

# Program Overview

Completed by deirdrek@jbarj.org on 11/26/2023 8:22 AM

**Case Id:** 30247

**Name:** J Bar J Youth Services - The LOFT - 2024

**Address:** 62895 Hamby Road, Bend, OR 97701

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## Program Overview

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# CITY OF BEND

CITY OF BEND  
PUBLIC SERVICE PROGRAM APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541) 323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the federal Community Development Block Grant (CDBG) program and the types of activities that are eligible for funding. For more detailed information on eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and

- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### **Eligible Activities**

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. The following is a summary of the range and types of activities that may be funded through the CDBG Program. The summary is not a complete list of eligible activities; please contact the City's Affordable Housing Program for more detailed information regarding the eligibility of specific programs or projects.

### **Basic Eligible Activities**

According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses including public services.

**Ineligible Activities** In general, activities that are not specifically identified as eligible are considered by HUD to be ineligible. The following activities are specifically identified by HUD as activities that are not eligible for CDBG funding. Please contact the City’s Affordable Housing Program for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments
- Construction of new housing

**Please review the following documents regarding the City of Bend Public Services Program:**

[City of Bend Public Services Goals and Objectives](#)

[City of Bend Public Services Evaluation and Criteria and Funding Priorities](#)

[City of Bend Public Services Program Policy on Loans and Grants](#)

[City of Bend Public Services Program Rules and Requirements](#)

[City of Bend Public Services Selection Process](#)

[Other Information for Public Service Applicants](#)

[504 Self-Evaluation Checklist](#)

### Eligible Proposals

In general, only public or private non-profit agencies or organizations are eligible to apply for CDBG funding. However, the following two exceptions apply: (1) for-profit organizations may apply for CDBG funds to undertake certain economic development activities related to microenterprise assistance, and (2) under certain limited circumstances, for-profit organizations qualifying under HUD criteria as Community-Based Development Organizations (CBDOs) may apply for funds to carry out neighborhood revitalization, economic development, or energy conservation projects. Regulations pertaining to these exceptions can be found at 24 CFR 570.201(o) and 24 CFR 570.204.

Any public or private non-profit agencies or organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend’s Affordable Housing Program.

### HUD Income Limits

The current income limits for City of Bend are shown below. Updated City of Bend income limits may be applicable on July 1, 2023. Recipients of CDBG funding must meet the income guidelines at the time the funds are utilized. City staff will be able to provide funding recipients with updated income limits information when available.

Persons Per Household	1	2	3	4	5

<b>Area Median Income (AMI)</b>	\$66,640	\$76,160	\$85,680	\$95,200	\$102,816	\$
<b>Moderate Income (80% AMI)</b>	\$53,350	\$60,950	\$68,550	\$76,150	\$82,250	\$
<b>(60% AMI)</b>	\$40,020	\$45,720	\$51,420	\$57,150	\$61,740	\$
<b>Low Income (50% AMI)</b>	\$33,350	\$38,100	\$42,850	\$47,600	\$51,450	\$
<b>Extremely Low Income (30% AMI)</b>	\$20,000	\$22,850	\$25,700	\$28,550	\$30,850	\$

I have downloaded and read the above documents.

## A. Applicant Information

Completed by deirdrek@jbarj.org on 11/27/2023 11:48 AM

Case Id: 30247

Name: J Bar J Youth Services - The LOFT - 2024

Address: 62895 Hamby Road, Bend, OR 97701

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

##### A.1. Organization Name

J Bar J Youth Services

##### A.2. Organization Address

62895 Hamby Road Bend, OR 97701

##### A.3. Executive Director Full Name

Stephanie Alvstad

##### A.4. Executive Director Email Address

salvstad@jbarj.org

#### PROJECT INFORMATION

##### A.5. Project Name

The LOFT - Living Options for Teens

##### A.6. Project Location

19 S.W. Century Drive Bend, OR 97702

#### CONTACT PERSON INFORMATION

##### A.7. Contact Full Name

Deirdre Kasberger

##### A.8. Contact Title

Chief Operating Officer

##### A.9. Contact Address

62895 Hamby Road Bend, OR 97701

##### A.10. Contact Phone Number

(541) 419-9822

##### A.11. Contact Email Address

deirdrek@jbarj.org

## B. Organization Information

Completed by deirdrek@jbarj.org on 11/27/2023 11:54 AM

Case Id: 30247

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Address: 62895 Hamby Road, Bend, OR 97701

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## B. Organization Information

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Please provide the following information.

