

MOU IMPLEMENTATION CHECKLIST

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

This checklist guides a CoC coordinator through every step of establishing a formal MOU with a Cleveland County school district — from first contact through annual renewal. No prior school partnership experience required. Work through each step in sequence. ★ = Pro tip from national models like Waco ISD and Henrico County.

District Tracking

District	Liaison	Phone	MOU Status	Signed Date
Norman Public	Rex Williamson	405-366-5000	_____	_____
Moore Public	Student Services	405-735-4200	_____	_____
Noble Public	District Office	405-872-3452	_____	_____
Lexington	Supt. Office	405-527-5591	_____	_____
Little Axe	Student Services	405-364-1339	_____	_____
Robin Hill	Admin Office	405-447-1944	_____	_____

STEP 1 — Initial Outreach

Weeks 1–2

- Email all 6 district liaisons — intro letter citing HUD scoring benefits (15–25 points possible)
- Reference Waco ISD model: 35% youth ID increase, 12-point HUD score gain
- Schedule 30-minute virtual intro calls with each liaison
- Prepare 1-page summary of CoC OK-504 partnership value proposition
- ★ *Lead with HUD funding impact — it opens doors faster than mission language alone*

STEP 2 — Relationship Building

Weeks 3–4

- Host joint Zoom info session for all 6 district liaisons simultaneously
- Demo aggregated data value for PIT Count — emphasize no PII required
- Share Henrico County and Kansas City case studies as handouts
- Gauge interest via follow-up poll — identify pilot district for first MOU

★ *Norman Public Schools (Rex Williamson) is your strongest first partner — start there*

STEP 3 — MOU Drafting

Weeks 5–6

- Open PAR Document 1 of 3 (MOU Template)
- Insert district-specific SMART goals (e.g., 25% youth ID increase by PIT 2027)
- Add transportation clause hotspot mapping specific to that district's geography
- Circulate draft to district liaison for feedback
- Submit to CoC attorney for FERPA clause review before finalizing

STEP 4 — District Review & Approval

Weeks 7–8

- Present finalized MOU to district superintendent
 - Request placement on school board agenda if required by district policy
 - Attach HUD NOFO scoring excerpt showing 10–20 point benefit
 - Collect original signed copies — file with CoC admin
 - Send copy to OSDE: sde-mckinneyvento@oklahoma.gov
- ★ *Some districts require board approval — ask early so it doesn't delay your timeline*

STEP 5 — OSDE Submission

Week 9

- Email signed MOUs to sde-mckinneyvento@oklahoma.gov
- Include cover letter citing HEARTH Act alignment and CoC OK-504 designation
- Request state alignment review and written confirmation
- Allow 2-week turnaround — follow up if no response by day 10
- Revise if OSDE requests amendments before activation

STEP 6 — Pre-Activation Training

Weeks 10–11

- Schedule 2-hour cross-training with district liaison and school staff
- CoC delivers: coordinated entry, HMIS basics, housing navigation overview
- School delivers: McKinney-Vento rights, enrollment procedures, URQ tools
- Use NCHE free modules at nche.ed.gov to supplement
- Document 100% certified attendance — required for HMIS portal access
- Conduct ROI waiver training (PAR Document 2 of 3) for all school staff

STEP 7 — HMIS Setup

Week 12

- CoC HMIS admin creates school-specific aggregated data fields
- Fields: # in vehicles, # doubled-up, # in shelters, # in motels
- Test monthly upload portal with pilot de-identified Excel data from liaison
- Document FERPA audit trail — log all data access by agency and date
- Confirm secure portal access credentials delivered to liaison only
- ★ *Contact Dan Straughan: danstraughan@homelessalliance.org for HMIS setup*

STEP 8 — PIT Integration & Quarterly Reviews

Ongoing

- Add all signed district liaisons to OK-504 PIT Committee roster
- Schedule fall planning session (September) with all liaisons
- Q1 Review (post-January PIT): Compare youth metrics against SMART goals
- Q2 Review: Transportation plan development due
- Q3 Review: Mid-year referral follow-up rate check (goal: 80%)
- Q4 Review: Annual performance report preparation
- ★ *Contact Heidi Smith at OK504CoC@gmail.com to add liaisons to PIT roster*

STEP 9 — Annual Renewal

November

- Pull year-end performance metrics 60 days before MOU expiration
- Prepare annual performance report: metrics achieved, HUD app impact documented
- Send renewal notice and proposed amendments to district superintendent
- Obtain re-signatures by December 31 for January PIT cycle continuity
- File renewed MOU with CoC admin and send updated copy to OSDE
- Reset SMART goal baselines for the coming year
- ★ *A completed annual report is your strongest asset for the next HUD NOFO application*