Box 534, Baltimore, Md. 21203

Department of the Treasury

District Director

Internal Revenue Service

Date:

In reply refer to: Case 50332b

Jan 22, 1976

Attn: S. Geller

100-100-100000-1774



Officer of Incorporation of  
Richmond, Inc.  
Suite 600 Federal Building  
Richmond, Virginia 23219

Accounting Period Ending: December 31  
Form 990 Required: ☒ Yes ☐ No  
Advance Ruling Period Ends: December 31, 1976

Based on the information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization of the type described in section ~~507(a)(1) and 170(b)(1)(A)(vi)~~.

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization so long as you continue to meet the requirements of the applicable support test. If, however, you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, in the event you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. In addition, if you submit the required information,

1. This determination is issued with the condition that the proposed amendments to your Articles of Incorporation will be executed and a conformed copy will be furnished this office within 60 days.

2. Your tax exempt status is further predicated upon the understanding that a statement signed by a principal officer will be submitted within 60 days certifying that the document previously submitted entitled "By-laws of Board of Directors of Offender Aid and Restoration of Richmond" is the by-laws of the Offender Aid and Restoration of Richmond, Inc., and that said organization is a single entity and that the various organizations named are all one and the same.

3. If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship if any to members, officers, trustees or donors of funds to you, in order that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, Cumulative Bulletin 1956-2, page 306.)

## **OAR Board of Directors**

**Katie Campbell** (2<sup>nd</sup>, 2015-2018)  
Richmond, VA  
Consultant

**Thomas F. Coates, III** (2015-2016)  
Coates & Davenport  
Richmond, VA  
Attorney

**Cecelia Garner** (1<sup>st</sup>, 2015-2018)  
New Kent, VA  
Department of Social Services

**Peter Henry** (1<sup>st</sup>, 2015-2018)  
Richmond, VA  
Asst. Professor, VCU Dept. of Focused Inquiry

**Betsy Murphy** (2<sup>nd</sup>, 2013-2016)  
Probation & Parole District 1  
Richmond, VA

**D. Ross Patterson, Jr.** (3<sup>rd</sup>, 2015-2018)  
Bassett, VA  
McKesson

**Gilbert Carter** (3<sup>rd</sup>, 2015-2018)  
Richmond, VA  
Retired, VUU, City of Richmond

**Steve Drew** (2<sup>nd</sup>, 2014-2017)  
Richmond Police Department  
Richmond, VA  
Major

**Ernestine Gilpin** (3<sup>rd</sup>, 2010-2018)  
Richmond, VA  
Retired, Government Attorney

**Brenda Lowry** (2<sup>nd</sup>, 2014-2017)  
Midlothian, VA  
Retired, Wachovia Securities

**Henny Schreurs** (2<sup>nd</sup>, 2013-2016)  
Mechanicsville, VA  
Senior Pretrial Officer, Hanover Community  
Corrections & Pretrial Services

**Brendan Williamson** (2<sup>nd</sup>, 2013-2016)  
Richmond, VA  
Project Management Analyst, City of Richmond

July 2015

**OAR of Richmond, Inc.**  
**Budget by Grant**  
 July 2015 - June 2016

<b>Expenses</b>	<b><u>FY16 Budget</u></b>	
5100 Personnel		
5110 Professional Salaries	\$422,691	
5120 Contract Labor	\$0	
5130 Health Insurance	\$43,245	
Short Term Disability	3758	
5135 Retirement	\$6,050	
5140 FICA	\$32,336	
Workers Comp	\$6,000	
5145 Unemployment	\$984	
Total 5100 Personnel	<u>\$515,044</u>	
5210 Audit	\$12,100	
5220 Consultant/Contracted Serv.	\$16,736	
5230 Lobbying/Legislative	\$1,088	
5300 Program Supplies	\$7,500	
5510 Telephone	\$7,200	
5520 Postage	\$500	
5530 Occupancy	\$44,000	
5540 Parking	\$5,768	
5560 Utilities	\$20,000	
5610 Repair and Maintenance	\$12,000	
5800 Real Estate Taxes	\$520	
5910 Printing	\$500	
6000 Travel	\$5,048	
6100 Lodging, Meals, & Meeting Fees	\$1,000	
Staff/Vol Training	\$1,418	
7040 Client Transportation	\$34,680	
7045 Client Financial Assistance	\$25,126	
7055 Client Incentives	\$8,153	
7150 Insurance	\$16,460	
7340 Membership Dues	\$450	
7350 Public Relations Activities	\$1,000	
7400 Miscellaneous	<u>\$100</u>	
<b>Total Expenses</b>	<b>\$737,391</b>	