### B.1. What is the organization's background, mission, and service history:

Background, mission and service history: This request for funding is submitted on behalf of The LOFT (Living Options for Teens), a program of J Bar J Youth Services (JBJYS), a 501 © (3) nonprofit corporation founded in 1967. The organization's mission is "to promote innovative options for children, youth and families toward self-sufficiency and personal responsibility". JBJYS is the largest regional provider of services for at-risk youth, with 9 programs and a budget of \$12.1 million. The agency employs over 160 staff and served over 2,000 youth last year through residential and community based programs in Central Oregon. The programs of JBJYS include:

- J Bar J Boys Ranch (Ranch) and J5
- The Learning Center
- The Academy at Sisters
- Kindred Connections
- Big Brothers Big Sisters of Central Oregon
- Cascade Youth & Family Center (CYFC)
- The LOFT (Living Options for Teens)
- Anti-Trafficking Project (at:project)
- Grandma's House of Central Oregon (GHCO)

JBJYS's services for runaway/homeless youth began in 1989. 400+ youth annually (duplicated) are served through the following programs:

- Shelter/Transitional Living for homeless youth (The LOFT) (ages 16-24)
- Runaway Services (CYFC) – Emergency Shelter and Family Mediation (ages 14-24)
- Street Outreach (CYFC) – Drop-in Services and Street Based Services (ages 14-24)
- Independent Living Program (CYFC) – ILP services for youth in DHS custody (ages 16-20)
- Maternity Group Home for homeless youth and their children (GHCO) (ages 16-24)

JBJYS was the recipient of CDBG funds through the City of Bend in 2003. These funds helped JBJYS purchase the facility where the transitional living shelter is housed (The LOFT – Living Options for Teens – 19 S.W. Century Drive, Bend). Since 2003, JBJYS has provided transitional living services to more than 1,300 youth. An additional 850 have received short term shelter services through the LOFT. (See C – Project Description and H - Project Feasibility & Readiness)

### B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.

Financial Stability and Capacity to Complete Project: JBJYS is a well-funded organization with the financial stability to ensure program success. Below is a breakdown of revenue sources for 2022-2023 (last completed fiscal year). (See H – Project Feasibility & Readiness and F – Financial Information)

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Financial history and sources of funding – 2022-2023 Revenue Sources – All JBJYS – TOTAL: \$:13,454,240

- Direct Public Grants – Foundations and Trusts: \$351,074
- Direct Public Support – Businesses and Individuals: \$434,301
- Government Contracts – Federal, State and County: \$6,191,157
- Government Grants – Federal, State and County: \$2,684,556
- Indirect Public Support – United Way and Affiliated Organizations: \$100,376
- Program Income – Residential Services and Enrollment Fees (Academy at Sisters): \$2,291,680
- Special Event Income – High Desert Classics; Comedy Benefit; Bowl for Kids’ Sake: \$1,339,405
- Other (interest; sale of assets): \$61,691

Funding for The LOFT is provided through the following sources: City of Bend - CDBG; Federal grants – Department of Health and Human Services (DHHS); State grants – Department of Human Services – Youth Experiencing Homelessness program; Deschutes County; Emergency Food and Shelter Program; Emergency Solutions Grant; Foundations; Donors and Fundraising. JBJYS was awarded a Transitional Living Program grant through DHHS in September 2022. This highly competitive grant will provided \$250,000 annually for The LOFT through September 2025. JBJYS has received DHHS TLP funding since 2003.

**B.3. Key Personnel Assigned to Project:**

Name	Job Title	Qualifications	FTE Hours
Stephanie Alvstad	CEO/President	BA/Social Work; 36 years experience	1
Deirdre Kasberger	Chief Operating Officer	BS/Sociology; 30 years experience	1
Elizabeth Langmas	Community Programs Director	26 years experience	1
Eliza Wilson	Youth Experiencing Homelessness Program Director	21 years experience; formerly homeless youth	1
Maggie Wells	Program Manager/Shelter Manager	14 years experience; formerly homeless youth	1
Teal Reay	Case Manager	BS/Psychology; 2 years experience	1
			6

## C. Project Description

Completed by deirdrek@jbarj.org on 11/27/2023 12:10 PM

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### C. Project Description

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Please provide a brief description of the following:

**C.1. Amount Requested:**

\$25,000.00

**C.2. Number of people to be served with requested funds:**

25

**C.3. In one or two sentences, describe what the requested funds will be used for.**

Funding through the City of Bend CDBG program will provide Case Management services for youth experiencing homelessness, while living at The LOFT.

