

# Danny D's Sober Living & Chippers Properties LLC

## Resident Packet

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#### Danny D's Sober Living & Chippers Properties LLC Application

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**Danny D's Sober Living & Chippers Properties LLC Application:**

First Name & Last Name:

Admission Date

Date of Birth

Phone No:

Email Address:

Home Address:

Medications:

Medical History/Issues:

Have you ever been diagnosed with a mental illness? If so be describe:

Have you ever been diagnosed with a Physical Issues? If so be describe:

Do you have any known allergies? If yes, please describe what the allergy

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## Emergency Contacts

Name & Phone Number:

Name & Phone Number:

Sobriety Date:

Drug of choice:

Criminal History:

Sex Offender / Predator Status:

Convicted of crimes of violence or sexual in nature against the elderly, children, or the disabled:

**Resident Signature:**

**Date:**

By signing this document, I attest that all above information is true and accurate to the best of my knowledge. I also agree to have my photograph taken to be used for internal staff purposes only.

\*NOTE: Residents are to add Danny D's Sober Living & Chippers Properties LLC phone number to their phone contact list. Danny D's Sober Living & Chippers Properties LLC staff is to add the new resident's cell number as well.

\*NOTE: Please be sure to attach any required supporting documentation for residents owning vehicles

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## **Confidentiality Policy and Procedure**

### **CONFIDENTIALITY STATEMENT:**

Danny D's Sober Living & Chippers Properties LLC ("Danny D's Sober Living & Chippers Properties LLC") will comply with all applicable laws and regulations regarding your confidential information. In the Danny D's Sober Living & Chippers Properties LLC "Intake paperwork" you have signed the necessary releases and we will abide by those documented intentions.

### **Confidentiality Policy:**

Only pertinent information, need to know, will be collected and that information will be kept securely. Only staff, employees, house managers, and CRRAs will collect and have access to this information and in turn will be responsible to protect it while it is in our care. The information will be locked in the CRRA's office. All resident information will be kept for one year after the resident leaves Danny D's Sober Living & Chippers Properties LLC housing. After that point, the information will be destroyed completely by shredding or deletion from the electronic file.

It's the policy of anny D's Sober Living & Chippers Properties LLC Inc to accept the responsibility to serve the healthy and sober needs of people. In order for anny D's Sober Living & Chippers Properties LLC Inc to accomplish this purpose, it must attempt to provide effective policies and procedures to anyone who may seek residence. A prerequisite for the continued provision of effective housing is the ability of anny D's Sober Living & Chippers Properties LLC Inc and its individual staff members, to win the confidence and trust of the clients and the public at large. It is important to emphasize that although the stigma that may exist in our society towards receipts of substance abuse services is gradually diminishing, anny D's Sober Living & Chippers Properties LLC staff will be sensitive to the feelings of clients who may themselves be sensitive regarding this issue.

Confidentiality, in respect to anny D's Sober Living & Chippers Properties LLC Inc, means the discussions, records, and support of, by or about any resident, shall guarantee, as far as possible, the right of the client to privacy. In the event of being forcefully discharged your emergency contact person will be notified immediately. Otherwise, upon the intake of a resident they can opt to revoke disclosure to anyone outside of anny D's Sober Living & Chippers Properties LLC House unless it is written consent. We ask all client's to respect all of the other clients' information. What you hear and see at the houses stays within the community and FARR. If you have any questions in regards to confidentiality please reach out to a house manager for further instructions. In the event that you would like your information passed on to a third party (family member, caregiver, close friend, etc) a recovery residence permission to contact form

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must be filled out. Listed below is the form and they are also located on the bulletin in each house.

**Resident Signature:**

**Date:**

**We can break this confidentiality under the following circumstances:**

- To comply with a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer, or a grand jury subpoena
- For purposes of identifying or locating a suspect, fugitive, material witness or missing person
- To respond to an information request about a victim of a crime, and the victim agrees
- To report child abuse or neglect
- To report adult abuse, neglect, or domestic violence
- To report to law enforcement when required by law, such as gunshot or stab wounds
- To report the death of an individual
- To report what the covered entity believes in good faith to be evidence of a crime
- To report criminal activity, when responding to an off-site medical emergency
- For certain other specialized governmental law enforcement purposes
- For a medical emergency

**Release of Information (ROI) Form**

**Emergency Contact**

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Danny D's Sober Living & Chippers Properties LLC **requires** all incoming residents to list a family member, friend or associate as an emergency contact in their ROI prior to admission into Danny D's Sober Living & Chippers Properties LLC. This person will be contacted in the event of a relapse, medical emergency, injury, death, or discharge. Potential residents are required to list someone as an emergency contact as part as the admission criteria. ROI is also **required** for any person's other than the resident paying program fees.

Danny D's Sober Living & Chippers Properties LLC **strongly encourages** all residents that are receiving treatment or aftercare from an outside service provider to sign this written authorization form allowing us to communicate bilaterally (back and forth) with the facility and its staff to better serve you during our stay with us.

Danny D's Sober Living & Chippers Properties LLC **strongly encourages** all residents to add key members of their support network such as family or 12-step sponsors to this written authorization form. Sponsors are contacted periodically to confirm residents are working a 12-step program. We will not ask for updates on the residents' recovery, we will only ask for confirmation of sponsorship.

I authorize Danny D's Sober Living & Chippers Properties LLC to exchange information about my condition and/or presence at Danny D's Sober Living & Chippers Properties LLC with the following individuals. I understand I may revoke this consent in writing at any time unless I have left Danny D's Sober Living & Chippers Properties LLC without prior notice, relapsed, or committed

If not previously revoked this consent will expire one year from the date of signing.

**Resident Signature:**

**Date:**

### **Staff/Management Contact Sheet**

Housing Supervisor	Stephen Cilurso
Certified Recovery Residence Administrator (Primary)	Daniel Donahue
Resident Manager	Kerry Donovan
Resident Manager	Carlos, Garrett, Shannon, Maicol, Rolf

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Please use your resident managers as your first point of contact. If you have an issue that is not being addressed by the resident manager or if the issue has to do with a resident manager, please feel free to contact your CRRA above.

### **Program Format**

Danny D's Sober Living & Chippers Properties LLC is a transitional sober living residence for individuals recovering from alcohol and substance abuse. Residents are subject to random substance testing at any time during their stay at Danny D's Sober Living & Chippers Properties LLC. The use and/or possession of drugs is grounds for immediate expulsion. All policies and procedures outlined in this contract, along with any applicable amendments, are in full force throughout a resident's entire stay unless specified otherwise within a subsection of this contract. Violating any policy or procedure outlined in this contract may lead to disciplinary actions, including but not limited to fines, fees, house probation/restriction, and possible expulsion.

Danny D's Sober Living & Chippers Properties LLC operates based on the 12-step program. It is the policy of Danny D's Sober Living & Chippers Properties LLC that residents engage with a 12-step fellowship during their residency.

Danny D's Sober Living & Chippers Properties LLC implements a Phase System for residents, where specific expectations are clearly defined, and goals are set. Achieving or making progress towards these goals allows each resident to advance to the next phase, which comes with new privileges and new objectives.

Conversely, failing to comply with Danny D's Sober Living & Chippers Properties LLC' rules and regulations may result in a resident reverting to a previous phase.

Residents will not progress to the next phase until they meet the expected goals of their current phase.

#### **PHASE 1**

Every resident starts at Phase 1, regardless of any prior recovery achievements, such as step work, treatment involvement, employment, schooling, etc.

There is a minimum 30-day introductory period in Phase 1 upon entering the recovery residence.

The following expectations must be met during Phase 1 before moving to Phase 2:

- Adhere to the recovery residence's published House Rules.
- Observe a 10:00 PM curfew on weekdays and weekends.
- Attend a minimum of (4) 12-step meetings each week with the other residents.
- Maintain a full-time schedule for work, school, treatment, or volunteer/community service (40 hours per week). Treatment and work can be combined.

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- Pay program fees regularly and on time, specifically on Fridays.
- Attend scheduled house meetings and recovery residence-sponsored events.
- Have a 12-Step sponsor and actively participate in the 12 steps of recovery within the chosen fellowship.
- Join a homegroup.
- Meet with the sponsor once a week.

Residents who do not satisfy the Phase 1 criteria by the end of the 30-day period will revert to a 9 PM curfew (on both weekdays and weekends) and will not be eligible for a later curfew until they comply with Phase 1 requirements.

Residents in Phase 1 and Phase 2 who fail to attend the required minimum meetings for the week will also revert to a 9 PM curfew.

Residents failing to complete their assigned chores will be placed on a 9 PM curfew.

Residents who break any of the outlined rules will be given a 9 PM curfew.

## PHASE 2

Once a resident has met the criteria outlined in Phase 1 and has been a resident for more than 30 days, they may advance to Phase 2. Residents in this phase are expected to meet the same criteria as Phase 1, with the following additional expectations and privileges:

- Residents are now eligible for overnight passes with prior approval from CRRA.
- Curfew is extended to 11:00 pm on weekdays and 12:00 AM on weekends.
- Residents are still required to attend three or more meetings a week, but they are no longer required to attend with another resident.
- Actively participate in Home Groups and take on a service commitment.

## Successful Completion

A resident successfully completes the program once they have transitioned into Phase 2, achieved their recovery goals, and maintained stability in their recovery, allowing them to support themselves independently without the sober living residence. The length of stay is determined by the resident, not the provider.

## **Resident Weekly Schedule**

All residents are required to be employed, volunteering, or attending school while living in Danny D's Sober Living & Chippers Properties LLC. Those who are not engaged in any of these activities must leave the property from 9am to 2pm, Monday through Friday, to search for employment. Residents are also required to attend a minimum of five outside 12-step meetings each week. Attendance at all scheduled appointments is mandatory; failure to do so may result in discharge from the residence. If a resident is

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working, they must notify their house manager prior to any meetings and ensure that their program fee balance is paid. If a resident fails to meet these criteria, they may face consequences that could include an earlier curfew, restrictions, or even termination from the residence. Residents are expected to return to the property by their designated curfew; failure to do so may result in dismissal from Danny D's Sober Living & Chippers Properties LLC.

Danny D's Sober Living & Chippers Properties LLC

### **Sample Weekly Schedule**

#### **Monday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

#### **Tuesday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

#### **Wednesday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

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Resident Initials\_\_\_\_\_

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

### **Thursday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

### **Friday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 12:00 am Friday & Saturday

11:30 pm – 7:00 am Quiet time 11:00pm – 11:30pm Suggested nightly inventories, quiet time.

11:30pm – 7:00am Quiet time

### **Saturday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 12:00 am Friday & Saturday

11:30 pm – 7:00 am Quiet time  
11:00pm – 11:30pm Suggested nightly inventories, quiet time.

