

CALL FOR APPLICATIONS: COMMUNITIES TO JOIN BUILT FOR ZERO CANADA

What is Happening?

From April 23 to June 28, 2019 the [Canadian Alliance to End Homelessness](#) (CAEH) is seeking applications from communities wishing to join the [Built for Zero Canada](#) (BFZ-C) movement.

We are seeking early adopter communities interested in accelerating their efforts in the development of By-Name Lists, Coordinated Access Systems, and reductions towards functional zero chronic homelessness. We anticipate adding up to eight additional communities to the 24 currently participating (see Appendix A) for a total of 32 participating communities.

Don't miss this opportunity to apply! Built for Zero Canada does not know when we will have the additional resources necessary to add more Canadian communities to the roster.

What Are the Benefits of Participating in BFZ-C?

BFZ-C is an ambitious national change effort helping a core group of leading communities end chronic homelessness, leading ultimately to the elimination of all homelessness in Canada. Our structured, supportive and data driven approach to ending homelessness focuses on optimizing local homeless systems, accelerating the adoption of proven practices, and driving continuous improvement.

Participating communities will receive a variety of coaching and learning opportunities tailored to your local context and current progress (By-Name List, Reduce, Sustain/Zero for All).

Included are:

- Learning Sessions - two annual in-person learning sessions (January and June) – BFZ-C works with your local team to set goals and design improvement projects for each 6 month action cycle, facilitates the development of peer networks, supports knowledge sharing on the latest in complex-problem solving and is committed to surfacing promising approaches in ending homelessness.
- Coaching – both on-site and virtual, including 1:1 (your community) and group coaching (multiple communities together) from BFZ-C staff and partners (e.g., OrgCode, ACRE, Community Solutions).
- Change Package – an online resource that includes a community hub (one-stop location to access your Performance Management Tracker, Improvement Portfolio, data, forms and other materials), a complex problem-solving toolkit, and a compendium of over 200 proven change ideas.

- Peer Learning – BFZ-C fosters a collaborative learning environment where participating communities are committed to intentional peer learning, knowledge sharing and support.
- Other supports – weekly newsletter, webinars, bright-spot blogs, and more.

What is the Commitment and Cost?

The initial commitment period is from September 2019 to June 2020. After that time, participating communities will have the first opportunity to renew for July 2020 to March 2022 (at the same costs outlined below).

Communities must commit to identify local leads, attend in-person learning sessions, submit monthly chronic homeless data, participate in monthly coaching, and submit quarterly scorecards while working towards a quality By-Name List and quality Coordinated Access System. Communities must also want to learn from and share with other participating communities. Communities must be committed to ending chronic homelessness (using the [BFZ-C functional zero chronic definition](#)).

While we are in the process of applying for some support through federal Reaching Home Community Capacity and Innovation (CCI) funding, CAEH must also raise funds from other sources to cover the costs of the initiative. The fees below represent a fraction of the cost for communities to participate and are based on a sliding scale. If you wish to discuss the fee further or see it as a barrier to participating, please contact marie@caeh.ca.

- Communities with population's of 500,000+ who are Reaching Home largest funded communities (e.g., Calgary, Montreal, Vancouver, Winnipeg) - \$15,000
- Communities with populations of 350,000+ (e.g., Halton Region, London, and others) - \$7,500
- Communities with populations of less than 350,000 (e.g., Cape Breton, Grande Prairie, Kamloops, Kingston, Regina, and others) - \$2,500
- Communities who are not yet Reaching Home designated (e.g., Lanark County, Leduc, Northumberland County, Penticton, and others) - \$0

Who Can Apply?

Both current BFZ-C Self-Directed communities (see Appendix B) and those not currently participating in BFZ-C are eligible to apply.

What is the Application Process?

The application process includes submission of the Application materials as outlined in Appendix C to marie@caeh.ca **by June 28, 2019 at midnight Pacific Time.**

Where Can I Get Further Information/Ask Questions?

For questions or assistance completing these materials, please contact marie@caeh.ca.

A webinar will be held **April 30th from 1-2:30pm EST** to further explain the application process, what to expect when joining BFZ-C, and to answer your questions. [REGISTER HERE](#). If you are unable to attend the webinar – still register - a recording will be sent to all those registered.

You may be contacted by e-mail or phone if any clarifying information is required after your application is submitted.

How Will Communities Be Selected?

Communities will be selected based on their demonstrated interest and understanding of what it means to be involved in BFZ-C and the strength of their application. We are seeking communities that are committed to ending chronic homelessness and have already begun to engage with the processes and tools associated with BFZ-C. Preference will be given to communities who are Reaching Home Designated and those applying to be Reaching Home Designated that have been invited to the Targeted Solicitation Process.

