

**Chittenden County Coordinated Entry Partnership Agreement  
between the Chittenden County Homeless Alliance and Cathedral Square**

**WHEREAS, Cathedral Square** 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, Cathedral Square** and CCHA agree as follows:

1. This Agreement applies to units (the Project Units) within Cathedral Square's rental portfolio that Cathedral Square has designated as coordinated entry units in this agreement. Cathedral Square will rent fair market rate units to CCHA clients as available and as applicants meet criteria for units. Units may be subsidized by project-based, sponsor-based, or tenant-based subsidies as applicable.
2. "Homeless" mean households meeting the Governor's Executive order definition of homelessness.
3. When Cathedral Square becomes aware of an upcoming vacancy at a Project Unit, Cathedral Square's Intake Coordinator will notify the CCHA Coordinated Entry System Director 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 have subsidy or income and whose household is an appropriate fit for the Project Unit size will be prioritized for referral with a completed Cathedral Square's housing application and accompanied by a Coordinated Entry Referral letter from the CCHA Coordinated Entry System Director.
5. Initial applications and accompanying support plans for a vacant coordinated entry designated unit(s) will be submitted within two weeks of notice of the vacancy to Cathedral Square applications-main office ~~who where it will be~~ inputted and screened ~~it~~ and forwarded ~~it~~ to Cathedral Square's Intake Coordinator.
  - a. Applicants must: (1) meet the requirements in of Cathedral Square's Tenant Screening Standards or (2) have a Service Plan with a local Service Provider that addresses any barriers to housing.
  - a-b. CCHA Coordinated Entry Partner Agencies will complete the Cathedral Square Homeless Preference Questionnaire as part of the application process.
  - b-c. Participation in tenant skills programs or financial education should be noted on the application.

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6. If no applicant has come forward with an application that can be approved within a month timeframe, Cathedral Square will ~~request a waiver from [FUNDER/CCHA]~~ to fill the unit through their regular processes. Immediately thereafter, Cathedral Square will then designate an alternate, comparable unit to be substituted as a coordinated entry unit.

7. Cathedral Square 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 or in answers to the Homeless Preference Questionnaire. Cathedral Square 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. ~~Cathedral Square may overturn a denial if a sufficient support plan is identified by the applicant.~~

7. —

8. This Agreement is effective as of [DATE] and will automatically renew each year. ~~[LANDLORD]~~ Either party may modify or terminate this Agreement with thirty (30) days notice to the CCHA Coordinated Entry System ~~Administrator~~ Director or Cathedral Square Director of Operations.

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