<b>REVENUE BUDGET</b>		
City of Richmond	\$123,097	
DCJS-State	\$406,234	
Local Government: Henrico County	\$5,000	
United Way	\$111,000	
Workplace Campaign Donor Designations	\$8,000	
Substance Abuse Collaboration	\$0	
Tax Credits related to health insurance	\$4,000	
Donations (Board Giving, Individuals, etc)	\$17,000	
Robins Foundation	\$46,393	
Interest/Investment income	\$16,687	
<b>TOTAL</b>	<b>\$737,391</b>	

## Community Resources

### Housing

- Homeless Point of Entry (HPE)  
511 West Grace Street  
(804) 648-4177  
Monday-Friday 9:00AM-5:00PM  
\*You **must** go through HPE to get into **any** shelter  
(i.e.: Salvation Army, CARITAS)

### Education and Employment Assistance

- Opportunity Alliance Reentry (OAR)
- Goodwill Industries  
6301 Midlothian Turnpike  
(804) 675-9910
- Goodwill Industries  
2606-B Chamberlayne Avenue  
(804) 823-2776
- Resource Workforce Center—Richmond City location  
203 East Cary Street  
(804) 344-8060

### Medical

- CrossOver Healthcare Ministry, Inc.  
108 Cowardin Avenue  
(804) 233-5016 extension 320  
Monday-Friday 8:30AM-5:00PM
- Daily Planet  
517 West Grace Street  
(804) 649-2119  
\*Mental and physical health—including vision  
and dental
- \*Accepts Insurance, VCC, Medicaid, Medicare  
and those without insurance
- Fan Free Clinic  
1010 North Thompson Street  
(804) 358-6343  
Monday-Friday 9:00AM-5:00PM
- McGuire Veterans Hospital  
1201 Broad Rock Boulevard  
(804) 675-5000  
\*Homeless Coordinator on-site
- MCV Hospital  
401 North 12th Street  
General: (804) 828-9000  
Emergency: (804) 828-9151

## Community Resources (continued)

### Substance Abuse

- AA Hotline—(804) 355-1212
- NA Hotline—1-888-747-4047
- The Healing Place—(804) 230-1217
- McGuire Veterans Medical Center—(804) 675-5000
- RBHA—(804) 819-4000
- Daily Planet—(804) 649-2119

### Other

- DMV  
2300 West Broad Street  
(804) 497-7100
- DARS  
2001 Maywill Street, Suite 202  
(804) 588-3333
- GRTC  
301 East Belt Boulevard  
(804) 358-4782
- Legal Aid  
101 West Broad Street  
(804) 648-1012
- Salvation Army  
2 West Grace Street  
(804) 225-7470
- Social Security  
1834 West Cary Street  
1-800-772-1213
- Social Services  
900 East Marshall Street  
(804) 646-7212

### Crisis Hotlines

- Chesterfield—(804) 748-6356
- Hanover—(804) 365-4200
- Henrico—(804) 261-8484
- Petersburg—(804) 862-8000
- Powhatan—(804) 556-3716
- Richmond—(804) 819-4100

## OAR OF RICHMOND, INC.

*Opportunity Alliance Reentry*



1 North 3rd Street  
Richmond, VA 23219

[www.oarrrc.org](http://www.oarrrc.org)

Phone: (804) 643-2746

Fax: (804) 643-1187

### Office Hours:

Monday-Thursday: 8:30AM-4:30PM

Friday: 8:30AM-3:00PM



# OAR's Reentry Services



## Purpose

OAR is a private non-profit organization helping ex-offenders become model citizens.

## Eligibility

Individuals convicted of any misdemeanors or felonies, at the age of 18 or older, are eligible for services.