11:30 pm – 7:00 am Quiet time

### **Sunday**

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1: 10:00 pm each night

PHASE 2: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

### **Mandatory House Commitments:**

1. **Monday community meeting 7 PM.**

### **Phase Curfew System:**

1. **PHASE 1: 10:00 pm each night**
2. **PHASE 2: 11:00 pm Sunday – Thursday | 12:00am Friday & Saturday**

### **House Rules**

### **Zero Tolerance Rules**

1. Zero tolerance for drug or alcohol use and/or possession. Engaging in the manufacturing, possession, or distribution of illegal or prohibited substances, including drug paraphernalia, is strictly forbidden. Violations may result in

immediate discharge; no refunds will be granted. This policy includes, but is not limited to, spice/marijuana vapor juice, kava, kratom, medications containing DXM, poppers, steroids, CBD products, and similar items.

2. Zero tolerance for theft (charges may be filed). Taking food from others without permission is also considered stealing. Tampering with locks and keys is prohibited.
3. Zero tolerance for destruction or vandalism (charges may be filed) of The Recovery House, the 12 Steps, or any other residents' property. Zero tolerance for sexual harassment or engaging in sexual behavior or language with any staff member or resident.
4. Zero tolerance for physical confrontations or altercations with staff or residents. No physical or verbal threats will be tolerated. Weapons are prohibited on the property or in residents' vehicles. Refer to the hazardous items section for more details.

### **General Rules**

All Clients are required to adhere to all policies, procedures, and house rules. All residents are provided fair and equal opportunity to live at anny D's Sober Living & Chippers Properties LLC inc regardless of age, race, sexual orientation, or religion. All residents must abide by all policies and procedures to remain as residents of anny D's Sober Living & Chippers Properties LLC Inc. Failure to abide by set forth rules and regulations may result in a warning, revocation of privileges and lastly discharge from anny D's Sober Living & Chippers Properties LLC Inc. **There is a zero tolerance policy with fraternizing with the other clients.**

These are all the consequences for not following rules and can lead up to the following: verbal/written warnings, early curfew, fines for not doing chores and lastly being discharged. **If you receive two written warnings you will be discharged.** In the event of a "forced" discharge from anny D's Sober Living & Chippers Properties LLC Inc the client will be removed from the facility immediately and provided 3 references dependent on each resident's current situation. The client will be given 72 hours to remove all belongings or the items will be donated.

Listed below are two sets of rule categories:

1. Rules that will lead to immediate discharge
2. Rules that will lead to a formal warning or privileges revoked

**\*Failure to do the following rules and regulations will lead to a forced discharge:**

- **Drug Seeking Behavior**
  - We have a zero tolerance policy for a resident in his or her attempt to try to find drugs/alcohol. If we see or hear you trying to make an attempt to relapse, you will be discharged.
- **Random Drug/Alcohol Failed Tests**

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- Use of alcohol, unauthorized drugs or substances or any legal or illegal “mind altering” drugs/substances ARE STRICTLY PROHIBITED.
- A client is subject to random drug/alcohol screens at any time.
- When a client is asked to give a urine specimen, **CLIENT will have one hour to urinate or it is considered a positive test and will be considered a forced/unsuccessful discharge**
- **Stealing**
  - anny D's Sober Living & Chippers Properties LLC has a no tolerance policy for items being stolen
  - If you have stolen anything from anyone in the house, you will be discharged.
- **Destruction of property**
  - anny D's Sober Living & Chippers Properties LLC has a no tolerance policy in the event that a client has purposely destroyed property
  - Some examples include: punching holes in the walls, breaking a window, throwing household items against the walls & etc.
  -
- **Search Procedures**
  - Every client property and vehicle are subject to a search upon initial intake and to unannounced inspections at any time
  - All contraband found will be seized and will result in a forced discharge
  - Refusal to cooperate with any inspection is grounds for immediate discharge
- **Financial Obligations**
  - Program fees are due the day client moves in and every week after unless paying monthly
    - If you are having issues paying your program fee please communicate this to a house manager
  - Failure to pay program fee will lead to discharge
- **Sexual Harassment/Race Discrimination**
  - We have a zero tolerance policy for any discrimination pertaining to race or sexual identity
  - We take pride in accepting/loving everyone for who they are
  - Lewd/offensive language will not be tolerated as well
- **Acts of Violence/Threats**
  - If you physically touch or hit anyone in any type of way you will be discharged
  - If you threaten to hurt someone or threaten to damage the house you will be discharged
- **Staying out overnight without approval**
  - You will be discharged if you stay out overnight and it is not approved by a house manager and owner.

**\*Failure to do the following rules and regulations will lead to a written warning and early curfew/other privileges revoked. If you receive three written warnings for the following you will be discharged.**

- **Secure a Sponsor:** ALL clients must secure a sponsor within the first week of living at one of our houses.
- **Curew:** All clients must follow the curfew rules and regulations listed in the program format
  - PHASE 1: 10:00 pm each night
  - PHASE 2: 11:00 pm Sunday – Thursday |
  - Phase 2 weekends: 12:00 am Friday & Saturday
- **Have a home group:** All clients must secure a home group within the 30 days of living at one of our houses. Listed below is a meeting a list of vicinity Club Houses:
  - **Divas:** <https://sober.com/aa-meeting/divas/>
  - **West Dixie Cub:** <https://aamiamidade.org/locations/west-dixie-club>
  - **Little River Club:** <https://aamiamidade.org/locations/boulevard-club>
- **Employment:** All Clients must immediately seek employment
  - Be off property & seeking employment everyday until a job is found.
  - Working at a bar, club & strip club is prohibited.
- **Guests**
  - No guests are allowed to be on property without approval
  - No guests are allowed in the bedrooms. Strictly living areas.
- **Meeting attendance**
  - 4 meetings a week with the house members is mandatory
- **Dress Code**
  - Clothing with offensive or inappropriate designs or stamps are not allowed.
  - All residents must have on a shirt and pants/shorts while in common areas (outside included)
- **Smoking in designated in smoking sections**
  - Back and front porches
- **Contributing to the house (Chores & Etc)**
  - Your chore will be assigned weekly.
  - All chores must be done daily or every other day depending on the chore
  - Deep cleaning will be done on Sunday and performed as a team of your fellow housemates.
  - Food is to be only consumed in the living/dining room areas.
    - Store all food in designated areas
    - Stealing of other people's food is prohibited
      - Please ask before you take



- **Room Cleanliness**

- Beds are to be properly made every morning
- No food is allowed in the bed rooms
- Eating is prohibited in the rooms
- All clothes are to be properly hung in closets and neatly place in dressers
- All bikes and other large items needs to be stored in storage areas or outside of the residency
- Please respect all of your roomates items with love and care

- **Overnights and Extended Stay Passes**

- Overnights may only be requested after you are in phase two.
- Request is to be made to residential Manager and owner at a minimum of 24 hours in advance
- All extended stays must be approved by the owner
- 

Please always understand that, whether or not the resident is physically on the premises, the resident is representing Danny D's Sober Living & Chippers Properties LLC and therefore is expected to act accordingly. Failure to do so will be grounds for my immediate dismissal/eviction.

If the resident fails to abide by these rules, Danny D's Sober Living & Chippers Properties LLC can and will take away the resident's privileges and terminate their stay at the housing as appropriate. Loss of privileges or possible consequences could include early curfew, house restriction, revocation of overnight passes, extra chores, etc. Danny D's Sober Living & Chippers Properties LLC reserves the right to make exceptions to these rules under specific circumstances.

This is not a complete list of all the possible rules and/or violations that may happen, so to ensure a healthy, happy, drug and alcohol free recovery environment please as a resident use your common sense when it comes to either doing or not doing something that may affect yours and others continued stay.

Finally, staff will not take the role of cop, lawyer, or investigator. This means discharges will occur without investigation of who did what, what was said, who is, or who is not at fault. Rules are subject to change.

**What will be provided by Danny D's Sober Living & Chippers Properties LLC:**

1. Bed linens (fitted sheet, pillow, pillow case, and comforter)
2. Basic cable television
3. Internet service
4. Utilities (city water & electricity)
5. General maintenance of the properties (lawn service, ac filters replacement, light bulb replacement, etc.)

**What residents are responsible for:**

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1. Laundry soap /bleach / dryer sheets
2. Cleaning supplies (All-purpose cleaner, floor cleaner, and dish soap)
3. Toilet paper
4. Paper towels
5. Food
6. Damage to the property caused by the resident
7. Extra linens
8. Personal Hygiene Items (Shampoo, Conditioner, Soap, Toothpaste, Toothbrush, etc.)
9. Personal bath towels

It is at the discretion of Danny D's Sober Living & Chippers Properties LLC on what items not listed will be provided to residents during their stay with us. Cleaning supplies are the responsibility of the residents and units must be cleaned daily with inspections once per week.

**Resident Responsibilities and Consequences:**

1. Responsible for staying sober and to inform staff when they feel their sobriety is in danger.
2. Responsible for attending all scheduled meetings.
3. Responsible for attending all weekly (4) required 12 step meetings.
4. Residents are required to have a sponsor and be actively working the 12 steps.
5. Responsible for paying program fees on time, every Friday
6. Responsible for keeping the residence in a clean state always.
7. Responsible to follow all rules
8. Responsible to adhere to curfew
9. Responsible for informing house managers when they suspect or know another resident has relapsed.
10. Responsible for acting as a good roommate to the other residents.
11. Responsible for acting as a good neighbor to the surrounding neighborhood.
12. Responsible for giving recovery and being a member in our residence the best shot each day.
13. Responsible for keeping a safe living area for themselves and their roommates.

14. Responsible for informing the staff if they suspect any negative situations may be going on or around the properties.

15. Responsible for following local, state, and federal laws while being a resident.

1<sup>st</sup> Incident- Verbal Warning

2<sup>nd</sup> Incident- Write up and provide it to the resident (House Manager notes incident through email).

3<sup>rd</sup> Incident- Write up and provide it to the resident (House Manager notes incident through email) with a corrective action plan agreed to by resident and CRRA.

4<sup>th</sup> Incident- Write up and provide it to the resident (House Manager notes incident through email) and possible dismissal from residence.

**Resident Signature:**

**Date:**

**Relapse, physical violence or the threat of violence, stealing, or any tampering with the cameras will result in immediate removal from the property. This notification serves as your only warning.**

### **Good Neighbor Policy and Procedure**

**Policy:** Danny D's Sober Living & Chippers Properties LLC will conduct the residence in an appropriate manner respecting the neighbors and the neighborhood we operate in.

