

SALISH AND KOOTENAI HOUSING AUTHORITY

RECOVERY VILLAGE POLICY

This Recovery Village Policy was adopted by the Salish and Kootenai Housing Authority Board of Commissioners on the 19th day of September 2023.

Recovery Village Policy

Table of Contents

		Page
Section 1	Policy Statement	3
Section 2	General Information	4
2.1.	NARSS Mission Statement	4
2.2.	Service Area	4
2.3.	Nondiscrimination Requirements	4
2.4.	Inapplicable Policies	4
Section 3	Eligibility	5
3.1.	Applications	5
3.2.	Waiting List	5
3.3.	Eligibility Requirements	5
3.4.	Non-Low-Income Families	5
3.5.	Current Homeowner	5
3.6.	Guest Selection	6
3.7.	Verification of Eligibility	6
Section 4	Admissions	7
4.1.	Approved Applicants	7
4.2.	Rejected Applicants	7
4.3.	Notification	7
4.4.	Guest Agreement	7
4.5.	Program Orientation	7
Section 5	Program Services	8
5.1.	Program Support Services	8
5.2.	Program Compliance	8
5.3.	Customer Accounts	8
5.4.	Community Safety	8
5.5.	Good Neighbor Policy	8
5.6.	Program Discharge	8
5.7.	Guest Agreement Termination	8
5.8.	Move-outs	8
5.9.	Outstanding Account Balances	8

SECTION 1

POLICY STATEMENT

The Board of Commissioners (The Board) of the Salish and Kootenai Housing Authority (Housing Authority) recognizes that adopting the Recovery Village Policy is necessary. It applies to all those who apply for the Recovery Village program.

This policy will set forth the approach for determining eligibility and admissions to housing owned and operated by the Housing Authority and selection for the Housing Authority programs in collaboration with the Never Alone Recovery Support Services (NARSS) Recovery Residence Program and the Confederated Salish and Kootenai Tribes Healing Court.

SECTION 2

GENERAL INFORMATION

- 2.1. NARSS Mission Statement** – To provide long-term recovery support services to individuals struggling with addiction and homelessness.
- A. Develop and maintain community peer support drop-in centers, where community members can learn about and practice addiction recovery skills.
 - B. Develop and maintain long-term recovery residences for individuals in recovery.
 - C. Collaborate with other organizations to help establish a recovery-oriented system of care in the community.
 - D. Collect and disperse data on the impact these programs have in the community.
- 2.2. Service Area** – The Recovery Village will be operated in Project 30, units 3001-3028, located in Pablo, Montana.
- 2.3. Nondiscrimination Requirements** - Pursuant to the NAHASDA law and regulations, the Housing Authority will comply with the following nondiscrimination requirements, as applicable:
- A. The Age Discrimination Act of 1975 (42U.S.C. 6101-6107) and HUD's Implementing regulations in 24 CFR part 146.
 - B. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and HUD's Implementing regulations at 24 CFR part 8.
 - C. The Indian Civil Rights Act (Title II of the Civil Rights Act of 1968; 25 U.S.C.1301-1303).
- 2.4. Inapplicable Policies** – Due to the nature of this program, the following Housing Authority policies are inapplicable to program participants:
- A. Criminal and Drug-Related Activity Policy
 - B. Pet Policy
 - C. Collection Policy
 - D. Reapplying for Services Policy
 - E. Grievance Policy

SECTION 3

ELIGIBILITY

- 3.1. Applications** – Any individual wishing to apply to the Recovery Village shall meet with the NARSS staff to ensure program suitability. The NARSS staff will determine the eligibility of applicants based on their policies and procedures. Selected individuals will submit a completed SKHA Recovery Village program application.
- 3.2. Waiting List** - The NARSS staff will accept Recovery Village program applications and maintain the waiting list.
- 3.3. Eligibility Requirements** – To be eligible, an applicant must meet all of the following requirements:
- A. The applicant must be eighteen years of age or older or be emancipated through the courts.
 - B. Meet the requirements of “Low-Income” as defined by HUD.
 - C. Demonstrate that they are willing and able to meet the obligations of participating in the program and has been selected as a participant of the Recovery Village by NARSS staff.
 - D. Registered violent or sex offender applicant eligibility will be reviewed on a case specific basis.
 - E. NARSS staff will ensure at least 50% of the unit inventory is reserved for CSKT members. Preference for applicant selection will be as follows:
 - 1. Enrolled Confederated Salish and Kootenai Tribal Members
 - 2. CSKT Descendants
 - 3. Non-CSKT applicant with minors enrolled with CSKT
 - 4. Members of other federally recognized tribes
- 3.4. Non-Low-Income Families** – Pursuant to the conditions outlined in 24 CFR 1000.110, the Housing Authority may choose to provide assistance to non-low-income families that are considered essential to the program.
- 3.5. Current Homeowner** – An applicant who currently is buying or owns his/her home must meet one or more of the following exceptions to be considered for this program:
- A. Owns or is buying a home that has been declared condemned or non-habitable.