It is anticipated that communities will be informed of the application results by July 19, 2019. Participation will be confirmed upon signing the participation Agreement **by September 1, 2019** and paying the participation fee by the deadline of **September 30, 2019**.

Appendix A

The 24 Communities Currently Participating in the Built for Zero Collaborative

Alberta

- Edmonton
- Fort McMurray
- Medicine Hat
- Red Deer

Ontario

- Brantford
- Chatham-Kent
- Dufferin County
- Guelph-Wellington
- Hamilton
- Kawartha-Haliburton
- Ottawa
- Peel Region
- Peterborough
- Sault Ste. Marie
- Simcoe County
- Stratford-Perth-St. Marys
- Sudbury
- Toronto
- Waterloo Region
- Windsor-Essex

New Brunswick

- Moncton
- Saint John

Nova Scotia

- Halifax

Yukon Territory

- Whitehorse

Appendix B

Communities Currently in the BFZ-C Self Directed Option (ending June 2019)

Calgary, AB
Cape Breton, NS
Grande Prairie, AB
Halton Region, ON
Kamloops, BC
Kingston, ON
Lanark County, ON
Leduc, AB
London, ON
Montreal, QU
Northumberland County, NB
Penticton, BC
Regina, SK
Winnipeg, MB

Appendix C

Application Form and Materials for Submission

[Download the Word version of the Application](#). Answer the following questions and submit along with the other identified materials to marie@caeh.ca by **June 28, 2019 (midnight Pacific Time)**. If you have questions or require support in completing any of the materials, please contact marie@caeh.ca (well in advance of the submission deadline).

Community Applying:

Person Completing Application:

Name:

Title:

Organization:

E-mail:

1. Please explain why you are interested in joining the Built for Zero movement. See <http://www.bfzcanada.ca/getting-to-zero/> for further information. Please Include your interest/commitment to achieving a [functional end to chronic homelessness](#) and your interest/commitment to start by focussing on achieving a [quality By-Name List](#).
2. Please explain the benefits you see from:
 - a) collecting and submitting your [monthly data](#);
 - b) submitting your quarterly [BNL Scorecard](#) and [CAS Scorecard](#); and
 - c) sharing your progress and data on the BFZ-C website – [Community Progress](#).
3. Please explain the benefit you see from participating in the coaching, learning and peer support offered through BFZ-C.
4. Please list below the people you would understand at this time to be your lead, data lead, and champion lead (see [Leadership Role Descriptions](#)). Include the name, title, organization, e-mail and phone number of each (where available).
5. Who do you anticipate being part of your Away Team? Who do you anticipate being part of your Home Team? See [Guidance on Selecting “Away Team” Members](#). Letters of interest or support from those individuals/agencies may be included with your application.

6. Please identify your top three favourite sections of the [BFZ-C website](#) and explain why they are your favourite. Is there other information or resources that you think would be helpful to include on the website?
7. Do you have any documents that your community has created (e.g., tools, guides, policies, presentations, reports, or other materials) that you think would be beneficial to other communities that you are willing to share? Please list these (include links where available).
8. Please check-off and include with your application the following documents:
- Completed [By-Name List Scorecard Worksheet](#) including:
 - Tab #2 – including notes on current status and planned activities
 - Tab #3 - Provider Participation Worksheet
 - Completed [Coordinated Access System Scorecard Worksheet](#) (including notes on current status and planned activities)
 - Chronic By-Name List Data**
 - Currently Participating Self-Directed Community – data is already provided through the monthly reporting form as part of your regular submissions – no need to provide anything further.
 - New Community – if you are a community that is new to BFZ-C, please provide your data through the [Data Balancing Workbook](#) (see sandbox in tab #4) to the degree you are able to, for up to three months. **If you do not yet have data to share, please instead describe your plans to be able to report this data in the future:**

9. Please check your understanding and agreement to the following:

- a) None of us knows exactly what it will take to end chronic homelessness in Canada. We seek to create a group of skilled solution-oriented problem-solvers who are interested in working together on this challenge. To be successful, this approach requires certain mindsets.