**C.4. Describe the need or problem your project will address.**

This project meets the National Objective to benefit low and moderate income persons by providing benefits to a specific population-homeless youth. All youth to be served are residents of The LOFT, an emergency shelter for homeless youth. (16-24 yrs.; males & females; 30% LGBTQIA2S+)

This project meets the City of Bend's criteria for "Higher Priority", addressing needs to include:

- Support services for those that provide public services, such as food pantries, victim counseling, counseling services, assistance in finding housing, financial and legal counseling and other services. The LOFT provides support services to homeless youth, including a food pantry, counseling, Coordinated Entry/Rapid Rehousing program to include case management of youth while they search for housing and skill building related to finances.
- Create new homeless shelter units and preserve existing units to serve this population. This proposal will help ensure that existing shelter units at The LOFT remain fully funded and staffed.

In 2022, Central Oregon experienced a 100% increase in the number of homeless children (over 2021) and a 50% increase in the number of unaccompanied homeless youth (UHY) (over 2019). It is estimated that this yearly count misses roughly 30-40% of UHY, who are harder to count. Additionally, housing is incredibly difficult for an UHY to secure. Many runaway, homeless, pregnant/parenting and trafficked youth have multiple and complex problems relating to family conflict, drug and/or alcohol abuse/dependency, poor physical/mental health, contact with the criminal justice system, and histories of institutional care and traumatic life events. 100% of LOFT youth screened in 2022 show indicators for sexual exploitation. 30% of LOFT youth identify as LGBTQIA2S+. These youth are 3.7 times more likely to engage in survival sex. 46% were rejected by their family and 61% of LGBTQIA2S+ youth attempt suicide. It is estimated that 5,000 UHY nationally die annually.

**C.5. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the funds will be used.**

Project Background: The specific program JBJYS is seeking funding for is The LOFT (Living Options for Teens) shelter

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facility, a program of JBJYS. In 1989, JBJYS began providing services to youth experiencing homelessness, those who have run away from home, and those living on the streets, many who are victims of human trafficking. JBJYS is the largest regional provider of services for this population. JBJYS serves 400 youth annually from throughout Central Oregon. There are a total of 20 employees (13 FT; 7 PT; 17 FTE). Combined management staff experience is over 100 years.

Services to be Provided - The LOFT: In 2003, JBJYS began providing shelter services for homeless, runaway, and street youth (RHY) through The LOFT. The LOFT provides emergency shelter beds, as well as longer term transitional living in a structured, life skills modeling environment. Each youth receives intensive case management services and a goal-oriented service plan designed to develop strong life and interpersonal skills. The overall goal for each client is successful transition into independent, self-sufficient living. The following services are provided through the LOFT:

- 24-Hour Crisis Hotline/Intervention
- Direct Entry Emergency Shelter
- Family Mediation
- Case Management and Advocacy
- Substance Abuse Assessment
- Mental Health Assessment
- Drop-in Services: laundry/food/shower
- Job Search Assistance
- Educational Engagement
- Basic Needs: food/clothing/hygiene
- Life Skills Training
- Transportation
- Referral Navigation

JBJYS believes that safe shelter is a human right and provides direct 24-hour access off the street. Once sheltered, The LOFT begins to assess the overall needs and well-being of each individual. The LOFT is the only low barrier, housing first youth shelter east of the Cascade Mountains.

Project Objectives:

Objectives for the LOFT program include:

Safe & Stable Living Situations - Improved Safety and Structure: Youth will transition to safe & appropriate living situations: All clients receiving emergency or transitional shelter are tracked based on the stability of their living condition when exiting the program. 100% of youth will move on to stable living conditions within 24 months of entering the program.

