

GHOLSTON HOLDING LLC

Resident Handbook

Transitional Housing Program

Welcome to Gholston Holding LLC. We are committed to providing a safe, structured, respectful, and supportive transitional housing environment for individuals working toward successful reentry and greater independence. Our program supports residents transitioning from incarceration, homelessness, treatment, or other challenging circumstances into stable community living.

Resident Name: _____

Program Location: _____

Move-In Date: _____

Purpose of This Handbook

This Resident Handbook explains the policies, expectations, procedures, and responsibilities of residents participating in the Gholston Holding LLC Transitional Housing Program. It is intended to help residents understand the program, maintain a safe and respectful living environment, and work toward individual reentry and independent-living goals.

Program Goals

The program is designed to provide safe and stable transitional housing; support successful reentry after incarceration; connect residents with treatment and recovery resources; develop life and independent-living skills; support employment and financial stability; encourage responsible decision-making; reduce homelessness and recidivism; and build connections with community partners and supportive services.

Eligibility and Participation

The program may serve individuals reentering society after incarceration, individuals on parole or probation, people experiencing homelessness, and people participating in treatment or recovery. Residents may be referred by parole or probation officers, prison case managers, treatment providers, community organizations, or other approved referral partners. Required documentation, including proof of parole or probation when applicable, is reviewed during intake.

Length of Stay

The typical program stay is approximately six months to one year. Actual length of stay may vary based on individual needs, progress, supervision requirements, program requirements, availability, and the resident's transition plan.

Program Fees

Program fees are not described as rent. A private room is generally \$1,350-\$1,500 per month. For rooms occupied by two or more residents, the program fee is generally \$900-\$1,100 per bed or bunk per month. The exact fee, due date, payment method, and any location-specific requirements will be provided during intake and documented in the resident's program paperwork.

Resident Responsibilities

Residents are expected to treat other residents, staff, neighbors, visitors, and community members with respect; maintain a positive and cooperative attitude; follow program and supervision rules; participate in required appointments and services; keep assigned living areas reasonably clean; protect program property; communicate concerns appropriately; and work toward the goals identified in their resident success plan.

House Rules and Conduct

Violence, threats, intimidation, harassment, theft, deliberate property damage, and other conduct that creates an unsafe living environment are prohibited. Residents must respect the privacy, personal property,

sleeping areas, and reasonable peace of other residents. Site-specific rules and procedures are provided during intake and must be followed.

Curfew and Check-In / Check-Out

Curfew requirements are set by the resident's parole, probation, treatment program, or other supervising authority when applicable. Residents must follow all applicable curfew requirements. Check-in and check-out procedures are location-specific and will be provided during intake.

Substance Use and Recovery Expectations

Residents must comply with all parole, probation, treatment, recovery, and program requirements concerning alcohol, controlled substances, testing, medications, and treatment participation. Substance-related emergencies must be treated as safety matters and reported promptly to staff or emergency services as appropriate.

Smoking

Smoking is not permitted inside any Gholston Holding LLC location or property. Smoking inside a program property is grounds for immediate termination from the program. Residents must follow any designated outdoor smoking rules established for the specific location.

Visitors

Visitor rules may vary by location and by the resident's parole, probation, treatment, or supervision requirements. Residents must follow the visitor procedures provided during intake and may not allow unauthorized individuals to stay at the property.

Phones and Internet

Phone and internet use must comply with requirements established by parole, probation, treatment, or other supervising authorities. Residents are responsible for using electronic devices in a way that does not interfere with the safety, privacy, or reasonable peace of others.

Personal Property

Residents are responsible for their personal belongings. Rules regarding permitted property, storage, prohibited items, abandoned property, and property remaining after move-out are location-specific and will be provided during intake. Residents should not bring prohibited or unsafe items into the program.

Quiet Hours and Community Living

Residents must be considerate of others and keep noise at reasonable levels, particularly during sleeping hours. Any location-specific quiet hours will be provided during intake. Shared spaces must be used respectfully and left in reasonable condition for the next resident.

Property Care and Cleanliness

Residents must help maintain a sanitary and safe environment. Assigned rooms and shared areas should be kept reasonably clean. Damage, maintenance problems, pests, leaks, electrical problems, broken locks, or other unsafe conditions should be reported promptly.

Employment, Life Skills, and Resident Success Plan

Residents are encouraged to work toward employment, education, treatment, recovery, identification documents, transportation, financial stability, and other goals appropriate to their circumstances. The Resident Success Plan is used to identify individual goals, action steps, support needs, and progress toward stable independent living.

Communication and Problem Resolution

Residents should raise concerns respectfully and as early as possible. When safe and appropriate, minor household concerns should be addressed calmly. Serious conflicts, threats, safety issues, or rule violations should be reported to staff. Retaliation against a resident for making a good-faith complaint is not acceptable.

Safety and Emergency Procedures

For an immediate threat to life or safety, call 911. Residents should notify program staff as soon as it is safe to do so. Residents must follow posted evacuation routes and location-specific emergency instructions. Unsafe conditions should be reported promptly.

Emergency Situations

Fire: Leave the building promptly, use safe exits, do not re-enter until authorized, and call 911.

Medical emergency: Call 911 for serious or life-threatening conditions and notify staff when safe.

Severe weather: Follow local alerts and site instructions and move to the designated safe area when directed.

Security threat or violence: Move to safety, call 911 when appropriate, and notify staff.

Substance-related emergency: Treat suspected overdose or other serious reaction as a medical emergency and call 911.

Evacuation: Follow staff instructions, posted routes, and designated meeting locations.

Grievance and Complaint Procedure

Residents may raise concerns or complaints regarding program services, safety, treatment, household conditions, or program procedures. The detailed grievance procedure is location-specific and is provided during intake. Complaints should include the nature of the concern, relevant dates or persons involved when known, and the resolution requested. Program staff will review complaints and respond according to the applicable procedure. Residents should not be retaliated against for making a good-faith complaint.

Move-Out and Transition Planning

Transition planning should begin before the resident leaves the program. The resident and program should identify housing options, employment or income needs, treatment and recovery supports, supervision requirements, transportation, identification documents, community resources, and other needs that support continued stability. Residents must follow location-specific check-out procedures and return program property before departure.

Resident Acknowledgment

I acknowledge that I have received or been given access to the Gholston Holding LLC Resident Handbook. I understand that I am responsible for following program rules, location-specific procedures, and any requirements imposed by parole, probation, treatment, or another supervising authority. I understand that questions about a policy should be directed to program staff.

Resident Name	
Resident Signature	
Date	
Staff Name	
Staff Signature	
Date	

Location-specific procedures, supervision requirements, and signed program agreements may supplement this handbook.