**Chittenden County Coordinated Entry Partnership Agreement**

**between the Chittenden County Homeless Alliance and Nedde Real Estate**

**WHEREAS,** Nedde Real Estate (Nedde) 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,** Nedde and CCHA agree as follows:

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

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

1. When Nedde becomes aware of an upcoming vacancy at a Project Unit, Nedde’s Director of Operations will notify the CCHA Coordinated Entry System Director 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 Nedde’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 14 days of notice of the vacancy to Nedde applications office who will input and screen it and forward it to Nedde’s Director of Operations.
	1. Applicants must: (1) meet the requirements in the Nedde’s Tenant Screening Standards or (2) have a Service Plan with a local Service Provider that addresses any barriers to Nedde’s Tenants Screening Standards.
	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 10 business day timeframe Nedde shall request a waiver from the Vermont Housing & Conservation Board and CCHA to fill the unit through an alternate process that designates an applicant within the qualifying population.
2. Nedde 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. Nedde will notify the applicant and, where the applicant has consented, the applicant’s housing navigator, of the reasons for denial. Both parties agree to explore the development of an appeal process and the and expand awareness of Fair Housing.
3. This Agreement is effective as of. Either party may modify this agreement with mutual agreement and either party may terminate with thirty (30) days noticeto the CCHA Coordinated Entry System Director.

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