



**Chittenden County Coordinated Entry Partnership Agreement
between the Chittenden County Homeless Alliance and Main Street Family Housing, LP**

WHEREAS, Main Street Family Housing, LP (MSFHLP) is constructing 16 permanent rental units at 278 Main Street in Burlington 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; and

WHEREAS, the Vermont Housing Finance Agency encourages developers to work with CCHA's coordinated entry system to place homeless households in dedicated rental apartments.

NOW, THEREFORE, MSFHLP and CCHA agree as follows:

1. This Agreement applies to eight out of MSFHLP's sixteen units located at 278 Main Street, which MSFHLP has designated as coordinated entry units in this agreement. These eight coordinated entry units comprise two studios, three one-bedroom units, and three two-bedroom units.
2. "Homeless" mean households meeting the Governor's Executive order definition of homelessness.
3. When MSFHLP's property management team becomes aware of an upcoming vacancy at a Project Unit, MSFHLP's property manager will notify the CCHA Coordinated Entry System Administrator as soon as possible.
4. 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 are income eligible for tax credit units and whose household is an appropriate fit for the Project Unit size will be prioritized for referral with a completed MSFHLP application and accompanied by a Coordinated Entry Referral letter from the CCHA Coordinated Entry System Administrator.
5. This property is the beneficiary of a project-based voucher contract with Burlington Housing Authority ("BHA") for all 16 units. Households will also need to meet rental assistance eligibility requirements as set forth by BHA and the US Department of Housing and Urban Development ("HUD").
6. Initial applications for a vacant coordinated entry designated unit(s) will be submitted within two weeks of notice of the vacancy to MSFHLP applications office who will input and screen it and forward it to MSFHLP's property manager.
 - a. Applicants must: (1) meet the requirements in the MSFHLP Tenant Screening Standards or (2) have a Service Plan with a local Service Provider that addresses any barriers to housing.



- b. Participation in tenant skills programs or financial education, as well as ongoing commitments from service providers/case managers, should be noted on the application.

- 7. If no applicant has come forward with an application that can be approved within 10 business days, MSFHLP will fill the unit through their regular processes. MSFHLP will then designate the next available, comparable non-Coordinated Entry unit to be substituted as a coordinated entry unit.

- 8. MSFHLP 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. MSFHLP 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.

- 9. This Agreement is effective as of [DATE]. Main Street Family Housing, LP 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: _____