**Chittenden County Coordinated Entry Partnership Agreement**

**between the Chittenden County Homeless Alliance and [LANDLORD]**

**WHEREAS,** [LANDLORD] 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,** [LANDLORD] and CCHA agree as follows:

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

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

1. When [LANDLORD] becomes aware of an upcoming vacancy at a Project Unit, [LANDLORD]’s [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 at the top of the community master list who have subsidy or income and whose household is an appropriate fit for the Project Unit size will be prioritized for referral with a completed [LANDLORD]’s 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 [LANDLORD] applications office who will input and screen it and forward it to [LANDLORD]’s [POSITION IDENTIFIED AS CE CONTACT].
   1. Applicants must: (1) meet the requirements in the [LANDLORD]’s Tenant Screening Standards or (2) have a Service Plan with a local Service Provider that addresses any barriers to 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 a month timeframe, [LANDLORD] will request a waiver from [FUNDER/CCHA] to fill the unit through their regular processes. Immediately thereafter, [LANDLORD] will then designate an alternate, comparable unit to be substituted as a coordinated entry unit.
2. [LANDLORD] 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. [LANDLORD] 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]. [LANDLORD] may modify or terminate this Agreement with thirty (30) days notice to the CCHA Coordinated Entry System Administrator.

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