Concerns neighbors have can be addressed to:

- Residence Managers
- Staff
- Employees
- Administration and/or certified recovery residence administrator (CRRA)

**Procedure:** All residents, staff, employees, volunteers and visitors will be instructed to communicate neighbor concerns to the CRRA so they can be addressed. Neighbors can address their concerns with the CRRA personally or by phone. The CRRA name and phone number will be posted inside each residence. Each staff member and resident manager will be trained on this policy by the CRRA or designee. Residents are educated on this policy on admission in review of the residence guidelines. This policy is responsive and preemptive to neighbor's reasonable complaints regarding: smoking, loitering, parking, noise, lewd or offensive language, cleanliness of public space around the property and parking courtesy rules where street parking is scarce. The recovery resident within the residence guidelines outlines expectations that enable it to ensure these good neighbor practices are accomplished.

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1. Residents will smoke in the rear or side of its properties. All cigarette butts are to be placed in a fireproof receptacle.
2. Residents will not make excessive noise.
3. Residents will not loiter around the front of the property.
4. Residents will keep the exterior of the home in good condition. Residents will not leave broken down vehicles, trash, or bulk material pile up in view of the property from the street. Residents will ensure the exterior of the home resembles a traditional family household.
5. Residents will park in front of Danny D's Sober Living & Chippers Properties LLC's residences and not the neighbor's residences.
6. Residents are expected to act as good neighbors and greet neighbors in a friendly manner.
7. Residents will direct all neighbor grievances or complaints directly to the CRRA or Owner. Phone numbers for the Owner and CRRA will be placed in the front window of the manager's office. Residents are not to handle complaints from neighbors on their own.

**Resident Signature:**

**Date:**

### **Hazardous Items and Search Policy and Procedures**

**Policy:** Danny D's Sober Living & Chippers Properties LLC will conduct hazardous item searches (health and welfare searches) periodically to ensure compliance with house guidelines and community safety. Danny D's Sober Living & Chippers Properties LLC will also inspect all incoming resident's persons and belongings with the resident's consent (including resident's vehicles) for any contraband we deem inappropriate for the Danny D's Sober Living & Chippers Properties LLC community. If a resident fails to give consent to search said resident's property, then they will either not be admitted into the Danny D's Sober Living & Chippers Properties LLC's community or discharged from Danny D's Sober Living & Chippers Properties LLC's housing. Residents do not have to be present during the searching of their property. A resident's vehicle is also subject to search if suspicion is warranted.

**Procedure:** Danny D's Sober Living & Chippers Properties LLC will search its housing and resident belongings for items not approved for the Danny D's Sober Living & Chippers Properties LLC residence.

Items not approved but are not limited to:

- Drugs

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Resident Initials\_\_\_\_\_

- Mind or mood altering substances
- Alcohol
- CBD products
- Kratom / Kava
- Fireworks
- Steroids
- ZaZa
- OTC medications containing alcohol including mouthwash
- Foods items with high alcohol content (cooking wines, vanilla extract, etc.)
- Cough Medicine
- Any medication containing DXM
- Drug Paraphernalia
- Weapons (Knives with blades under 4 inches in length are approved)
- Clothes or materials depicting gang affiliation, drug use, or the glorification of drug use
- Poppers
- Prescription medications not approved by Danny D's Sober Living & Chippers Properties LLC
- Prescription medications not properly stored in managers office when needed
- Prescription medications that are not labeled with the resident's name
- Anything Danny D's Sober Living & Chippers Properties LLC deems to be inappropriate

Resident's property will be searched under the following conditions:

1. Randomly
2. Upon admission to Danny D's Sober Living & Chippers Properties LLC
3. Suspicion of relapse
4. Information stating that the resident may possibly be engaging in illegal, suspicious, or dangerous activity.

Residents will be informed of prohibited items upon admission to Danny D's Sober Living & Chippers Properties LLC. At that time, they will have the opportunity to disclose any items to the staff. Any drugs or alcohol will be disposed of, while all other prohibited items must either be thrown away or stored off the property during the resident's stay. Danny D's Sober Living & Chippers Properties LLC will not hold prohibited items for residents. If a resident is found in possession of a prohibited item while staying with us, they risk reprimand or possible expulsion from Danny D's Sober Living & Chippers Properties LLC community.

**Resident Signature:**

**Date:**

### **Medication Storage and Use Policy and Procedure**

**Policy:** Here at Danny D's Sober Living & Chippers Properties LLC resident's mental and physical health are important to us. We encourage residents to seek assistance

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Resident Initials\_\_\_\_\_

from doctors if they require their services. Resident's mental and physical health is equally important to the safety and protection of the entire community. Before choosing to be a part of Danny D's Sober Living & Chippers Properties LLC many of our residents spent a lot of time drug seeking through doctors. It is incredibly important for the wellbeing of our community that such behavior will be discouraged here at Danny D's Sober Living & Chippers Properties LLC. If a resident needs to see a psychiatrist due to mental health concerns or needs to see a doctor for physical health concerns Danny D's Sober Living & Chippers Properties LLC will assist them when possible.

Danny D's Sober Living & Chippers Properties LLC will enact practices that will enable safe handling of medications by their residents. The goal of this policy is to diminish the chance of abuse and misuse of medications in the Danny D's Sober Living & Chippers Properties LLC community.

**Procedure:**

- If a resident must go to the hospital or see a doctor, please inform Danny D's Sober Living & Chippers Properties LLC staff. In the case of an emergency please contact 911 first and then reach out to Danny D's Sober Living & Chippers Properties LLC when possible, to inform us of the situation.
- The resident must bring back all discharge paperwork and hand it to a member of Danny D's Sober Living & Chippers Properties LLC. A copy will be placed in the resident's file.
- When a resident receives a new prescription from a doctor, they must inform Danny D's Sober Living & Chippers Properties LLC staff immediately. A medication cannot be taken by a resident until it has first been approved by Danny D's Sober Living & Chippers Properties LLC.
- Residents must inform staff of any changes in their prescriptions. Changes will be noted in the resident's file.
- Medications must be taken as prescribed and in line with the policies and procedures of Danny D's Sober Living & Chippers Properties LLC.
- Medications (OTC and prescribed) must be stored in their original bottles, labeled, and kept out of sight with your personal belongings. Medications cannot be stored in common areas.
- Under no circumstance should medications be shared between residents regardless of if they are both prescribed the same medication.
- Residents that have been found to be selling medications will be immediately discharged and if warranted the proper authorities will be notified.
- Please do not discontinue medication without a doctor's orders.
- Please properly dispose of any unwanted medications.
- If a resident discharges/transfers/or abandons property Danny D's Sober Living & Chippers Properties LLC will place and hold the residents medications in the manager's office for 10 days. If Danny D's Sober Living & Chippers Properties LLC cannot reach the resident or their representative then Danny D's Sober Living & Chippers Properties LLC will properly dispose of the resident's medications in accordance with DEA guidelines.

**PROHIBITED Medications:** Adderall (amphetamines) or medications similar to it (vyvanse, Ritalin, Dexedrine, etc.), Medical Marijuana, MAT medications not defined in the MAT Storage section below, Xanax (benzodiazepines) or medications similar to it (klonopin, valium, ativan, etc), Neurontin (lyrica, gabapentin, etc.), opiates (broad spectrum), OTC medications containing DXM, diet pills, any medications classified by the FDA as a narcotic, etc. This is not the complete and comprehensive list so please speak to a Danny D's Sober Living & Chippers Properties LLC staff member prior to ingesting any medications.

Medication counts will be conducted randomly and upon suspicion of medication abuse. If discrepancies are found the resident will be staffed by Danny D's Sober Living & Chippers Properties LLC to find out why the medication count is incorrect. If it is found that medication is abused in any manner, Danny D's Sober Living & Chippers Properties LLC will consider this a relapse and the resident will be discharged.

If a resident takes a mind-altering substance, and it was deemed not to be a medical necessity, meaning severe bodily injury, that resident will be discharged from our residence. Danny D's Sober Living & Chippers Properties LLC staff will make the determination of what is considered "severe bodily injury", due to the importance of maintaining our abstinence free environment. If as a resident you feel you really need something, but staff disagrees, please do what you feel is right for you, but you will no longer be allowed to continue residing with Danny D's Sober Living & Chippers Properties LLC.

**Resident Signature:**

**Date:**

### **Medication-Assisted Treatment (MAT) Medication Storage and Use Policy and Procedure**

**Policy:** Danny D's Sober Living & Chippers Properties LLC recognizes federally approved MAT programs as a viable treatment option for residents who suffer from opioid addiction. Danny D's Sober Living & Chippers Properties LLC will make reasonable accommodations to allow residents to engage in a MAT program. FARR supports programming of federally approved Medical Assisted Recovery, such as, Medication Assisted Treatment.

**Procedure:** All potential MAT residents will be screened prior to entry to ensure they fit the criteria for admission.

- Residents enrolled in a MAT program with a licensed physician will be treated the same and have the same privileges as non-MAT residents. The only differences will be listed in this policy to ensure medication is secure and taken properly.

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Resident Initials\_\_\_\_\_

- Residents will be required to turn in all MAT medications to staff upon admission to Danny D's Sober Living & Chippers Properties LLC and immediately after refilling the prescription.
- All MAT medications will be kept locked in the manager's office. (See P & P for more information on these)
- Danny D's Sober Living & Chippers Properties LLC will not dispense medications. Residents will be given daily access to medications. Danny D's Sober Living & Chippers Properties LLC will notate residents' medication count daily in a log.
- Danny D's Sober Living & Chippers Properties LLC will house MAT residents with non-MAT residents.
- MAT residents are instructed to not inform non-MAT residents of MAT residents being on MAT.
- MAT residents may not exhibit noticeable physical signs of being on MAT medications.
- Any residents caught stockpiling MAT medications or abusing the medication in any way will be considered a relapse and would be disciplined under the recurrence of use policy and procedure.

#### **Notes to providers regarding MAT:**

- MAT medications are not required to be kept in a manager's office. Medications can be kept in a lockbox which can be in the resident's possession during their stay. We recommend in that case conducting periodic medication checks to ensure medication is being used properly.
- If Danny D's Sober Living & Chippers Properties LLC oversees resident's medications such as locked in their office and this being a requirement, residence must keep logs of resident's medications to ensure they are being properly maintained and not being mishandled. **Residences are not allowed to dispense medication unless they are licensed to do so.**

### **Drug Testing and/or Toxicology Policy and Procedure**

**Policy:** All Danny D's Sober Living & Chippers Properties LLC residents will be required to undergo periodical drug testing during their stay in our housing. Residents will be breathalyzed nightly as well.