- B. Cannot live in their home due to a medical condition that is related to the home and the home cannot be rehabilitated to accommodate the medical condition.
 - C. Can provide documentation from an authorized agency that the home is held in undivided interest and cannot be sold or lived in by the applicant.
 - D. Must provide documentation that the home is being sold or transferred out of the applicant's name. The sale or transfer must be completed six (6) months from the date of entering the Recovery Village program. If the sale or transfer has not occurred within six months from the date of entering the program, the Housing Authority may elect to terminate the Guest Agreement.
- 3.6. Guest Selection** – NARSS staff will select guest to participate in the Recovery Village program. They will notify the Housing Authority of the selected guest's name and assigned unit number.
- 3.7. Verification of Eligibility** – Information provided on the application will be verified through the agency providing the information. Information to be verified includes, but is not limited to:
- A. Application Data and Supporting Documentation.
 - B. Income Verification.
 - C. Any other documentation that the Housing Authority deems necessary.

SECTION 4

ADMISSIONS

- 4.1. Approved Applicants** – The Housing Authority will notify approved applicants in writing. The NARSS staff will be copied on the notification. The notice will include the following statements:
- A. That the individual has been selected.
 - B. That the individual must respond and accept the unit within seven (7) days or forfeit the unit.
- 4.2. Rejected Applicants** – All applicants who are determined to be ineligible for the program shall be promptly notified in writing and a copy of the letter provided to the NARSS staff. The notice shall contain a brief description of the reason(s) they were determined to be ineligible.
- 4.3. Notifications** – One intent of this program is to house homeless individuals; therefore, the Housing Authority understands the applicant may not have a mailing address. If no mailing address is available, notifications will be given to the NARSS staff, who will be responsible to deliver the notification to the applicant.
- 4.4. Guest Agreement** – The selected applicant must enter into a Guest Agreement with the Housing Authority.
- 4.5. Program Orientation** – NARSS staff will conduct Recovery Village program orientation and initial unit walk-through inspection with the guest.

SECTION 5

PROGRAM SERVICES

- 5.1. Program Support Services** – NARSS staff will provide all areas of program support services as outlined in the NARSS Recovery Residence Mission/Philosophy.
- 5.2. Program Compliance** – NARSS staff will provide all areas of program compliance as outlined in the NARSS Recovery Residence Mission/Philosophy.
- 5.3. Guest Accounts** – Housing Authority staff will provide billing and collection services for guest accounts with the Housing Authority, and NARSS staff will work with guests to ensure their accounts at the Housing Authority are current. If there is an outstanding account balance, guests must enter into a voluntary per capita assignment and a payback agreement.
- 5.4. Community Safety** – NARSS staff will ensure community safety by providing a live-in site manager and other essential support staff as necessary.
- 5.5. Good Neighbor Policy** – NARSS staff will maintain compliance with the RRAM Good Neighbor policy.
- 5.6. Program Discharge** – NARSS staff will process guest program discharges.
- 5.7. Guest Agreement Termination** – NARSS staff will ensure Housing Staff is notified of guest program discharges by submitting a vacancy notice. The guest agreement is automatically terminated at the time of guest program discharge.
- 5.8. Move-outs** – Housing Authority staff will process the move-out after the vacancy notice has been received..
- 5.9. Outstanding Account Balances** – The Housing Authority staff will pursue collection of outstanding balances through the Tribal Court. If collection through Tribal Court is not an option, the NARSS program will guarantee payment up to \$3,000 per guest.