SMAC-wide Coordinated Entry

Project Vacancy Report Form

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| **Vacancy Report**  **Submission Instructions:** | Email the completed form to SMAC.CES@mesh-mn.org.  The subject of your email should be titled *Your Agency – Your Project*. |

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| **Vacancy Report Completion Instructions:** | Housing Providers should fill out all fields below to complete the Project Vacancy Report Form. This form may be used to report multiple vacancies ONLY if they are for the same project and their eligibility criteria are the same. If there is any variation in the unit type or eligibility criteria, please complete a separate Project Vacancy Form for each opening. |

**Project Information**:

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| **Agency Name**: **Project Name**: **HMIS EDA:** |
| **Reporting Staff**: **Email**: **Phone**: |
| **Date Reporting**: **Date Vacancy Available**: |

**Vacancy Details**:

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| **Number of Vacancies (Units):** **Max. Occupancy (Per Unit, if applicable):** |
| **Please Check:  Scattered Site – Housing Search  Scattered Site – Unit already identified**  **Site-Based  Shared Housing If Shared, Gender:** |
| **Category of Vacancy** *(ex: RRH, PSH)***:**  **Homelessness Definition(s) Accepted**: |
| **County Locale of Vacancy:** |
| **Eligibility Requirements (tied to funding):** |
| **Anything else we should know?** |