

MEMORANDUM OF UNDERSTANDING

CoC OK-504 / Cleveland County School District Partnership · Partner & Administrative Resources · Document 1 of 3

PARTIES TO THIS AGREEMENT

This Memorandum of Understanding is entered into between:

[School District Name] [Address] [City, State, ZIP] McKinney-Vento Liaison: _____ Phone: _____ Email: _____	Norman/Cleveland County CoC (OK-504) Homeward Bound NORMAN PO Box 356, Norman OK 73070 CoC Lead: Thunderbird Clubhouse Phone: (405) 321-7331 Email: OK504CoC@gmail.com
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Effective Date: _____ Expiration Date: _____

Section 1 — Purpose

The purpose of this MOU is to establish a formal collaborative relationship between the School District and CoC OK-504 to support homeless youth identification, enrollment assistance, Point-in-Time Count accuracy, and service referrals — in alignment with the McKinney-Vento Homeless Assistance Act, the HEARTH Act, and HUD CoC Program requirements. This partnership is designed to improve outcomes for homeless students and families in Cleveland County while strengthening HUD NOFO application performance measures.

Section 2 — Data Sharing (FERPA-Compliant)

School District shall provide CoC with aggregated, de-identified data on a monthly basis via secure portal or HMIS administrator. Shared data shall include counts only — e.g., "# students in vehicles," "# doubled-up," "# in shelters" — with no personally identifiable information (PII) disclosed without a signed FERPA-compliant Release of Information (ROI) waiver on file.

- CoC agrees to FERPA training for all staff accessing shared data
- Data used solely for housing navigation, PIT Count planning, and HUD reporting

- CoC agrees to annual FERPA compliance audit upon request
- Individual student data requires signed ROI waiver (see Document 2 of 3)

Section 3 — PIT Count Collaboration

School District McKinney-Vento liaison shall join the OK-504 PIT Count Committee and participate in fall planning sessions. Liaison shall provide aggregated youth counts and hotspot intelligence for unsheltered mapping. CoC shall train school staff on survey tools and joint volunteer recruitment.

- Goal: 20% improvement in PIT unsheltered youth accuracy by January 2027
- School staff may volunteer for community canvassing with CoC coordination
- No individual student surveys conducted by CoC on school property without district approval

Section 4 — Joint Training

Both parties commit to a minimum of two annual cross-training workshops:

- **Workshop 1 (CoC-led):** Coordinated entry, HMIS basics, housing navigation, and CoC OK-504 system overview — school staff audience
- **Workshop 2 (School-led):** McKinney-Vento rights, enrollment procedures, dispute resolution, and URQ tools — CoC staff audience
- CoC covers training materials; School District provides venue
- 100% attendance certification required for HMIS portal access

Section 5 — Transportation Coordination

School District shall notify CoC within 24 hours of any McKinney-Vento transportation request exceeding district capacity (e.g., school-of-origin routes exceeding 10 miles). CoC commits to identifying funding sources — including HUD ESG, Title X flex funds, and philanthropic resources — and coordinating volunteer driver networks or gas cards within 72 hours of notification.

- Parties shall develop a joint transportation plan by Q2 annually
- Plan to include shared hotspot-to-school mapping and monthly request review
- FERPA-compliant handoff via liaison-to-case manager protocol
- Goal: 90% of transportation requests resolved within 5 school days
- School District maintains liability insurance; CoC provides 211 dispatch support

Section 6 — Accountability Metrics (SMART Goals)

Metric	Goal	Review Period
Youth ID Rate	25% increase year 1 (baseline: current PIT data)	Annual — post PIT
Referral Follow-Up	80% follow-up rate	Quarterly
PIT Youth Accuracy	20% improvement	Annual — post PIT
Transport Resolution	90% within 5 school days	Monthly
Training Completion	100% certified attendance	Annual

Quarterly reviews Q1–Q4; annual performance report submitted to OSDE.

Section 7 — Review and Termination

- Quarterly meetings (virtual or in-person) to review metrics and address issues
- Amendments require 30 days written notice and mutual agreement
- Either party may terminate with 60 days written notice
- Upon termination: all shared data destroyed within 30 days; written confirmation required
- Annual renewal by December 31 for continuity with January PIT Count cycle

Section 8 — Signatures

School District	CoC OK-504 / Homeward Bound NORMAN
Superintendent: _____ Printed Name: _____ Date: _____ District: _____	CoC Lead: _____ Printed Name: _____ Date: _____ Title: _____
OSDE Copy Sent: <input type="checkbox"/> Yes Date: _____	File with CoC Admin: <input type="checkbox"/> Yes Date: _____