**Procedure:** All UAs will be conducted using an instant 12-panel cup to assess whether a resident is abstaining from drugs and alcohol. Testing will occur at least once every two weeks and at most twice a week for routine checks. Residents will have 60 minutes from the time they are notified of a UA to produce a specimen. If a resident's UA returns a positive result, the CRRA will be notified immediately. If the resident insists they have not used, they will be permitted to take an additional UA, which must be completed within 90 minutes of the original test. If this second test is also positive, it will serve as the final determination regarding the resident's dismissal from Danny D's Sober Living & Chippers Properties LLC. Residents suspected of being under the influence, as well as



those who receive a positive result and dispute it, will be required to remain with staff until they provide a negative specimen. If a resident refuses a UA or BA, that refusal will be treated as a positive result, and the resident will be discharged from the property, with one hour to vacate the premises.

Danny D's Sober Living & Chippers Properties LLC does not have the resources to conduct confirmation testing for any questionable positive results. The UA cup result and the investigation into the positive test by Danny D's Sober Living & Chippers Properties LLC staff will serve as the final determination regarding how the positive result is viewed.

All UA results will be recorded in a general log that includes the resident's name, date, time, and results. This logbook will be maintained at the housing facility by the resident manager. Additionally, Danny D's Sober Living & Chippers Properties LLC will cover the cost of the UA cups as part of the program fee agreement structure, excluding the \$20 UA fee for residents who go on pass.

**Resident Signature:**

**Date:**

### **Recurrence of Use Policy and Procedure**

**Policy:** Danny D's Sober Living & Chippers Properties LLC has a zero-tolerance drug/alcohol abuse policy.

**Procedure:** Upon request, the resident will have one hour to provide a urine sample if asked. If the resident is unable to provide a sample, the test will be considered a positive result. Residents who test positive in our community will no longer be permitted to stay in our housing until they complete a form of drug and alcohol treatment and receive medical clearance from a doctor. If a resident tests positive, it is the prerogative of Danny D's Sober Living & Chippers Properties LLC to protect the rest of the community. The residents will be separated from the community and asked to pack their belongings in the presence of a Danny D's Sober Living & Chippers Properties LLC employee. The resident must be accompanied by staff until they are discharged from the property. If alternative housing arrangements—such as PHP, detox, sober living, or family residence—cannot be made, the resident will be transported to a safe location, such as a hospital or shelter. Residents who refuse a higher level of care will have one hour to vacate the premises and will receive a list of community resources as well as FARR-accredited properties in the area. Upon receiving positive test results, the resident's emergency contact will be notified. Depending on the timing of the positive result, Danny D's Sober Living & Chippers Properties LLC may place the resident in supervised isolation in the manager's unit until the next morning, when alternative living

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Resident Initials\_\_\_\_\_

arrangements can be made, provided they have been medically cleared by the hospital first.

It is the right of Danny D's Sober Living & Chippers Properties LLC to decide if a resident will be welcomed back into our community after a positive drug or alcohol test. Many factors will influence this decision, but they include some of the following questions:

- Was the resident working a program of recovery prior to the relapse?
- Has the resident shown a pattern of relapse in their past?
- Has the resident accepted responsibility for their actions?
- Is the resident ready to accept consequences for their actions?
- Was the resident following all house rules prior to the relapse?
- Has the resident expressed the desire to stay sober?
- Is the resident opening to accepting suggestions moving forward?
- Does the resident understand that if they are brought back that they will be monitored more closely then prior to the relapse?
- Do the other residents support bringing back the resident.

If a resident is brought back into the community after relapsing, they should expect the following:

- Increased UAs and BAs
- Early Curfew
- Increased chore duties
- Required to attend 90 meetings in 90 days (one missed will result in expulsion from house)
- Loss of other privileges such as community events
- Increased monitoring from staff
- Etc.

**Resident Signature:**

**Date:**

### **Discharge Policy and Procedure**

**Policy:** To document and communicate the resident's readiness for discharge or need for transfer to another level of care. If the criteria apply to the existing or new problem(s), the resident should be discharged or transferred, as appropriate.

**Procedure:** It is appropriate to transfer or discharge the resident from the present level of care at Danny D's Sober Living & Chippers Properties LLC if the resident meets the following criteria:

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Resident Initials\_\_\_\_\_

- The resident's documented plans, goals, and objectives have been substantially met, and/or a safe, continuing care program can be arranged and deployed at an alternate level of care.
- The resident no longer meets admission criteria or meets criteria for a less or more intensive level of care.
- Consent for care is withdrawn and is determined that the resident has the capacity to make an informed decision and does not meet criteria for Danny D's Sober Living & Chippers Properties LLC level of care.
- Support systems, which allow the resident to be maintained in a less restrictive structured environment, have been thoroughly explored and/or secured.
- The resident is not making progress toward Danny D's Sober Living & Chippers Properties LLC goals and there is no reasonable expectation of progress at this level of care.
- Finally, the resident fails a UA/BA which determines they need a higher level of care.

Any resident expelled for any reason other than a successful discharge will not be allowed to return to the premises. They must seek shelter with a relative, stabilization respite, mission, shelter, hospital, or detox facility. All residents discharged will receive information about community resources upon their exit.

Emergency contacts for residents will be notified in the event of any type of discharge.

Procedure for Residents to Pick Up Belongings (Abandonment, ASA, etc.):

Once expelled, personal belongings must be collected within ten days; otherwise, they will become the property of Danny D's Sober Living & Chippers Properties LLC and may be donated to a local charity. Residents or their representatives must remain in contact with Danny D's Sober Living & Chippers Properties LLC staff during this period; failure to do so may result in their property being donated. Any prepaid fees will be forfeited if the resident leaves without proper notification. Refunds for prepaid fees will be issued at the Owner's discretion.

Procedure for Residents Administratively Discharged:

Residents who are administratively discharged from Danny D's Sober Living & Chippers Properties LLC will have one hour to vacate the property. A staff member will accompany the resident during this time. Residents will be informed that if they re-enter Danny D's Sober Living & Chippers Properties LLC property without permission, they will be considered trespassers, and proper authorities will be contacted.

Procedure for Residents Successfully Discharged:

A resident is considered successfully discharged from the program once they have transitioned into phase 2, met their recovery goals, and demonstrated stability in their recovery enough to support themselves independently. The length of stay is determined by the resident, not the provider. Residents should inform Danny D's Sober Living & Chippers Properties LLC at least one week prior to their moving out. Upon departure,

residents must thoroughly clean their rooms and leave them ready for the next resident. Those who successfully complete the program and leave the property in good condition will be introduced to Danny D's Sober Living & Chippers Properties LLC alumni program and will have their deposit returned if one was initially paid.

**Resident Signature:**

**Date:**

### **Emergency Policy and Procedure**

**Policy:** Danny D's Sober Living & Chippers Properties LLC will make aware of all incoming staff members and residents of its emergency policies and procedures. Please contact 911 immediately in an emergency situation.

FARR Reporting, in any event of an overdose on or off property FARR must be informed through the form on their website within 72 hours of the incident. If emergency services are contacted for any reason and are called to any of the properties, FARR must be contacted within 72 hours through their website. If emergency services arrive at the properties for any other reason, FARR must be contacted with 72 hours through their website.

**Procedures:**

#### **Opioid overdose**

In the event of an opioid overdose please call 911 immediately. Narcan is located in each residence on the table in the living room. All new and current residents will be trained during their orientation on how to properly administer Narcan as well as the signs of an opioid overdose. After administering Narcan please perform CPR on the person if they are unresponsive until emergency services arrive. Please inform a Danny D's Sober Living & Chippers Properties LLC staff member as soon as possible in the event of an overdose.

#### **Identifying an Opioid Overdose and Administering Narcan**

Signs of an overdose:

1. Person is passed out and you cannot wake them up.
2. Breathing very slow, making gurgling sounds, or not breathing at all.
3. Lips are blue or grayish color.

Check for a response:

1. Shake them and shout to wake them up.
2. If no response, grind your knuckles into their chest bone for 5-10 seconds.
3. If the person still does not respond, call 911 and inform them that you believe someone has overdosed.

How to administer Narcan nasal spray:

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1. Take the Narcan nasal spray out of the box.
2. Peel back the tab with the circle to open the Narcan nasal spray. **(Important: do not remove Narcan until ready to use and do NOT test the device.)**
3. Hold the Narcan nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
4. Tilt the person's head back and provide support under the neck with your hand.
5. Gently insert the tip of the nozzle into one nostril, until your fingers on either side of the nozzle are against the bottom of the person's nose.
6. Press the plunger firmly to give the dose of Narcan nasal spray. Remove the Narcan nasal spray from the nostril after giving the dose.
7. Wait and watch the person closely.
8. If the person does not respond within 2 minutes, repeat the steps and give the person a second dose of Narcan (new Narcan nasal spray).
9. Call 911 right away, if you have not done so already
10. Roll the person on their side and place them in a recovery position (Use their hands to support their own head and pull their top knee out to stop the body from rolling onto their stomach).

If you know how to administer CPR, please do so at this point

### **Overdose / Unresponsive Person**

Be aware that Narcan will only help in opioid overdose situations. If a person is showing signs of being unresponsive, please immediately call 911. Follow all instructions from the 911 operator until help can arrive. If the person is not breathing, please initiate CPR. Please inform a Danny D's Sober Living & Chippers Properties LLC staff member as soon as possible in the event of an overdose or unresponsive person.

### **Fire**

Each Danny D's Sober Living & Chippers Properties LLC residence is equipped with smoke detectors and fire extinguishers. Do not tamper with Danny D's Sober Living & Chippers Properties LLC smoke detectors or fire extinguishers, failure to adhere to this rule can result in dismissal from Danny D's Sober Living & Chippers Properties LLC. Be aware of where all exits are located inside Danny D's Sober Living & Chippers Properties LLC properties.

1. Call fire rescue 911 immediately and report the location of the emergency.
2. All residents should exit the location in a calm fashion and notify all staff.
3. Relocate to the designated safe area (Parking area across the street from the location).
4. Let a Danny D's Sober Living & Chippers Properties LLC staff member know you are safe and stay in the designated meeting area.
5. If the fire is small and can be extinguished, use one of the fire extinguishers in the area which are in working order and checked annually. Point, Aim, Squeeze, and Spray.

### **Bomb Threat or Hostile Situation**

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Resident Initials\_\_\_\_\_

1. Call 911 to report the situation. Contact the CRRA immediately after contacting 911.
2. All residents and staff must evacuate the location.
3. Let a Danny D's Sober Living & Chippers Properties LLC staff member know you are safe and stay in the designated meeting area.
4. Both staff and residents will follow the directions of the emergency Fire Rescue when they arrive on scene.

### **Suicidal Resident**

1. Danny D's Sober Living & Chippers Properties LLC takes all suicidal remarks seriously. Please notify a CRRA if a resident or staff member makes a suicidal remark.
2. Please contact 911. If you feel that you, a resident, or a staff member is a harm to yourself, themselves, or anyone else please immediately contact your CRRA.
3. Do not leave the person alone at all. Please stay with them until a Danny D's Sober Living & Chippers Properties LLC staff member can arrive.