Educational Success - Improve Self Sufficiency: Youth will demonstrate academic progress or re-engage in their education process. All clients are assessed pre and post service for academic status, re-engagement in education and/or academic progress. All youth accessing shelter will be referred to the McKinney Vento Services Homeless Youth Liaison through Project HELP in the Bend, Redmond and Sisters School Districts. 70% of youth served will demonstrate academic progress and/or re-engage in their educational process. 95% of youth referred to McKinney Vento Services will have expedited enrollment, IEP evaluation, transportation and basic school needs within a week of being placed in shelter services.

Employment Success – Improved Self-Sufficiency: Youth will live independently and be able to manage a budget. All clients are assessed pre and post service for employment status and ability to maintain employment and increase related skills. 70% of youth receiving employment services will successfully gain employment or be looking for work.

Positive Relationships – Increase Permanent Connections: Youth will have a positive relationship with a caring adult. All clients are assessed pre and post service for healthy relationships. 100% of youth served will be able to identify healthy permanent connections.

Health - Address Trauma and Improve Well Being: Youth will have access to services for general health, mental health, and dental health. All clients are assessed pre and post service for health (mental health and physical health) indicators. 100% of youth served will report having improved access to physical and mental health services.

Populations to be served: JBJYS provides shelter to the most vulnerable youth to reduce risk and end chronic homelessness. The population served through this project includes homeless youth engaged in services and living at The LOFT. The youth are 16-24 year of age and include both males and females (30% LGBTQIA2S+; 100% had indicators for sexual exploitation). All youth served meet the criteria for homeless and are therefore extremely low, low or moderate income.

Areas to be served: The service area for this project is the City of Bend. In 2022, 95% of youth served identified as being from the City of Bend. Many migrate to the city from throughout the region as JBJYS provides the only shelter options for youth in Central and Eastern Oregon. JBJYS offers outreach and comprehensive case management and shelter services at four locations in Bend.

Use of Funds: Funds will be used to employ at Case Manager, who will provide comprehensive services to youth while they live at The LOFT, and follow-up services after they exit the program.

**C.6. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

How project addresses identified need in a way not already being achieved:

As indicated above, JBJYS operates the only direct entry, housing first, low barrier shelters in Central/Eastern Oregon. Although there are many programs offering food, clothing, referral services and advocacy, there are no other programs in the area where services are provided 24 hours a day and without restrictions related to drug and alcohol use at entry (The LOFT assesses youth at entry and offers comprehensive services to address substance use). Additionally, JBJYS is the only program providing emergency and transitional shelter services to youth under the age of 18. JBJYS operates the only 24-Hour crisis hotline for direct entry to services and the only program providing street based services for youth. The program provides the only comprehensive case management services for youth who are runaway, homeless, street dependent or victims of human trafficking.

Similar programs or projects:

There are no other local providers who are trained and specialize in youth experiencing homelessness, whom have needs dramatically different from those of the adult homeless. There are other providers who act as referral sources for homeless youth, however JBJYS operates the only youth shelters in the region, licensed by the State of Oregon to serve youth under the age of 18 (licensing is required for shelters serving youth under 18).

How project will add to or improve upon existing services:

A combination of funding through diversified sources is needed in order to fully fund The LOFT. For youth to be successful long term, staff must engage youth individually and provide comprehensive Case Management services with a focus on education and employment. Funds through the City of Bend CDBG grant will enable CYFC to add an additional part time FTE in order to meet the required staff to youth ratios required by law.

**C.7. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

Anticipated outcomes and long-term impact for this project includes:

- Improved Safety and Structure - 100% of youth will transition to a safe, stable and appropriate living situation.
- Improved Self Sufficiency - 75% of youth will be employed or looking for work at exit; 70% of youth will be attending school or have graduated from high school or obtained a GED at exit.
- Increased Permanent Connections; Belonging and Membership; Closeness in Interpersonal Relationships - 100% of youth will report at least one stable/healthy connection with an adult who they can go to for advice and support at exit.
- Improved Well Being - 100% of youth will receive access to mental health, dental and medical services, resulting in a lower composite score of general health, mental health and dental health at exit.

JBJYS's goal is to shelter the most vulnerable youth to reduce risk and end chronic homelessness. JBJYS believes that safe shelter is a human right.

