



MARCO

MICHIGAN ASSOCIATION OF RECOVERY COMMUNITY ORGANIZATIONS

APPLICATION QUESTIONS

FULL MARCO CERTIFICATION
APPLICATION

OVERVIEW

The application questions outlined below are included in the application for RCOs that are NOT accredited by the Alliance for Recovery Centered Organizations (ARCO) through Faces & Voices of Recovery.

APPLICATION QUESTIONS

Organizational Information

- Legal Name of Organization
- Physical Address
- Mailing Address (if different)
- Primary Contact Name & Title
- Phone Number
- Email Address
- Website & Social Media Links

Legal and Financial Status

- IRS Determination Letter showing 501(c)(3) status *(Document Upload)*
- Articles of Incorporation (State of Michigan) *(Document Upload)*
- Current Certificate of Insurance (General Liability) *(Document Upload)*
- Certificate of Occupancy (for physical locations) *(Document Upload)*
- Most Recent Audited or Board-Reviewed Financial Statement *(Document Upload)*
- Current Fiscal Year Operating Budget *(Document Upload)*
- Does your organization operate under a financial fiduciary?

Financial Fiduciary Information (If Applicable)

- Name of Fiduciary Organization
- Contact Person & Title
- Phone & Email
- Describe the nature of the relationship
- Signed MOU/MOA between fiduciary and RCO *(Document Upload)*
- Fiduciary's IRS Determination Letter and Certificate of Insurance *(Document Upload)*

Mission, Values, and Governance

- Mission and Vision Statements
- Organizational Chart (*Document Upload*)
- List of Board Members, with identification of at least 51% who are individuals in recovery or family members (*Document Upload*)
- Bylaws (must include board composition and selection process) (*Document Upload*)
- Conflict of Interest Policy (*Document Upload*)
- List of Advisory Committees, if any (optional)

Programs and Services

- Summary of Core Services Offered
- Schedule or Example of Recovery Activities or Programming (*Document Upload*)
- Describe how your organization supports and embraces multiple pathways to recovery
- Participant Rights Policy (*Document Upload*)
- Code of Ethics (*Document Upload*)
- Grievance Policy (*Document Upload*)
- Confidentiality Policy (*Document Upload*)

Staffing and Peer Support Practices

- List of Current Staff with Titles (*Document Upload*)
- Summary of trainings or certifications required for staff (*Document Upload*)
- Recruitment/Support Statement for peer staff that includes emphasis on lived experience and promoting the recovery of staff members (*Document Upload*)
- Peer Boundaries Policy (*Document Upload*)
- Supervision or Mentorship Plan for peer staff (including any “Return to Use” or related policies) (*Document Upload*)

Community Engagement and Cultural Responsiveness

- Describe how the RCO:
 - Engages local community members and families
 - Reflects diversity in leadership, staffing, and programming
 - Collects and uses feedback to improve services
- Any recent Community Survey/Assessment Reports, or any recent participant feedback reports (*Document Upload*)
- Language Accessibility Statement (if serving multilingual communities) (*Document Upload*)

Evaluation and Continuous Improvement

- Describe how the organization:
 - Tracks participation and recovery outcomes
 - Uses data to evaluate programming
 - Protects client confidentiality in data systems
- Sample evaluation forms or recent data reports (*Document Upload*)

Application Attestation

- By submitting this application, you are attesting that your organization:
 - Is a 501(c)(3) nonprofit and meets all IRS compliance requirements.
 - Has at least 51% of its board members that are individuals in recovery or their family members.
 - Offers peer-led recovery support services grounded in multiple recovery pathways.
 - Does not offer direct clinical services. Clinical services refer to any activities or interventions that involve the assessment, diagnosis, treatment, or management of a person's mental health, substance use disorder, or medical condition by a licensed or credentialed healthcare professional. Clinical services are typically delivered under the supervision of, or directly by, professionals such as physicians, psychiatrists, psychologists, social workers, nurses, or licensed counselors.
 - Is committed to ethical service delivery, participant choice, and continuous improvement.
 - Supports the mission and goals of the Michigan Association of Recovery Community Organizations (MARCO) to strengthen and expand peer-led recovery support across Michigan.
 - Provided statements in this application that are truthful and up-to-date to the best of your knowledge.

QUESTIONS? Email us at membership@MichiganARCO.org.