### **Natural Disasters:**

#### **Power Failures**

1. Stay calm and move the residents to areas with adequate lighting if possible.
2. If the area does not have adequate lighting, or has only insufficient lighting, flashlights are available at the residence.
3. Await further instructions.
4. Follow the direction of the CRRA if the generators are needed to help restore power for essentials (refrigerators, freezers)

#### **Natural Gas Leak**

1. Immediately evacuate the building.
2. Call 911 Emergency and inform them of the issue.
3. Proceed to the identified area of either the parking lot or across the street area.
4. Contact the CRRA.
5. Allow no smoking in the area.
6. Do not return to the building until approval has been given by the 911 Fire Emergency Rescue Department and/or the Gas Company.

### **Hurricane and Extreme Weather Disaster Plan:**

Disasters can include hurricanes, fires, tornadoes, severe storms, epidemics, nuclear accidents, acts of bio-terrorism, civil disturbances, and major power outages.

This plan will focus primarily on preparedness for hurricanes and severe weather conditions. It will serve as a foundation for addressing other types of disasters and will be adjusted as necessary. The hurricane season spans from June 1 to November 30, during which we will closely monitor weather conditions for any signs of tropical storms or hurricanes that may threaten our area.

### **STORM WATCH ACTIVITIES:**

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Resident Initials\_\_\_\_\_

Storm watch activities begin when media notifications indicate that a storm may be heading in our general direction. This is the alert period when residents typically start preparations and gather supplies. Since Danny D's Sober Living & Chippers Properties LLC has already implemented pre-watch preparations, watch activities will be the main focus.

**Hurricane Watch:** A Hurricane Watch means conditions are favorable for a hurricane to potentially affect the area where Danny D's Sober Living & Chippers Properties LLC is located. During this time, administration will notify all residents to take necessary precautions to secure the facilities and ensure their safety.

**Hurricane Warning:** A Hurricane Warning indicates that a hurricane is expected to have an impact. Hurricanes can be deadly and devastating, with winds reaching up to 200 miles per hour. If a Hurricane Warning is issued for Danny D's Sober Living & Chippers Properties LLC area, designated staff will activate the Natural Disasters procedure. They will ensure that all doors and windows are secured and will then evacuate the premises.

#### DISASTER PLAN OF ACTIVITIES:

The following plan outlines the activities to engage in before, during, and after a disaster.

##### **Pre Watch**

1. Monitor storms activities through media coverage
2. Gather supplies: food, water, safety and emergency medical items. Store these separately from the main supply to avoid use. Check shelf dates throughout and replace any outdated items.
3. Inform residents of the significance of monitoring the path and development of tropical storms, giving us sufficient time to prepare adequately, review, and/or revise plans, and allow time to notify all concerned individuals.
4. Review evacuation plans and relocation sites. Take note if the facility is located in an evacuation zone. In the event of a hurricane or severe weather conditions, affected residents and staff will need to evacuate.

#### PLANNING FOR RESIDENTS NEEDS:

Residents will be informed and included in the preparations as soon as notification of an impending storm/emergency is received. This will be tailored to each of the houses. Appropriate staff will assess each resident, to determine any special needs that can be planned for in advance, to determine those individuals who will be most at risk in an emergency situation. This assessment should include (but not be limited to) medical, emotional, behavioral, and physical needs, and will consider what residents will be most affected by change in location, schedules and routines, lack of air conditioning, change in meals, and absence of work programs. The staff will, at this time, determine who will evacuate to a site different than that designated for all residents. Availability,

appropriateness, preparedness, administration consideration, and most importantly, resident and family choices, will determine if a resident will go to their families', guardian's, or friend's home, instead of an evacuation site designated for residents.

Any residents who choose to ride out the storm elsewhere must provide contact information for the location where they plan to shelter. Residents will also be required to maintain daily contact with Danny D's Sober Living & Chippers Properties LLC via phone or text. Upon returning to Danny D's Sober Living & Chippers Properties LLC, residents must submit to a urine analysis (UA) and breathalyzer (BA).

### **WARNING STAGE ACTIVITIES:**

Once a hurricane warning is announced, we can expect the hurricane to make landfall within forty-eight (48) hours. The media will begin providing phone numbers to call for emergency shelter and other information.

During the Hurricane Warning Phase:

1. Prepare the physical residence.
2. Execute the administrative preparatory plan.
3. Implement the evacuation plan. Recommended items to take to a shelter include work gloves, leisure items, books, magazines, games, arts and crafts supplies, sports equipment, handheld video games, tapes, a radio, and extra batteries.

### **Shelter in Place / In the Event of a Power Outage:**

If a shelter-in-place order is issued during the hurricane, all residents must remain inside their homes until the storm has passed and local authorities declare it safe to go outside. Danny D's Sober Living & Chippers Properties LLC will provide water, non-perishable food (for 2 days), adequate medical supplies, a first aid kit, batteries, candles, and a charcoal or gas grill.

Residents are responsible for making arrangements to ensure they have an adequate supply of their medications, personal hygiene items, and any additional food or snacks.

### **Temporary Shelter:**

Danny D's Sober Living & Chippers Properties LLC is committed to providing temporary shelter, if necessary, for residents and staff during severe emergencies (e.g., severe storms, floods, flash floods, tornadoes, earthquakes, hurricanes) that threaten the integrity of Danny D's Sober Living & Chippers Properties LLC. The Chief Recovery Residence Administrator (CRRRA) will establish the temporary shelter for residents and staff once a severe emergency is identified by TV, radio, and/or the State of Florida. Additionally, the American Red Cross will identify temporary shelters within the

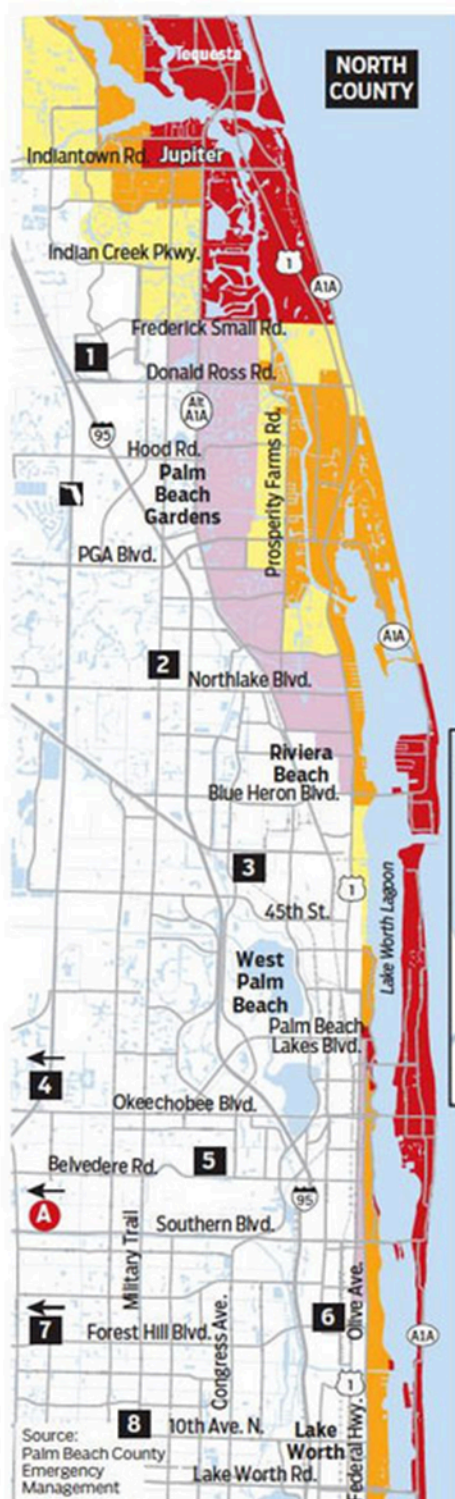


community, typically within 2-4 hours before a disaster or 2-4 days before a required evacuation due to a hurricane.

In an emergency that requires residents and staff to evacuate Danny D's Sober Living & Chippers Properties LLC facilities to a temporary shelter, designated staff will execute standard emergency procedures and then evacuate to the temporary location.

**Possible Evacuation Sites:**

- A receiving substance abuse treatment center
- John I. Leonard High School
- TBD



## Evacuation zones

Palm Beach County has five evacuation zones.



### CATEGORY 1

Nobody leaves, unless:

- You live in a manufactured home.
- Your home is of substandard construction.
- Your home is located in an area that is prone to severe flooding.

■ CATEGORY 2 and higher

■ CATEGORY 3 and higher

■ CATEGORY 4 and higher

■ CATEGORY 5

## Shelters

Don't go to a shelter until authorities have announced it's open.  
(Numbers in parentheses indicate shelter capacity.)

### ● A. Special medical needs shelter:

South Florida Fairgrounds. Must register in advance of a storm by calling 561-712-6400. Registrations are taken up until a hurricane warning is issued.

### ● B. Pet-friendly animal shelter

(operated by Palm Beach County Animal Care and Control): West Boynton Recreation Center, at 6000 Northtree Blvd. Space is limited. Preregister: 561-233-1266, Ext. 1, or [www.pbcgov.com/publicsafety/animalcare](http://www.pbcgov.com/publicsafety/animalcare).

### ■ PRIMARY SHELTERS:

1. Independence Middle School, 4001 Greenway Drive, Jupiter (410)
2. Palm Beach Gardens High School, 4245 Holly Drive, Palm Beach Gardens (4,000-5,000)
3. Dr. Mary McLeod Bethune Elementary School, 1501 Ave. U, Riviera Beach (500)
4. Seminole Ridge High School, 4601 Seminole Pratt Whitney Road, Loxahatchee (3,900)
5. Westgate Elementary School, 1545 Loxahatchee Drive, West Palm Beach (720)
6. Forest Hill High School, 6901 Parker Ave., West Palm Beach (4,000)
7. Palm Beach Central High School, 8499 Forest Hill Blvd., Wellington (5,750)
8. John I. Leonard High School, 4701 10th Ave. N. Greenacres (about 4,000)
9. Park Vista High School, 7900 Jog Road, Boynton Beach (4,950)
10. Boynton Beach High School, 4975 Park Ridge Blvd., Boynton Beach (2,720)
11. Atlantic High School, 2455 W. Atlantic Ave., Delray Beach (5,750)
12. Boca Raton High School, 1501 N.W. 15th Court, Boca Raton (3,900)
13. West Boca Raton High School, 12811 Glades Road, Boca Raton (3,900)
14. Lake Shore Middle School, 425 W. Canal St. N., Belle Glade (2,800)
15. Pahokee Middle School, 850 Larrimore Rd., Pahokee (888)

STAFF

### **During the emergency:**

Once staff and residents arrive at the evacuation site, staff responsibilities will include helping residents settle in and feel comfortable, unloading and organizing supplies. Designate areas for the safe keeping and dispensation of medications, inter-staff communications, food and water supplies, household items, and laundry disposables. Engage residents in as many activities as possible. The staff in charge will ensure that everyone remains indoors and away from the windows.