**C.8. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

A comprehensive Logic Model is in place for The LOFT that describes the programs plans to operationalize the project and identifies specific activities, inputs and outputs, directly linking them to the project's outcomes, including how outcomes will be measured and reported. The Logic Model is a conceptual framework that links the program elements to the core outcomes and performance standards, while serving as a road map for planning and implementing programming. The Logic Model is reviewed quarterly during Performance and Quality Improvement meetings, where progress towards identified outcomes is reviewed. These results are measured quarterly and reported to the City of Bend as required by the CDBG Grant. JBJYS/The LOFT is a current recipient of federal funds through the Department of Health and Human Services and as such reports quarterly, semi-annually and annually using the Homeless Management Information System (HMIS), as mandated by the Department of Housing and Urban Development's (HUD). In addition, JBJYS has recently acquired access to a new database (Apricot) for the purposes of collection and reporting outcome based data. Apricot is a secure web-based comprehensive case management software platform that will reduce the amount of time staff spend documenting services and improve internal communication regarding client services and supports. Additionally, Apricot will improve workflow, while providing advanced reporting and data analytics tools .

**C.9. Describe your organization's collaborations with other agencies, including those that serve protected classes under the Fair Housing Act. Briefly explain your organization's history with these agencies, including any measurable outcomes in the last 12 months. What are your expected outcomes for this project?**

JBJYS has a long history of communication and collaboration with community partners – spanning over 53 years for program support and sustainability. Key partners contribute to the successful operation of The LOFT. Those partners include many who provide youth in protected classes (race, color, religion, sex, sexual orientation, national origin, marital status, age) with supportive services that are compliant with the Fair Housing Act. Community partners from over 40 area wide service organizations provide support to youth involved in The LOFT. Service linkages include the following categories: Medical/Health; Mental Health; Child Welfare; Law Enforcement/Parole/Probation; Educational Services; Vocational Training; Welfare Services; Legal Services; Anti-Trafficking/Domestic Violence Agencies; Shelter/Housing (Fair Housing); LGBTQIA2S+ Resources; Social Services; and Faith Based Organizations. 100% of youth served are connected through service referrals to public/social services and supports, as well as many other supportive services.

JBJYS provides support to youth in search of housing options, including:

Rapid Rehousing: JBJYS has secured 10-12 designated Rapid Rehousing slots for youth. When youth becomes eligible for the Rapid Rehousing funding via their VI-SPDAT score, staff support that youth in completing the intake paperwork and continue to offer support throughout the housing search. Over the past year, 28 JBJYS youth have successfully secured Rapid Rehousing funds through the process. An additional 35 youth have been provided financial assistance and support with housing through a pilot project called Point Source Youth - Direct Cash Transfer.

All programs honor the principles of the Fair Housing Act.

## D. Work Program

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### D. Work Program

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Please provide the following information.

#### D.1. Anticipated Start Date:

07/01/2024

#### D.2. Anticipated Completion Date:

06/30/2025

#### D.3. List of Task(s) Needed for Project

Task	Start Date	End Date
OUTREACH TO IMPROVE SAFETY: Outreach to LGBTQIA+; street dependent; minority and trafficking youth. Shelter for 25 youth annually	07/01/2024	06/30/2025
INTAKE & ASSESSMENT TO IMPROVE WELL-BEING: Crisis Intervention; Coordinated Entry; Assessment (D&A; mental health; life skills; human trafficking)	07/01/2024	06/30/2025
CASE MANAGEMENT & LIFE SKILLS TO IMPROVE WELL-BEING: Weekly Case Management (goal setting; interpersonal skill building; referral to over 40 community partners and services linkages); Weekly Groups (life skills; addiction/recovery; youth advisory; house meeting; recreational; community service/service learning and employment); Positive Youth Development	07/01/2024	06/30/2025
EDUCATION TO IMPROVE SELF-SUFFICIENCY: Enrollment Assistance; Tutoring; FAFSA; Goal Setting; College/Vocational School Exploration	07/01/2024	06/30/2025
JOB READINESS TO IMPROVE SELF-SUFFICIENCY: Resume Building; Employment Assistance; Job	07/01/2024	06/30/2025

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Search/Placement; Employment Skills; Job Coaching; Interview Skill Building		
MEDICAL & MENTAL HEALTH - TO ADDRESS TRAUMA: Medical Van; Dental Van; Connection to Deschutes County Behavioral Health; Trauma Informed Care practices/policies/procedures	07/01/2024	06/30/2025
AFTERCARE TO INCREASE PERMANENT CONNECTIONS: Ongoing coaching and mentoring (weekly and monthly); Referral Services; Basic Needs (food, clothing, hygiene supplies); Drop-in services; Food Bank	07/01/2024	06/30/2025

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.

