



Title: 3.7. Lead Agency Designations

Prepared By: CAFTH

Reviewed By:

Approved By:

Date Approved:

Purpose:

The following policy outlines the process for the Continuum of Care (CoC) Lead Agency and HMIS Lead Agency designation within the Memphis/Shelby County Homeless Consortium (MSCHC).

Scope:

This policy applies to everyone who operates under the umbrella of the CoC, including the CoC and HMIS Lead Agencies, the MSCHC Governing Council, and agencies that receive CoC and/or ESG funding for program operation.

Policy:

Per HUD in 24 CFR 578.7 and 578.9, Continuum of Care must designate a Homeless Management Information System (HMIS) Lead and a Collaborative Applicant to apply for CoC Planning Grant funds and to manage the application process for the annual CoC Competition NOFA¹. In Memphis/Shelby County, the collaborative applicant is referred to as the CoC Lead Agency, and leads the CoC Competition NOFA application, planning efforts for the CoC, and the monitoring/evaluation process for CoC funded programs. Both the CoC Lead Agency and the HMIS Lead Agency are elected or re-elected annually by the Governing Council. Elections for both the CoC Lead Agency and the HMIS Lead Agency are tentatively scheduled to take place in May and are facilitated by the Governing Council chair. The term start date for both Lead Agencies will be July 1st and run until June 30th of the following year. There is no term limit for how many times an agency can serve as the Collaborative Applicant/CoC Lead Agency or the HMIS Lead Agency. The responsibilities of the CoC Lead Agency and HMIS Lead Agency are outlined in Section 3.7.2 and Section 3.7.3 of this Governance Charter.

¹ Department of Housing & Urban Development. (2012). CoC program interim rule. Retrieved from: https://files.hudexchange.info/resources/documents/CoCProgramInterimRule_FormattedVersion.pdf