### **After the emergency:**

Stay tuned to radio and TV stations until the official “all clear” is announced. Before going outside, ensure you have sturdy shoes to help avoid cuts from debris and falls. Stay away from downed power lines and do not use tap water; assume that a “Boil Water Order” is in effect until you are informed otherwise. Drive only when necessary. Keep residents at the evacuation site until it is determined that the facility or residences are safe to return to. Follow the designated emergency plan for the 48 hours following the event. Please maintain contact with your supervisors if phones are operational. After the event, residents should be allowed to make safe calls to their family members.

### **Infectious Disease Control Policy and Procedure**

**Policy:** Danny D's Sober Living & Chippers Properties LLC will make every effort to practice good universal healthcare precaution standards to prevent the spread of infectious diseases. Be aware that at any given time, there may be residents at the facility diagnosed with communicable diseases. Residents with communicable diseases will be housed with others, and their diagnoses will remain confidential. Please take precautions to mitigate the risk of spreading communicable diseases within the residence and speak to staff if you have any questions regarding communicable diseases.

**Procedure:** Residents with communicable diseases or those who suspect they may be infected are required to disclose these issues to Danny D's Sober Living & Chippers Properties LLC upon admission into the program. Staff are required to keep this information confidential. Danny D's Sober Living & Chippers Properties LLC will instruct all residents to practice good habits to prevent the spread of disease while living at the facility and assume they may be living with someone who has a communicable disease.

Good Standards are defined as:

1. Hand Hygiene.
  - a. Wash hands with soap and water often especially after touching any items that are likely to be contaminated by blood, saliva, or respiratory secretions.
2. Respiratory Hygiene / Cough Etiquette
  - a. Cover mouth with crook of inner elbow when sneezing or coughing if tissues are unavailable.

- b. Wash hands after sneezing or coughing if they have been in contact with respiratory secretions.
  - c. If you believe you have been in contact with someone who is sick, wear a mask until you can verify you are not sick.
  - d. If you are sick, please inform staff so health safety precautions can be taken for residents and staff.
- 3. Sharps Safety
  - a. Residents are to only dispose of syringes in safe containers.
  - b. Syringes must be kept in safe locations away from other residents
  - c. Residents are recommended to use syringe in a safe location out of the sight of other residents.
- 4. Blood and Bodily Fluids Safety
  - a. First aid is required if a resident is cut or bleeding. Proper bandages with antiseptics should be used to prevent infection and contamination.
  - b. Notify staff immediately if blood or bodily fluids have contaminated the property.
  - c. Any blood or bodily fluid that has contaminated the home should be cleaned up by the resident if possible. Proper sanitizing products must be used to ensure disinfection.
- 5. Bathroom, Shower, and House Etiquette
  - a. Immediately clean up any blood and bodily fluids with proper disinfectant materials. This includes urine, feces, blood, sperm, hair, mucus, etc.
  - b. Razors, scissors, buzzers, or any other barber equipment is not to be shared amongst residents.
  - c. Sex toys are not permitted on property and under no circumstances should they be shared amongst residents.

Residents who need to use syringes for medical reasons must dispose of them in sharp containers located in the manager's office. Additionally, residents should keep a supply of syringes in the manager's office, where they will be provided with a one-day supply. As part of the Recovery House 12 Steps protocol, residents must turn in a used syringe in order to receive a new one. If a used syringe is not turned in, the resident will need to fill out a report explaining what happened to the syringe and confirm that it was properly disposed of.

**Resident Signature:**

**Date:**

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Resident Initials\_\_\_\_\_

## **Emergency/ Non-Emergency Contact Sheet**

### **Emergency Phone Numbers:**

1. 911 for all emergencies (Should always be the first call)
2. National Suicide Hotline: 1-(800)-273-8255
3. North Miami Beach Fire Rescue: (305)-957-8888
4. North Miami Beach Non Emergency: (305)-948-2955
5. Miami Dade Fire Rescue: (786)-331-5000
6. Miami Dade Police Non Emergency: (305)-471-1780
7. Aventura Hospital and Medical Center: (305)-682-7000
8. North Shore Medical Center: (305)-835-6000
9. Urgent Care Aventura: (305)-677-1760
10. Urgent Care North Miami: (305)-891-8000

### **Hospital Name/Addresses:**

- North Miami Beach Hospital: 16455 NE 19th Ave, North Miami Beach, FL 33162
- Aventura Hospital and Medical Center: 20900 Biscayne Blvd, Aventura, FL 33180
- MD Now Urgent Care: 16771 NE 15th Ave, North Miami Beach, FL 33162

### **Staff Management Phone Number:**

Owner: Daniel Donahue - (305)-725-8433

Operations Manager: Stephen Cilurso - (570)-460-9509

## **Resident Rights**

- Right to be treated with courtesy and respect, with appreciation of your individual dignity and with protection of your need for privacy
- Right to be informed in writing about services and fees before entering the residence
- Right to reasonable access to adequate and humane services regardless of your race, religion, sex, sexual orientation, ethnicity, age, handicap, political views, or financial status. Danny D's Sober Living & Chippers Properties LLC sober living does not discriminate against residents on the basis of color, national origin, marital status or sexual preference
- Right to know what your program fee balance is as resident upon request
- Right to prompt and reasonable response to questions and requests
- Right to be treated with dignity and not be subjected to unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating and sleeping
- Right to know the identity and professional statuses of the individuals providing your services and care

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Resident Initials\_\_\_\_\_

- Right to receive the opinion of a consultant, at your own expense
- Right to freedom from requirement to perform tasks that may cause injury or emotional trauma
- Right to know what resident support services are available
- Right to know what rules and regulations apply to your conduct as a resident
- Right to reasonable safety with regard to Danny D's Sober Living & Chippers Properties LLC and its environment
- Right to express grievances regarding any violation of your rights, as stated in Florida law, through the grievance procedure of your sober living residence which serve you and to FARR
- Right to contact appropriate staff if you wish to express a concern/grievance or should have any questions about how to file a complaint to management. Your right to register a complaint will not result in any type of retribution now or in the future
- Right to report of any accuse or suspected abuse or neglect to administration and expect to receive a quick and reasonable response
- Right to discharge from residence prior to commitment expiration date. Discharge will be done at your own responsibility, risk, and cost. If at any time you wish to leave, please discuss this decision with House Manager or CRRA so we may assist you any way we can.
- Right to Assurance of health and safety. Emergency medical care will be accessed by using 911. Danny D's Sober Living & Chippers Properties LLC sober living is not responsible for any medical expenses incurred if medical attention or care is required during stay.
- Right to all signed documents upon request
- Right to live in a drug and alcohol-free environment

### **Resident Requirements**

- To treat each fellow resident and staff member with dignity and respect.
- To remain abstinent from use of alcohol and/or drugs, including narcotic medications prescribed by a licensed physician.
- To be trained on how to properly administer Narcan in the event of an overdose. Training will include how to administer Narcan and how to identify the signs of an opiate overdose.
- To promptly report any residents' use of alcohol and/or non-permissible drugs to staff in order to ensure the continued safety and wellness of all residents within the community. You will remain anonymous.
- To encourage fellow residents' active engagement in their own personal recovery plan; respecting boundaries, while providing honest, peer supportive perspectives and suggestions based on experience.
- To welcome new residents, assist in their orientation to the community culture and encourage new residents to participate in residence activities. To make reasonable efforts to include new residents in attendance of mutual aid meetings,

community chores, communal food shopping, meal preparation and dining as well as inclusion in social and/or sporting activities.

- To voluntarily abide by the **“House Rules”** at all times for the safety and well-being of the resident community.
- To hold peers accountable to adhere to house rules for the safety and wellness of the community and to openly raise concerns regarding a resident’s continued failure to adhere to house rules at a scheduled house meeting where the entire community might be made aware while having an opportunity to provide constructive input to their peers.
- To be mindful for the rights of neighboring families; refraining from the use of lewd or vulgar language, elevated noise levels, over-crowded parking, loitering, littering or other actions that might be considered as impinging on the safety and well-being of neighborhood persons, family members and property.
- To maintain personal space and all common areas in a clean, orderly fashion and to voluntarily contribute to the maintenance of both the interior and exterior of the residence.
- To be mindful of physical and mental needs and to take necessary action(s) to address those needs. If so, doing requires external support, it is the resident’s responsibility to make their need for assistance known to peers and/or staff with advance notice to provide them an opportunity to support the resident.
- To pay program fees and any other fees as agreed and maintain a record of such payments; including retention of each receipt provided by owner, manager or staff at the time of their payment.
- To take any prescription medications as prescribed and to not discontinue any medications without speak to the prescribing doctor.

### **Grievance Policy and Procedure**

If a resident feels that their rights have been violated or if they feel they have been unjustly accused of violating any rule, then they must use the following grievance procedure. It is important that the resident follows these steps. This procedure has been established to ensure that you are treated fairly. Situations in which you have clearly violated rules or situations that are beyond the direct control of staff do not constitute ground of grievance. Danny D's Sober Living & Chippers Properties LLC will post grievance policy in a conspicuous location in the residence. Danny D's Sober Living & Chippers Properties LLC will include a FARR grievance re-direct link on the provider website.

The processing procedures for grievances and complaints are as follows:

- a. The resident is encouraged to discuss any problems with their resident manager. The resident and resident manager will try to find a resolution. The resident

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Resident Initials\_\_\_\_\_

manager will correspond with the CRRA on the grievance and/or complaint and any resolution.

- b. All grievances shall first be filed with the resident manager by completing a grievance form. Grievance forms are located in each residence. The resident manager will conduct an internal investigation and render an initial determination and resolution within 2 days of receipt of the complaint in writing.
- c. If the complainant is not satisfied or if the complaint is not resolved with the results achieved in Step 2, the complainant may file an appeal and/or the grievance shall be forwarded to the CRRA and this meeting shall be held within five days of the date it is requested. The decision of the CRRA is final
- d. The resident shall be presented a resolution and response to their grievance in writing.
- e. In the event that the Client does not feel a resolution has been reached they may contact FARR.
- f. Resident will face no retribution for filing a grievance against a provider.

If the grievance is against a manager, a grievance may be submitted in writing straight to the CRRA. The CRRA will speak with you within two business days after receiving the grievance. Within two business days after that, the CRRA will respond to you in writing.