## REMEMBER

- OAR is here to help you but **you are responsible** for your own successful reentry into the community
- All services are free, however you are expected and required to participate in certain OAR activities in order to receive services
- Respect all staff, volunteers, interns and clients at all times
- You **must** sign in at reception each time you are here for class or meetings with your Case Manager
- You may use the restroom in the reception area—PLEASE help keep it clean
- You may use the telephone at reception **ONLY** for calls to your PO or calls relating to employment and medical appointments—**politely ask BEFORE using the phone**
- OAR is **NOT** an employment placing agency
- **DO NOT** have alcohol or drugs in your possession at OAR or come to OAR under the influence of drugs or alcohol
- Smoking is **NOT** allowed
- **DO NOT** answer or use your cell phone during class or meetings with your Case Manager

## Basic Needs

Clients in need of hygiene kits, clothing, shoes or food referrals must speak to their Case Manager for assistance. A list of available meals programs within the Richmond area can be provided *upon request*. Due to limited availability with clothing and shoes, clients just released from jail or prison are prioritized. If OAR is unable to provide shoes, clothing or any other service, we will give you the appropriate referral.

## Housing

Homeless clients who have not already registered at Homeless Point of Entry (HPE) will be referred there for shelter. OAR has no control over the shelter system. A Rooms for Rent list is posted at the beginning of each week. Referrals can be provided to other housing options *when available and requested*.

## Identification Documents

OAR assists clients with obtaining birth certificates, DMV Photo IDs and any other documents necessary for the DMV ID. OAR will pay all necessary fees **ONE TIME ONLY**. If you have any source of income, OAR will **NOT** pay for your documents.

## Transportation

OAR provides bus tickets for employment purposes **ONLY** to those who qualify. Bus tickets are issued on the same pre-set day each week by your Case Manager from 8:30AM-2:00PM. You will **NOT** receive bus tickets after 2:00PM *unless* you have pre-arranged something with your Case Manager. Qualification for bus fare will automatically be reviewed after 60 days.

\*If OAR discovers you are selling or buying your bus tickets from other clients, or you are seen panhandling, you will no longer receive bus tickets.

## Job Readiness

OAR ensures you are ready to not only obtain employment but maintain it as well through the following services:

- Resumes and Cover Letters
- Mock Interviews
- Interview Clothing
- Weekly Jobs List and Job Board
- Computer Classes to apply for employment and receive more one-on-one assistance

OAR does **NOT** screen employers about hiring policies for any convictions due to our belief it is based on the individual.

## Employment

When you are employed full-time (at least 30 hours per week), OAR can assist you with the bare minimum needs, if any, to begin working including shoes, tools and uniforms. OAR can only afford to help clients needing tools up to \$75 worth.

OAR's goal for you is to obtain and keep your full-time employment therefore we have our Incentive Program, awarding you incentives at various dates. You **must** have your employment verified and are **required** to maintain monthly contact with your Case Manager by phone or in person. It is **your responsibility** to let your Case Manager know when an incentive date is approaching.

You are awarded incentives after 30 days, 90 days, six (6) months, one (1) year, two (2) years and three (3) years. The incentive types can range from a rain poncho to a \$300 check written to you.



## **OAR of Richmond, Inc.**

### **Orientation and Job Readiness Class**

The Orientation and Job Readiness Class assists clients to improve their job seeking skills and learn about OAR services. The class is held every Tuesday, Wednesday, and Thursday from 1:00 to 2 p.m. in the classroom at OAR. The session provides a general overview of OAR services. You must have had an intake done by your case manager before you can attend the class.

Depending on eligibility and funds available, OAR's Post-Release Program includes, but is not limited to, the following services:

- Assistance in securing identification documents such as birth certificates and DMV IDs.
- Weekly jobs list
- Use of OAR telephone, fax machine, and copier for resumes
- Transportation assistance for job searches, scheduled job interviews, and jobs until you receive your first paycheck
- Resume assistance and mock interviews
- Work clothes, shoes, and tools needed for a specific job
- Substance abuse counseling and support groups
- Incentives for keeping a job
- Housing assistance including referrals to Central Intake if you are homeless.
- Money management counseling (Budgeting Basics)
- Goal setting assistance
- Various educational and support groups (HIV prevention and testing, GED classes, computer skills classes)
- Appropriate referrals for mental health treatment and other services not directly provided by OAR.

OAR provides services to approximately 1,800 clients at its Central Office each year. Clients are seen in the order in which they sign in. OAR staff requests that clients be patient as they wait to be seen by their case manager and plan activities to occupy your time during your wait.

