

OFFICIAL CONSUMER PROTECTION NOTICE
FOR PROSPECTIVE OPERATORS

Thinking about opening a recovery residence in Arkansas? Read this first.

⚠ WARNING

You do **NOT** need to pay thousands of dollars to anyone. AARR has learned that some consultants charge Arkansans \$5,000, \$10,000, or more to “help” them through recovery residence certification. This is not necessary — AARR provides all certification guidance, templates, and technical assistance at **no cost**.

SECTION 1

What it actually costs.

REAL COST ITEM	ACTUAL COST	PAID TO
Arkansas nonprofit incorporation (file yourself)	\$45 online (\$50 by mail)	AR Secretary of State
IRS 501(c)(3) application (Form 1023-EZ, if eligible)	\$275	IRS
AARR application fee	\$150	AARR
AARR organizational credentialing fee	\$300	AARR
AARR per-residence certification fee	\$200 / house	AARR
Commercial general liability insurance (est.)	\$1,000–\$2,500/yr	Insurance provider
Typical total to get one certified house up and running	~\$2,000–\$3,500	Multiple orgs

Note: A recovery residence may be a nonprofit, a faith-based ministry, or a for-profit business; the nonprofit path shown here is the most common and lowest-cost, and it unlocks grant funding. Insurance varies by level, capacity, and location — these are estimates only. Property costs (rent, mortgage, furnishings) are separate and depend on your model. AARR fees are subject to the current approved fee schedule.

SECTION 2

The real steps.

01 Honestly assess yourself.

Recovery residence operation is demanding. AARR recommends at least two years of sustained personal recovery before leading a residence. Talk to operators, sit in on a site visit, and be honest about your bandwidth.

02 Form your Arkansas organization.

Most operators form a 501(c)(3) nonprofit because it unlocks grants — but a faith-based ministry or for-profit LLC can also be certified. File Articles of Incorporation with the Arkansas Secretary of State (~\$45 online), draft bylaws, and get a free EIN from the IRS. Free legal help: Legal Aid of Arkansas and the UA Little Rock Bowen Law clinics.

03 Apply for 501(c)(3) tax-exempt status.

File IRS Form 1023-EZ (\$275) if your projected revenue is under \$50,000/year and assets under \$250,000. Larger orgs file Form 1023 (\$600). You do this yourself — no consultant required.

04 Secure your property and insurance.

If you rent, get written permission from the owner to operate recovery housing. Obtain Commercial General Liability insurance (call at least three providers). Confirm local zoning before you sign a lease.

05 Start your AARR application.

Click “Get Certified” at narrarkansas.org — it’s a short, free online application with nothing to pay and no account to create. AARR contacts you when it’s your turn and holds a free 30–45 minute prescreen call to confirm readiness and name the gaps to close.

06 Complete AARR’s free online operator training.

AARR’s free, self-paced training walks you through NARR Standard 3.0 and what a strong application looks like.

07 Write your policies and submit them for review.

AARR provides free templates for every required policy (email info@narrarkansas.org). You adapt them; AARR reviews your drafts at no extra cost. Submit your application through the AARR portal on narrarkansas.org: **\$150 application fee + \$300 organizational credentialing fee.**

08 Complete your on-site assessment.

\$200 per residence. AARR conducts the site visit against NARR Standard 3.0. After a successful review and visit, you receive your certification.

SECTION 3

Free & low-cost Arkansas resources.

RESOURCE	WHAT THEY OFFER	WHERE TO FIND THEM
AARR	Free certification guidance, templates, technical assistance, and prescreen.	narrarkansas.org
Arkansas Secretary of State	Online nonprofit incorporation (\$45 online) and charity registration.	sos.arkansas.gov
IRS	Free EIN; 1023-EZ application for 501(c)(3).	irs.gov
Legal Aid of Arkansas	Free civil legal help for low-income Arkansans, including nonprofit formation.	1-800-9-LAW-AID · arlegalaid.org
UA Little Rock Bowen Law Pro Bono Clinics	Law-student clinics that may assist with nonprofit formation.	ualr.edu/law
Arkansas Community Foundation	Nonprofit startup resources and regional community foundations.	arcf.org
Arkansas Opioid Recovery Partnership (ARORP)	Statewide peer and recovery housing support funding.	arorp.org
NARR (National)	Free NARR Standard 3.0 and 20-module training.	narronline.org
SAMHSA	Free TIP 57 (Trauma-Informed Care) and other publications.	store.samhsa.gov

BEFORE YOU PAY ANYONE

Contact AARR.

Our guidance is free. Always. That's what being Arkansas's NARR state affiliate means. ·
info@narrarkansas.org

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