**Chittenden County Coordinated Entry Partnership Agreement**

**between the Chittenden County Homeless Alliance and Summit Properties**

**WHEREAS,** Summit Properties wishes to provide housing in its rental portfolio for households experiencing homelessness; and

**WHEREAS,** the Chittenden County Homeless Alliance (CCHA) has developed a coordinated entry system to identify and prioritize households experiencing homelessness for rehousing opportunities;

**NOW, THEREFORE,** Summit Properties and CCHA agree as follows:

1. This Agreement applies to units (the Project Units) within Summit Properties’ rental portfolio that Summit Properties has designated as coordinated entry units in this agreement.

1. “Homeless” mean households meeting the Governor’s Executive order definition of homelessness.

1. When Summit Properties becomes aware of an upcoming vacancy at a Project Unit, Summit Properties’ [POSITION IDENTIFIED AS CE CONTACT] will notify the CCHA Coordinated Entry System Administrator as soon as possible.

1. Homeless households will be identified for referral for vacancies through the CCHA coordinated entry process. Households from the community master list who are income eligible or who meet eligibility requirements for HUD rental assistance and whose household is an appropriate fit for the Project Unit size will be prioritized for referral with a completed Summit Properties application and accompanied by a Coordinated Entry Referral letter from the CCHA Coordinated Entry System Administrator.

1. Initial applications for a vacant coordinated entry designated unit(s) will be submitted within two weeks of notice of the vacancy to Summit Properties applications office who will input and screen it and forward it to Summit Properties’ [POSITION IDENTIFIED AS CE CONTACT].
	1. Applicants must meet the requirements in the Summit Properties’ Tenant Screening Standards (which would include consideration of any applicable Service Plan with a local Service Provider that addresses any barriers to maintaining housing).
	2. Participation in tenant skills programs or financial education should be noted on the application.

1. If no applicant has come forward with an application that can be approved within 10 business days, Summit Properties will fill the unit through their regular processes. Summit Properties will then designate an alternate, comparable unit to be substituted as a coordinated entry unit.
2. Summit Properties reserves the right to reject applicants based on its application criteria where failure to meet those criteria has not been sufficiently addressed through a service plan. Summit Properties will notify the applicant and, where the applicant has consented, the applicant’s housing navigator, of the reasons for denial. Applicant has the right to appeal.
3. This Agreement is effective as of [DATE]. Summit Properties may modify or terminate this Agreement with thirty (30) days notice to the CCHA Coordinated Entry System Administrator.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Signature and Date   | Signature and Date  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   | Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |  |
| Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  |  |