If you do not feel that your concern will be or was not addressed through this grievance form, we encourage you to visit [www.farronline.info/grievance](http://www.farronline.info/grievance) or by phone at (561) 299-0405 and file a grievance with our accrediting body. The safety and health of the community is our primary focus, so that every individual has the opportunity to achieve long term recovery.

**Resident Signature:**

**Date:**

### **Grievance, Suggestion, Complaint Form**

1. Please describe your grievance, complaint, or suggestion.
2. Describe: What attempts you have made to resolve the grievance, complaint, or suggestion?

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Resident Initials\_\_\_\_\_



3. Describe: How you would like to see this grievance, complaint, or suggestion resolved.

Please complete this form and give it to your house manager, CRRA, or another staff member. Danny D's Sober Living & Chippers Properties LLC considers client feedback very seriously and will carefully review this form. As noted in the client grievance procedure, a formal grievance process begins within 24 hours of your turn in this form.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident Name (print)

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

Response to Grievance

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy given to resident on: \_\_\_\_\_

By: \_\_\_\_\_

### **Maintenance Issues / Maintenance Form**

It is the policy of Danny D's Sober Living & Chippers Properties LLC to address maintenance concerns in a timely manner, typically 24-48 hours depending on the issue. Danny D's Sober Living & Chippers Properties LLC will utilize a maintenance request form. Maintenance forms will be available at the housing. Please turn into the House Manager on duty.

#### Major Maintenance Issues:

(Water damage, AC malfunctions, fire hazards, or anything deemed to cause significant more damage if not immediately addressed)

Please notify staff immediately and utilize the maintenance form.

\_\_\_\_\_  
Resident Initials\_\_\_\_\_

### Minor Maintenance Issues

(Broken box springs, damaged doors, other minor household maintenance issues that will not cause more damage if not immediately addressed)

Please utilize the maintenance form.

### **Maintenance Request Form**

Today's date: \_\_\_\_\_ Time \_\_\_\_\_  
Submitted: \_\_\_\_\_

Property: \_\_\_\_\_  
\_\_\_\_\_

Work  
Requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the repair present immediate safety or health risk? Yes \_\_\_\_\_ No \_\_\_\_\_

Priority Action: ( ) Repair requires immediate action due to safety/health hazard  
( ) Repair is required when reasonably possible. No Safety risk.  
( ) Low priority rating, submitted for future planning.

Request  
by: \_\_\_\_\_  
\_\_\_\_\_

Section #2 To be completed by maintenance personnel

Date of Action: \_\_\_\_\_

Signature of maintenance personnel: \_\_\_\_\_

Pages 41-44 is an example only and should not be interpreted as a legal document approved by FARR. Please consult your own legal counsel prior to implementation of an agreement like this one below. FARR will not be held liable for any legal issues whether criminal or civil resulting from copying the below agreement and pasting into a providers housing paperwork. Again, please consult a legal professional to draft this type of form for your program. Ensure that the legal professional is familiar with all Florida and Federal laws pertaining to sober living housing laws prior to enacting this paperwork into your program.

Resident Initials \_\_\_\_\_

## **Resident and/or Guest Agreement**

### **HOUSING AGREEMENT FOR SOBER RESIDENCE**

#### **Resident Lease and Guest Agreement (Financial Obligation Agreement)**

Thank you for considering being a part of our sobriety family. Your program fee helps sustain this wonderful community. The program fee for Danny D's Sober Living/Chipper Properties varies based on individual circumstances and the type of bedroom you occupy.

Residents will be charged either \$195, \$210, or \$225 per week, depending on their location. Before your arrival, the manager will explain the financial agreement to you verbally.

The program fee is due at the end of each week and can be paid via cash, PayPal, check, or other cash apps. A prorated fee will be required upon arrival, with weekly payments starting the following Friday. Failure to pay the program fee will result in a daily late charge of \$5. If a lab-tested drug test is needed, residents will be responsible for all associated costs.

Please inform management if you plan to leave. YOUR DEPOSIT WILL BE APPLIED TO YOUR LAST WEEK'S PROGRAM FEE. Notify a manager at least one week in advance if you intend to leave one of our houses.

In the event of a forced discharge, all rent and deposits will be forfeited.

I have read, understood, and agreed to all rules and regulations outlined above. If you have any questions, please ask a manager for further clarification.

1. **Program Fees.** Residents agree to pay, without demand, to Danny D's Sober Living & Chippers Properties LLC, as their portion of program fees for the apartment/unit/single-family home/domicile, the amount listed below in accordance with that program fee payment chart before the first day of the initial week. The week shall run from Friday to Thursday, or any portion thereof. After the Initial Term of the agreement, the term of this agreement shall run on a week to week basis, ending on the following Thursday. Agreement shall be terminable on one week written notice served by either party after the Initial Term. Danny D's Sober Living & Chippers Properties LLC may terminate the Agreement anytime for Resident's violation of House Rules as defined in the Danny D's Sober Living & Chippers Properties LLC Policy & Procedures Manual. Said payment shall be made to Danny D's Sober Living & Chippers Properties

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Resident Initials\_\_\_\_\_

LLC or their designated employees. Danny D's Sober Living & Chippers Properties LLC or their designated employees will provide receipts to any Resident upon their request at the time of payment. Late payments will result in a dollar amount late fee. Any payment not received by 6 PM Sunday is considered late.

Due Date	Amount Due: 1st and last
First Week	Regular weekly rate
Second Week	Regular weekly rate
Third Week	Regular weekly rate
Fourth Week	Regular weekly rate

COMMENCEMENT DATE: This agreement shall commence on the date specified in the first section of this agreement.

INITIAL TERM: Week to Week (the initial "term").

ADMINISTRATION FEE: Danny D's Sober Living & Chippers Properties LLC requires a non-refundable Administration Fee from the Resident in the amount specified before move-in, as an additional program fee.

ADDITIONAL FEES: The cost of drug testing will be included in the weekly program fee except when the resident chooses and is approved to go on a pass. In this case, the resident must pay \$20 for the urine analysis test upon their return to Danny D's Sober Living & Chippers Properties LLC property. A late fee will apply to all overdue rent payments.

SECURITY DEPOSIT: The agreement should include terms regarding how and when the resident will receive their deposit back, reasons for any potential deductions, and if the resident would be liable for any additional fees under certain circumstances.

USE OF PREMISES: The premises shall be used and occupied by the Resident solely as a sober cohabitation residence. No part of the premises shall be used for any business or trade during the term of this agreement. The Resident shall comply with all sanitary laws, ordinances, rules, and orders from relevant governmental authorities concerning the cleanliness, occupancy, and upkeep of the premises, as well as all rules and regulations set forth by the Apartment/Condominium Board and Danny D's Sober Living & Chippers Properties LLC during the term of this agreement.

NUMBER OF OCCUPANTS: The premises shall be occupied by no more than (4) adult persons per bedroom. No additional individuals may occupy the premises, nor shall the Resident allow any relatives, friends, or acquaintances to occupy the premises at any

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Resident Initials\_\_\_\_\_

time. Occupancy is restricted to those individuals who have a written agreement with Danny D's Sober Living & Chippers Properties LLC, LLC.

**CONDITION OF PREMISES:** The Resident acknowledges that they have inspected the premises and improvements, and that, at the time of this agreement, these are in satisfactory, safe, clean, and tenantable condition.

**ASSIGNMENT AND SUBLETTING:** The Resident shall not assign this agreement, sublet the premises, or grant any license for its use without the prior written consent of Danny D's Sober Living & Chippers Properties LLC. Any unauthorized assignment or subletting shall be void and may result in the termination of this agreement at the discretion of Danny D's Sober Living & Chippers Properties LLC. Upon written demand from Danny D's Sober Living & Chippers Properties LLC, the Resident shall immediately vacate the premises.

**DAMAGE TO PREMISES:** If the premises are partially damaged by fire or other events not caused by the Resident's negligence or willful misconduct, Danny D's Sober Living & Chippers Properties LLC will promptly repair the premises, with a corresponding reduction in program fees for the duration that the premises are uninhabitable. Danny D's Sober Living & Chippers Properties LLC may choose not to repair, in which case this agreement will terminate, and program fees will be prorated up to the date of damage.

**UTILITIES:** Danny D's Sober Living & Chippers Properties LLC shall be responsible for arranging and paying for all utility services required on the premises, including water, internet, electricity, and garbage service.

**FURNISHINGS:** The apartment/unit/single-family home is rented as a furnished residence containing household furniture, beds, kitchen utensils, television, microwave, linens, and other household items, all of which are made part of this agreement. The Resident agrees to return all items to Danny D's Sober Living & Chippers Properties LLC at the end of this agreement in the same condition as received, with reasonable wear and tear accepted. By signing this agreement, the Resident confirms that all listed items are in good and usable condition.

**MAINTENANCE AND REPAIR:** The Resident shall promptly make any and all repairs to the premises, plumbing, fixtures, wiring, etc., when the damage is caused by the Resident's direct or indirect fault or negligence.

**ANIMALS:** The Resident shall not keep domestic pets or other animals on or about the premises without the prior written consent of Danny D's Sober Living & Chippers Properties LLC.

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Resident Initials\_\_\_\_\_

INSPECTION OF PREMISES: Danny D's Sober Living & Chippers Properties LLC and their agents shall have the right to enter the premises at any time during the term of this agreement and any renewal thereof for the purpose of inspecting the property.

SURRENDER OF PREMISES: Upon expiration of this agreement, the Resident shall surrender the premises in the same condition as received, except for reasonable wear and tear.

DEFAULT: If the Resident fails to comply with any material provisions of this agreement or any applicable rules and regulations prescribed by Danny D's Sober Living & Chippers Properties LLC, a copy of which is attached hereto, Danny D's Sober Living & Chippers Properties LLC may terminate the agreement and the Resident must vacate the premises immediately. If the Resident fails to pay program fees when due, and the default continues for three (3) days after a payment demand from Danny D's Sober Living & Chippers Properties LLC, the agreement may be terminated, and the Resident shall immediately vacate the premises.

Additionally, the Resident agrees to maintain their individual sobriety and must vacate the premises immediately upon written notice of failure to comply with any of the following violations of Danny D's Sober Living & Chippers Properties LLC House Rules:

- Any use of alcohol, drugs, or mood-altering substances. Use or possession thereof will result in immediate termination of this agreement, except for medications prescribed by a physician (prior notification to Danny D's Sober Living & Chippers Properties LLC and approval is required).
- Physical confrontation, acting out/yelling, or verbal or physical threats.
- Violation of rules outlined in the Resident Orientation Handbook.