Please check if you are committed to BFZ-C’s five key interrelated mindsets:

Mindset	Explanation	Check box
1. Bias for Action	You favour action over perfection, complaining or debating. You focus on what you <u>can</u> do rather than on what you <u>can't</u> do. You test	<input type="checkbox"/>

	ideas quickly in the field, focussing on executing, learning and improving. You recognize this quality improvement approach helps groups get unstuck and inspires new thinking.	
2. Fail Forward	You move forward despite the possibility of failure. You celebrate failures as points of learning and use that learning as stepping stones towards success.	<input type="checkbox"/>
3. Growth Mindset	You see problems as challenges we just haven't figured out "YET". You believe anything is possible with continued effort and learning. You welcome feedback and new ideas.	<input type="checkbox"/>
4. Abundance Mindset	You have an abundance rather than scarcity mindset. You believe there is the potential for more of everything in life and enough to go around. You see hope and opportunity in every situation and gifts and potential in every person. You share what you have and celebrate the success of others.	<input type="checkbox"/>
5. Mission Focussed	You are focussed on your goal and will do whatever it takes to get there. You are not overly focussed on models, plans, or strategy. You are focussed on the end-state and are willing to innovate, disrupt, and change in order to achieve your mission. You know your "why" and you have grit.	<input type="checkbox"/>

b) BFZ-C has adopted a functional end to chronic homelessness measure generally defined as three or less people experiencing chronic homelessness sustained for at least three consecutive months (for further details, see the [BFZ-C Functional Zero Q&A](#)).

Please check if you are committed to ending chronic homelessness & to using this shared definition for functional zero chronic (for the purposes of the BFZ-C).

c) **Please check if you are committed to participating in the following five key activities to remain an active participant in BFZ-C (within the context of your community e.g., may look different in large versus small communities or in urban, rural, northern)**

Activities	Explanation	Check box
1. Implement a quality By-Name List (BNL) as the first step in the process	Take the online By-Name List (BNL) Scorecard on a quarterly basis until you achieve an 11/11. Complete the BNL Scorecard Worksheet and Provider Participation Worksheet. Achieve three consecutive months of reliable chronic data. Set a baseline. Use your HMIS to support your By-Name List but don't wait for its full implementation before getting started on your BNL. Recognize it's a data journey. Continue to work towards an Advanced Quality BNL.	<input type="checkbox"/>
2. Concurrently work to implement a	Implement a CAS, triaging people from your By-Name List and matching them to available housing support resources. Complete	<input type="checkbox"/>

quality Coordinated Access System (CAS)	the CAS Scorecard and Worksheet on a quarterly basis. After achieving a Basic Quality CAS, continue to work on an Advanced Quality CAS.	
3. Report Data Monthly	Complete the online monthly data reporting form. Work towards 100% balanced data. Review your monthly data and use it to drive improvement and decision making. Use your HMIS to support your data collection and reporting but don't wait for its full implementation before getting started on data reporting.	<input type="checkbox"/>
4. Participate in Learning Sessions, Action Cycles and Coaching	Have a minimum of two leaders from your community participate at the in-person January and June 2020 Learning Sessions (in or around the Toronto area). Participate at minimum in monthly virtual 1:1 community coaching with your Improvement Advisor.	<input type="checkbox"/>
5. Take action to drive reductions to reach and sustain functional zero on chronic homelessness	Combine the following to design a coordinated system and implement action cycle projects focused on reducing and ending chronic homelessness: <ul style="list-style-type: none"> • Science of improvement for solving complex challenges (data analytics, human centred design, quality improvement, and facilitation and meeting design); along with • Subject matter knowledge (using proven approaches such as BNL, CAS, housing first, rapid re-housing, housing-focussed shelter etc.). 	<input type="checkbox"/>

d) We know you can do it and we are here to help! We will continue to offer coaching, tools, and training. Even more importantly, every community has something they can teach other communities and things they can learn from others. Rather than working in relative isolation, BFZ-C will provide multiple avenues for sharing best practices and developing innovative solutions together.

Please check if you are committed to learning with others, utilizing supports and resources, and sharing your skills, knowledge and input.

e) Sharing community information on the BFZ-C website.

Please check if you agree to have your community name, progress and data included on the BFZ-C website (if you are participating in BFZ-C).

f) Many of the BFZ-C tools operate in a Google apps environment (e.g., scorecards, worksheets, Performance Management Tracker, Improvement Portfolio). Your community must be able to work with Google apps to participate in BFZ-C.

Please check if your community can work in a Google environment for the purposes of BFZ-C.

g) Commitment to Participation Agreement and Fee.

- Please check if you are committed to paying the participation fee (listed on page 2) (should your community be selected) payable by September 30, 2019 (or another pre-approved timeline as discussed with Marie Morrison, Director BFZ-C)

- Please check if you are willing to sign this [Agreement](#) by September 1, 2019. Submit any changes you would be requesting to the Agreement with your application. Identify the legal name of the organization that will sign the Agreement here: _____