

# Memorandum of Understanding

July 1, 2024

Between: City of Norman and Thunderbird Clubhouse Board, Inc.

Regarding the Role of the Collaborative Applicant for the Norman/Cleveland County Continuum of Care (OK504).

## **1. Purpose**

This Memorandum of Understanding (MOU) serves as a formal agreement between the City of Norman and Thunderbird Clubhouse, Inc. to collaboratively work towards the successful implementation of the Continuum of Care program in compliance with HUD requirements. This MOU establishes a partnership between the City of Norman (hereafter referred to as "the City") and Thunderbird Clubhouse Board, Inc. (hereafter referred to as "TBCH") for the purpose of designating TBCH as the Collaborative Applicant for the Continuum of Care (CoC). This MOU outlines the roles, responsibilities, and expectations of both parties in compliance with the requirements set forth by the Department of Housing and Urban Development (HUD). The City will provide funding of \$50,000 to Thunderbird for these services referenced by Contract K-2425-15.

## **2. Duration**

This MOU will be effective from July 1, 2024 to June 31, 2025, unless terminated earlier by either party as outlined in Section 8.

## **3. Roles and Responsibilities:**

### **a. Responsibilities of Thunderbird Clubhouse Board, Inc.**

#### **i. Collaborative Applicant Duties:**

1. Serve as the official entity responsible for the submission of the CoC Program application to HUD.
2. Coordinate the CoC planning process, ensuring compliance with HUD regulations and requirements.
3. Collect, compile, and submit all necessary data and documentation required for the CoC application.
4. Ensure all stakeholders, including service providers and community members, are engaged in the CoC planning process.
5. Facilitate regular CoC meetings and ensure the documentation of meeting minutes and decisions.

#### **ii. Data Management and Reporting:**

1. Oversee the Homeless Management Information System (HMIS) to ensure accurate data collection and reporting.
2. Submit all required reports to HUD and other relevant agencies in a timely manner.

iii. Grant Administration:

1. Manage the application process and monitoring of CoC program funds and Emergency Solutions Grant (ESG) Funding.
2. Ensure all recipients are compliant with HUD regulations and requirements.
3. Provide technical assistance and support to recipients as needed.

iv. Monitoring and Evaluation:

1. Develop and implement a monitoring plan to evaluate the performance of CoC and ESG funded projects.
2. Report on performance outcomes to the CoC membership and HUD.

b. Responsibilities of the City of Norman

i. Funding:

1. Provide TBCH with \$50,000 (K-2425-15) in funding to support its role as the Collaborative Applicant.
2. Any funding available from the US Department of Housing and Urban Development for the administration of the Continuum of Care Program is hereby assigned to Thunderbird Clubhouse Board, Inc. for any allowable defined use within the funding. (Planning Grant). TBCH is responsible for any required match for this funding.

ii. Support and Collaboration:

1. Assist TBCH in coordinating with local government agencies, service providers, and other stakeholders.
2. Participate in CoC meetings and provide input and support as needed.

**4. Compliance and Oversight:**

- a. Ensure that TBCH complies with all HUD requirements and regulations as the Collaborative Applicant.
- b. Monitor the performance of TBCH and provide feedback and support as needed.

**5. Communication**

- a. Both parties agree to maintain open and regular communication to ensure the successful implementation of this MOU. This includes regular meetings, email updates, and timely responses to inquiries.

**6. Confidentiality**

- a. Both parties agree to maintain the confidentiality of any sensitive information obtained during the course of this partnership and to comply with all relevant privacy laws and regulations.

**7. Modification of Agreement**

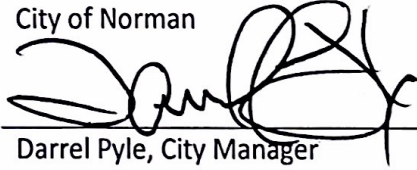
- a. This MOU may be modified or amended only by written agreement signed by both parties.

**8. Termination**

- a. Either party may terminate this MOU with 30 days' written notice. Upon termination, all funds provided by the City to TBCH that have not been expended shall be returned to the City.

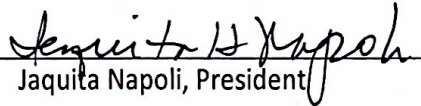
By signing below, the parties agree to the terms outlined in this MOU.

City of Norman



Darrel Pyle, City Manager

Thunderbird Clubhouse Board, Inc.



Jaquita Napoli, President