INDEMNIFICATION: The Resident agrees to indemnify and hold Danny D's Sober Living & Chippers Properties LLC, its members, agents, assigns, and all owners of the rented premises harmless from any and all claims of any kind arising from any act, omission, or negligence by the Resident, their licensees, agents, servants, guests, invitees, or independent contractors, or arising from any accident or injury occurring in or around the premises. This indemnity includes all costs and reasonable attorney fees incurred in connection with such claims. This provision shall survive the termination of this agreement. The Resident understands and agrees that Danny D's Sober Living & Chippers Properties LLC and its officers, principals, agents, and employees will not be personally liable for any breach or default under this agreement. In the event of a breach by Danny D's Sober Living & Chippers Properties LLC, the Resident's remedies shall be limited to the equity Danny D's Sober Living & Chippers Properties LLC holds in the premises.

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Resident Initials\_\_\_\_\_

**ABANDONMENT:** If the Resident abandons the premises during the term of this agreement, Danny D's Sober Living & Chippers Properties LLC may take possession of the premises as provided by law, without being liable to the Resident for any damages. Danny D's Sober Living & Chippers Properties LLC may relet the premises at their discretion, as agent for the Resident, and may receive program fees from such reletting. Danny D's Sober Living & Chippers Properties LLC retains the option to hold the Resident liable for any difference between the program fees due under this agreement and the net fees obtained from reletting the premises. Any personal items left behind after the Resident abandons the premises will be held for ten (10) days by Danny D's Sober Living & Chippers Properties LLC, after which they may be donated to a charity of Danny D's Sober Living & Chippers Properties LLC's choice.

**BINDING EFFECT:** The covenants and conditions contained herein shall bind the heirs, legal representatives, and assigns of the parties, and all provisions shall be construed as conditions of this agreement.

**IN WITNESS WHEREOF,** the respective parties have signed, sealed, and delivered this agreement on the date and year written below.

Resident:

**Resident Signature:**

**Date:**

### **Financial Obligation Policy and Procedure**

**Policy:** All incoming residents will be screened to ensure they can financially afford the program fees at Danny D's Sober Living & Chippers Properties LLC. Residents will be informed of all potential costs in writing prior to acceptance. A financial obligation agreement must be acknowledged in the resident orientation handbook. Program fees are subject to change; Danny D's Sober Living & Chippers Properties LLC will provide residents with thirty days' notice before any changes to the regular program fees. Residents have the right to request clear financial statements within a reasonable timeframe.

Danny D's Sober Living & Chippers Properties LLC will employ an accounting system that documents all resident financial transactions, including charges, payments, deposits, payment methods, fees, and any payments made by third parties. Residents have the right to a copy of their financial statements with Danny D's Sober Living & Chippers Properties LLC within a reasonable timeframe.

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Resident Initials\_\_\_\_\_

If a resident falls behind in program fees, their residency will be reviewed by the CRRA.

Procedure:

### Accounting System

Danny D's Sober Living & Chippers Properties LLC accepts multiple forms of payment, all of which result in a paper receipt for the resident. The receipt includes the resident's name, the staff member's name who collected the payment, the amount paid, balance owed, date of payment, method of payment, and third-party information if applicable.

This information is tracked on an Excel sheet, maintained weekly. Residents will be notified weekly of their balance on the program fee due date. In case of discrepancies, residents have the right to review their payments with the CRRA and discuss the matter.

If a resident falls behind in rent, they can expect the following:

The resident will meet with the CRRA to answer questions about their program fee obligation.

The CRRA and the resident will create a financial hardship agreement to address the outstanding balance.

If a payment plan cannot be established, the resident's emergency contact will be informed about a potential discharge from Danny D's Sober Living & Chippers Properties LLC housing if the program fee obligation is not met within the determined timeframe. A summary of this conversation will be documented in the resident's file with the resident's signature.

If a financial hardship agreement is established, the resident must sign off on it, confirming their understanding that failure to meet the plan's expectations may result in discharge from Danny D's Sober Living & Chippers Properties LLC. This financial hardship agreement will be kept in the resident's file.

If a mutually agreeable solution cannot be reached regarding the program fee obligation, residents will be notified of the timeframe they have to become financially compliant with Danny D's Sober Living & Chippers Properties LLC; otherwise, they will be dismissed from residence. All possible avenues for collecting program fee payment should be explored before dismissing the resident. Residents will be provided with community resources prior to discharge.

### **Administration / Deposit Fee**

Danny D's Sober Living & Chippers Properties LLC administrative fee is a one-time, non-refundable fee payable by the resident before acceptance into the residence. If financial hardship exists, this fee may be paid over time. The fee due at the start of

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Resident Initials\_\_\_\_\_



residency is subject to change at the discretion of Danny D's Sober Living & Chippers Properties LLC.

Regarding deposits (known by various names from different providers), if a deposit is refundable, details on how it is refunded will also need to be included.

Basic good practice requirements would be:

1. Reasonable length of stay recommendation being met.
2. Property left in good condition. Recommend walking through living space with resident prior to resident moving in and listing any damages or defects to the property.
3. Will deposit only be paid back in case of a successful discharge determined by facilities policies and procedures (will they be paid deposit back if they meet all other requirements but discharge due to relapse)
4. Who is the deposit paid back to? (If deposit was paid by someone other than the resident)
5. In what form the deposit will be paid back? (Cash, check, etc.)
6. How long after resident moves out, can the resident expect the funds)

### **Program Fee Schedule:**

Program Fees are due each Friday / 1<sup>st</sup> of the Month (Examples) and pays for the upcoming daily/weekly/monthly/etc. Advance payments can be made for program fee and/or other charges directly to the administration. Failure to pay can result in loss of privileges or expulsion from the residence. Late program fee payments will result in a Dollar Amount fee. Program fees are fixed and is subject to change at Danny D's Sober Living & Chippers Properties LLC discretion. The daily/weekly/monthly/etc. rate is as follows:

Due Date	Amount Due
Admin Fee / Deposit / Etc.	Dollar Amount
daily/weekly/monthly/etc. rate	Dollar Amount
daily/weekly/monthly/etc. rate	Dollar Amount
daily/weekly/monthly/etc. rate	Dollar Amount
daily/weekly/monthly/etc. rate	Dollar Amount

If a resident falls behind Dollar Amount in program fees then the resident's residency will be put up for review by the CRRA to determine if Danny D's Sober Living & Chippers Properties LLC can continue to provide housing for that resident.

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Resident Initials\_\_\_\_\_

**Resident Signature:**

**Date:**

### **Financial Hardship/ Scholarship Policy**

**Policy:** Danny D's Sober Living & Chippers Properties LLC will look at each potential scholarship client on a case-by-case basis. All scholarship clients will receive the same support from Danny D's Sober Living & Chippers Properties LLC that non-scholarship clients receive. If a resident is chosen and determined to be a right fit for the residence, then they will be responsible to find a job within the first two weeks. Upon the resident receiving their first paycheck the resident must pay the program fees plus start paying towards any back program fees owed. If a resident falls behind dollar amount in program fees, then the client's residency will be put up for review by the CRRA to determine if Danny D's Sober Living & Chippers Properties LLC can continue to provide housing for that resident. Danny D's Sober Living & Chippers Properties LLC will exhaust all options for obtaining owed program fees from a resident before dismissing that resident from our housing.

### **Community Resource Guide**

#### **Florida Association of Recovery Residences (FARR)**

(561) 299-0405

<https://www.farronline.org/>

#### **Little River Club AA & NA Meetings**

51 NE 82nd Terrace, Miami, FL 33138

(305) 759-6332

#### **West Dixie Club House**

1636 NE 148th St, Miami, FL 33181

(954) 866-5729

#### **Florida Department of Children and Families (Food Stamp Office)**

01 NW 2nd Ave, Miami, FL 33128

(305) 377-5055

#### **Miami Bus Station**

3797 NW 21st St, Miami, FL 33142

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Resident Initials\_\_\_\_\_

**No Cost Treatment Options:**

**Central Intake Unit**

3140 NW 76th Street

Miami, FL 33147

305-694-2766

**Better Way of Miami**

800 NW 28th St, Miami, FL 33127

(305) 634-3409

**Signature Stating that the Resident Understands the Above Policies and Procedures and Summary:**

\_\_\_ I am currently of sound mind and not under the influence of drugs and alcohol.

\_\_\_ I agree that I am a resident in a recovery residence. I agree that I am not protected by, nor will I invoke any protections of local landlord tenant laws. If it is found that local landlord tenant law applies, I hereby renounce any right that I may or may not have relating to same.

\_\_\_ I specifically agree that if I violate any of the rules and consequences of Danny D's Sober Living & Chippers Properties LLC, I can be expelled from the property and forfeit any rights to my recovery residence program fees including deposit or prepaid fees. I agree that final determination for any disciplinary action will be made by Danny D's Sober Living & Chippers Properties LLC and may not be appealed.

\_\_\_ I agree that if I am expelled from a property owned or leased by Danny D's Sober Living & Chippers Properties LLC, LLC, I may forfeit my prepaid fees.

\_\_\_ I agree that in the event of a relapse, discharge, medical emergency, or death, my emergency contact will be notified.

\_\_\_ I agree that if I default on any portion of this contract and Danny D's Sober Living & Chippers Properties LLC must go to any court to collect program fees and/or fees, I am liable in full for the payment of all costs incurred in collecting the program fees and/or fees including court costs and reasonable attorney's fees.

By signing your name below and initialing above, you certify that you have read the above information. Any questions concerning these policies have been discussed. My

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Resident Initials\_\_\_\_\_

signature also certifies my understanding of the agreement with the above policies. You may receive a copy of this document upon request.

☀️ \*\*Welcome to Our Supportive Community!\*\* ☀️

We're so glad you're considering being part of our house! If you find that sober activities and 12-step programs aren't quite what you're looking for, no worries at all—we're here to help you find another place that's a better fit for you.

Our house has some important guidelines to help everyone stay on the path to recovery. We truly want to create a positive environment for individuals who are eager to make a change and appreciate being in this supportive space. As a Farr accredited sober living residence, we encourage everyone to treat our home with the same respect as if it were a cozy hotel.

Here are some important points from Florida law regarding sober living residences:

11) According to Florida law, if a recovery residence is certified and has an approved discharge policy, we may need to discharge or transfer a resident under certain circumstances, such as:

- The resident's wellbeing is at risk.
- The resident's needs cannot be met in our home.
- The health and safety of other residents or staff may be compromised.

We believe in the importance of following our house rules, as they are designed to support and enhance your sobriety journey. By signing below, you acknowledge that following these guidelines is crucial, and understand that any disregard might lead to a transfer or discharge, should it be necessary.

Remember, our main goal is to provide a safe, welcoming, and healthy environment for everyone who is committed to leaving behind drinking and drug use. We're in this together, and we're here to support you every step of the way!

Looking forward to your journey with us!

**Resident Signature:**

**Date:**

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Resident Initials\_\_\_\_\_