

ADDENDUM 1

training to occur. As stated in the Request for Proposals, the training protocols must include procedures to ensure that all assessors have access to all needed written or otherwise published training and assessment materials. The training protocols must include the requirements for prioritization and the criteria for uniform decision-making and referrals. The training protocols should include a regular frequency for appropriate cultural and linguistic training for participating CES agencies.

Item 3.7 of the scope of work requires development of a recommended annual operating budget for the CES that considers costs which include training of Coordinated Entry System staff and partners.

It should be noted that on August 9, 2017, HUD published additional information on sample resources which may address this issue to some degree. The resources are found at https://www.hudexchange.info/programs/coc/toolkit/responsibilities-and-duties/coordinated-entry-samples-toolkit/?utm_source=HUD+Exchange+Mailing+List&utm_campaign=a679af0adc-CE+Community+Samples+Toolkit+8%2F8%2F17&utm_medium=email&utm_term=0_f32b935a5f-a679af0adc-18510233#access

2. Data management will be a critical component of this work. Are there Information technology (IT) resources available to assist if some of the processes identified involve a database or applications that need IT support?

There are no IT resources identified to manage the project work of the Consultant or the Planning Group that will be involved in the project. Data for Coordinated Entry System participants is managed through the Homeless Management Information System (HMIS). Item 3.7 of the scope of work requires development of a recommended annual operating budget for the CES that considers costs which include data management. At this time the major costs of the HMIS are covered through HUD and State grants awarded to the City of Winston-Salem and include the costs of:

- Mediware ServicePoint software, which is the database used for the CES
- An HMIS Local System Administrator employed by the City of Winston-Salem
- A data intake coordinator employed by United Way of Forsyth County who collects all CES intake data; and
- Technical assistance from the statewide HMIS Lead Agency, the Michigan Coalition Against Homelessness.

If additional data management needs are identified which are beyond HMIS and beyond the scope of work of this project, a separate project may be undertaken by the City to identify appropriate resources and tools to meet those needs. It is known that the By Name List, which is a prioritized list of homeless persons, must be managed for effective Coordinated Entry, and Continuums of Care across the nation have been searching for appropriate tools to manage the By Name List. It should be noted that on August 9, 2017, HUD published additional information on sample resources which

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3. I understand the projected target date for completion of the work is Nov. 30 with HUD compliance by Jan. 23. Are the City and those involved open to conducting a pilot of the newly defined policies and procedures? The idea would be to run a pilot for a period in the December time frame and allow time to work out any unforeseen issues prior to the Jan. 23 compliance due date.

The scope of work does not specifically include implementation of a pilot run of the policies and procedures to be developed. However, the Request for Proposals does state that the general scope of work includes facilitation of a process to ensure that all written policies, procedures and related materials such as flow charts represent planning group decisions and compliance with HUD's requirements for CE. Therefore, a pilot in the latter part of the contract period could be used to test for compliance with HUD requirements in an operating environment.

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