Once you have successfully completed the Orientation Class, you are eligible to request GRTC bus cards and other services to assist in your job search. More will be explained about OAR's transportation assistance service later in this class.

After you have obtained a job, you will be required to have your employer complete an employment verification form. The completed form will allow your assigned case manager to assist you with other services you might need or your employer says you need such as work uniforms, tools, work boots, etc. The job verification form will also assist your case manager to determine your eligibility for incentives for keeping your job.

Incentives can be earned if you are working at least 30 hours per week. Employment through temporary staffing agencies may qualify for incentives if your position is considered long-term or "temp to hire". Labor pool jobs are not eligible for incentives. Incentives are earned and awarded after continuous employment of 30 days, 90 days, 6 months, 1 year, 2 years and 3 years. There can be no more than 7 days between jobs in order to maintain eligibility for incentives and you must maintain monthly contact with your case manager in order to receive your incentive.

## Transportation Assistance

Transportation assistance (GRTC bus cards) for job search is one of the most requested services from OAR. We want our clients to be able to become employed because full-time employment is essential for persons with a criminal history to become more stable, remain crime free, and become productive members of the community. And we understand that most clients do not have a driver's license and will need assistance with transportation during their job search. However, we also request clients to meet certain requirements to continue to receive bus cards until they get a job. Transportation assistance is based on each client's individual need, job search progress, as determined by the case manager, taking part in required activities, and OAR's budget. Each client's progress toward finding a job, attitude, and response to the case manager's referrals for other needed services will determine how long the client can continue to receive transportation assistance from OAR. If clients meet all requirements, they will typically receive bus cards for their job search on the same pre-set day each week between the hours of 8:30 a.m. and 2:00 p.m. Bus cards will not be distributed after 2:00 p.m. unless previous arrangements have been made with the assigned case manager. When job searching, clients will need to carefully plan their use of bus cards.

The following guidelines will assist clients to get the best use out of OAR's transportation assistance:

- **Alcohol & drug abuse history or continued active use** – Clients who have a history of alcohol/drug abuse or evidence of continued active use will be required to meet with the OAR Substance Abuse Counselor. If the client misses the appointment, transportation assistance will not be provided until such time as the client meets with the Substance Abuse Counselor.
- **Mental Health concerns** - Some clients who have problems finding employment because of various mental health or physical concerns may be referred to other community resources for assessments or treatment before they can receive transportation assistance from OAR.
- **Group Attendance** – After two weeks of receiving the first set of bus cards, each client will be required to attend one OAR group per week until employment is obtained. Clients who have not earned a High School Diploma or General Equivalency Diploma (GED) will be required to attend GED classes. Clients will sign up for groups with their assigned case manager. Clients who miss a group meeting for which they were signed up will not receive bus cards until they attend the next week's group.
- **Job Search Log** - All unemployed clients are required to keep a job search log listing each business where they submitted an application or resume or had an interview for a job. Clients will bring their job search log with them to each meeting with their case manager. The case manager will randomly verify information on the job search logs. Clients who do not remember to bring their job search log will not receive transportation assistance until the case manager is able to review their job search log.
- **Grooming and attitude** - Clients should be clean and appropriately dressed for their job search. A professional attitude and appearance in both the lobby and the case manager's office can determine whether they receive transportation assistance. If clients do not look or act "interview ready", they will not receive transportation assistance.
- **Hanging out in the reception area** – After clients have met with their case manager, they are expected to leave the OAR building and begin their job search. Clients are expected to know what businesses they are going to before they request transportation assistance.
- **Keeping the job** - Clients who are not able to keep a job due to their actions on the job or because they quit the job without having another job to go to may be required to attend the Orientation and Job Readiness class again before they are eligible for continued transportation assistance.
- **Labor pools and temp agency jobs** - These type jobs will not increase a client's stability or pay enough for a client to maintain independent housing. OAR encourages clients to find full-time employment of at least 30 hours per week. Transportation assistance may not be provided to clients insisting on continuing at labor pools, temp agencies, or "under the table" employers.

Clients who sell their bus cards or buy bus cards from other clients will be refused additional transportation assistance.

