



## Assurances

This document is a tool. Any templates, tools, or other materials and documents are provided for informational purposes only and are not a substitute for professional or legal advice. It is intended to be a general guide and may not cover all legal requirements or considerations relevant to your specific situation.

- The applicant organization is a legally recognized entity within the state of West Virginia and meets all legal expectations of such entities: reporting, maintaining records, providing financial data, etc.
- The applicant organization has a Federal Tax Identification Number, an Employee Identification Number (EIN) that is recognized by the Internal Revenue Service (IRS) of the United States Government.
- The applicant organization has incorporation documents from the state of West Virginia.
- The applicant organization affirms that it has conducted appropriate due diligence to ensure full compliance with all relevant federal, state, and local laws and ordinances.
- The applicant organization confirms that all addresses and locations operated by the applicant organization as recovery residences have been disclosed to WVARR.
- The applicant organization maintains compliance with OHFLACs registration and reporting requirements.
- The applicant organization ensures residences maintain compliance with all federal, state, and local laws and ordinances, and building codes appropriate for the type of occupancy.
- The applicant organization has confirmed with the appropriate authorities that: 1) a Verification of Compliance process has not been adopted for the county or municipality the residence(s) are located; or 2) the applicant organization is currently in compliance with all Verification of Compliance requirements, as required by the county or municipality the residence(s) are located.
- Where required, the applicant organization's residences are inspected regularly by official fire inspectors and meet all applicable fire safety requirements, including maintaining documentation of fire extinguisher inspections and records of fire drills where required.
- The applicant organizations residences have electrical, mechanical, and structural components that are functioning and free from fire and safety hazards.

- The applicant organizations residences meet the expectations of all legally authorized inspection agencies (elevators, automated security systems, etc.), and documentation can produced in support of such assertions upon request.
- The applicant organization maintains an accounting system and annual budget adequate for effective program management and meeting mandated reporting requirements.
  - The applicant organization maintains appropriate record keeping systems for employees and residents, including any legally required criminal background checks.
- The applicant organization assures that minutes from The Board of Directors Meetings are accurately documented and kept on file (if applicable).
- The applicant organization maintains appropriate homeowners or renters and general liability insurance as appropriate for the operation of recovery residences, which indicate that the building(s) covered are operated as recovery residences, and list WVARR as an “additional insured.”
- The applicant organization has policies and procedures that comply with applicable confidentiality laws.
- The applicant organization understands the information provided in [The "Patient Brokering Act" \(§16-62-1 et seq.\)](#) and [NARR’s Ethical Policies Regarding Inducements](#).
- The applicant organization certifies that WVARR will be immediately informed of any civil or criminal complaints, charges, or investigations by any federal, state, or local governing entity that pertain to the organization, Board of Directors, leadership, or staff associated with the entity that is either pursuing or maintains WVARR certification.

By signing below, the undersigned, acting in an authorized capacity on behalf of the organization, hereby certifies and affirms that due diligence has been exercised to ensure compliance with all mentioned applicable local, state, and federal laws, regulations, and codes, including but not limited to building and life safety standards.

The undersigned further acknowledges understanding of the Assurances and attests to having the legal authority to execute this document on behalf of the organization.

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Legal Name of Entity Seeking Certification

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Signature

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Print Name

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Role in the Organization

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Date