Revised August 2015

# OAR Central Office Activities—August 2015

Monday 3, 10, 17, 24, 31	Tuesday 4, 11, 18, 25	Wednesday 5, 12, 19, 26	Thursday 6, 13, 20, 27	Friday 7, 14, 21, 28
<b>REK ROOM (COMPUTER CLASS)</b> 9:00-12:00  <b>NA Meeting</b> 9:00-10:00  <b>Individual Substance Abuse Counseling</b> 10:15-12:00  <b>I AM RESPONSIBLE</b> 10:00-11:30 (5 week class required for all participants)  <b>Interview Prep/Mock Interviews:</b> 2:00-3:00 (1 time class required for all participants)  <b>Focus Group</b> 2:00-3:00	<b>Computer Class/Job Club</b> 9:00-10:30  <b>AA Open Discussion</b> 10:30-11:30  <u>Orientation 1:00-2:00</u>  <b>Computer Class/Job Club</b> 1:00-2:30  <b>Flagging Certification Training</b> 2:30-4:00	<b>REK ROOM (COMPUTER CLASS)</b> 9:00-12:00  <b>Individual Substance Abuse Counseling</b> 8:45-10:15  <b>SA Support Group</b> 10:30-11:30 a.m.  <b>Anger Management</b> 10:30-12:00 (6 week class, may only sign up for August 12 or 19 to begin class. Next enrollment will be September 16 or 23)  <b>Individual Substance Abuse Counseling</b> 11:45-2:00  <u>Orientation 1:00-2:00</u>	<b>Focus Group</b> 9:30-10:30  <b>Computer Class</b> 10:30 a.m.-12:00  <b>Ready to Work:</b> 10:30-12:30 (1 time class required for all participants)  <u>Orientation 1:00-2:00</u>  <b>Computer Class</b> 1:00-2:30	<b>REK ROOM (COMPUTER CLASS)</b> 9:00-12:00  <b>Learn to Type</b> 11:30-12:30  <b>Budgeting Basics:</b> 1:00-2:00 (1 time class required for all participants)

**FREE**

**HAIRCUTS**

**THURSDAYS**

**10:30– 11:30 am**

**DMV @ OAR Monday, August 17, 2015**

**9AM to 11AM**

**Participants may see their Case Manager Monday-Wednesday  
Between 8:30 and 4:00 and Thursday—Friday from 8:30-3:00**



TO: OAR Staff  
FROM: Sara Conlon, Executive Director  
DATE: 20 August 2015  
SUBJECT: Burglar and Fire Alarm Systems

#### Burglar Alarm System

The code for the burglar system is **1111**. The password is **client**. The alarm keypad is located on the second floor in the reception area with the electric door switch. When the alarm sounds you must enter the code + 1 (11111) to turn off the alarm. The keypad will identify the problem area. Please check to see that the area is secure. The monitoring company will call the OAR office and ask if they need to send police. The monitoring company will ask you for your name and a password, which is **client**. In most cases during normal business hours the police are probably not needed unless you have heard glass breaking.

To silence the alarm enter the code + 1. To disarm the system, enter the code + 1. To rearm the system and turn on the alarm, enter the code + 2. Rearming the system must take place for the system to be back in full operation.

The following information is posted on the drop-down face of the keypad:

**Code + 1 – silences the alarm**

**Code + 1 – disarms system**

**Code + 2 – rearms system**

#### Fire Alarm System

The code for the fire alarm system is **1111**. The password is **client**. The alarm keypad is located in the elevator foyer of the first floor. When the alarm sounds you must enter the code + 1 to turn off the alarm. The keypad will identify the problem area. Check the problem area for any sign of fire, smoke, or smells. The monitoring company will call the OAR office and ask if they need to send the fire department. The monitoring company will ask you for your name and a password, which is **client**. If you are not sure if a problem exists, it is advisable to tell the monitoring company to send the fire department, but that there are no signs of fire.

To silence the alarm enter the code + 1. To disarm the system, enter the code + 1. To rearm the system and turn on the fire alarm, enter the code + 2. Rearming the system must take place for the system to be back in full operation.

The following information is posted next to the keypad:

**Code + 1 – silences the alarm**

**Code + 1 – disarms system**

**Code + 2 – rearms system**

Please familiarize yourself with these procedures. I will be happy to demonstrate the system for you. There will be little time before the monitoring company calls once an alarm sounds.