## E. Project Benefit

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### E. Project Benefit

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Please provide a brief description of the following:

#### **E.1. Estimate the total number of persons to be served by the project. How many of the total persons served are low- and moderate-income persons?**

Total to be served: Funding from the City of Bend's Community Development Block Grant will help support a total of 25 youth for 3,000 nights (based on annual occupancy).

Number of extremely low, low and moderate income persons: 100% of youth served meet the criteria for homeless and as such will be extremely low, low or moderate income. All youth participating in the program will be identified as Category 3 Homeless using the HUD definition.

#### **E.2. Is the project in a slum of blighted area? If yes, describe the population that will be served and the characteristics of the slum or blighted area (if applicable).**

Population served: The population to be served through this project will include homeless and unaccompanied youth, ages 16-24 who qualify as extremely low, low, or moderate income. The youth include both males and females (30% identify as LGBTQIA2S+).

Characteristics of persons to be served: Included in this population are youth who are struggling with issues related to trauma and addiction. Many are victims of human trafficking.

#### **E.3. Describe how the project will ensure that moderate-income persons do not benefit to the exclusion of low-income persons.**

How project ensures extremely low, low income persons prioritized: JBJYS is committed to providing long-term stability to runaway and homeless youth in our region. The priority is focused on the most vulnerable youth, including those who are chronically homeless. The program accepts referrals from the local Coordinated Entry System, partnering agency referrals and walk-ins. All youth participating in the program will be identified as Category 3 Homeless using the HUD definition. This project will guarantee a permanent place for youth to live while they work towards becoming stable and self-sufficient. All youth served through this project are extremely low, low, or moderate income. The facility was purchased by JBJYS so there would be shelter resources available for runaway and homeless youth as long as the resource is needed. JBJYS guarantees this project will serve extremely low, low, or moderate income youth as long as options are needed. The LOFT tracks income sources for all youth in residence and keeps a tracking spreadsheet for each youth to record all sources monthly for reporting purposes.

#### **E.4. Explain the methods used to determine the project benefit. How are the sources used to determine the project benefit documented and maintained?**

Methods used to determine benefit: Project benefit is determined through the ongoing collection of outcome based data. As mentioned before, currently The LOFT reports semi-annually using HIMS and has its own database where outcome based data is tracked monthly.





## F. Financial Information

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### F. Financial Information

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Please also provide the following financial information:

**F.1. Provide a detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**



**Budget Form \*Required**

Budget - The LOFT 2024-2025 - FINAL.pdf

**F.2. Describe the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

Total project cost based on actual financials for past years. See attached budget for assumptions (detail and justification) used to determine costs.

All current funding for fiscal year 2023-2024 is secured. Some funding for 2024-2025 is secured, however some is projected as it is too soon to apply for grants. Projections are based on previous awards over 20+ years.

**F.3. Provide a brief description of your organization's plan for funding the project after the first year, if applicable.**

JBJYS has worked hard over the past several years to secure additional funding for programs serving youth who are experiencing homelessness. JBJYS has secured additional state funding, as well as funding through House Bill 5019 (Governor's Executive Order 23-02 declaring a state of emergency due to homelessness). As a result of this funding, JBJYS has increased capacity at The LOFT from 12 to 17. Additional beds have been added in Host Homes and through Grandma's House of Central Oregon. JBJYS is also in the process of opening a shelter for youth in Redmond, to be operational by January 2024. In past years, The LOFT has had 6 beds contracted with the State of Oregon for youth transitioning to independent living, who were also in the state's custody. In June 2023, The LOFT eliminated almost all state contracted beds. One bed remains currently, however the goal is to transition all beds as funding allows. With this reduction in state funded beds, state contract revenue for The LOFT has been reduced by over \$365,000. This revenue was not included as matching funds in previous proposals as the population being served was different and revenue/expenses were tracked separately. As a result, The LOFT's budget for services specifically for homeless youth has increased. The program continues to need the support of the City of Bend through CDBG funds. JBJYS has not submitted a grant application for Grandma's House of Central Oregon this year, instead prioritizing funding for The LOFT.

JBJYS continuing sustainability efforts include the following:

JBJYS has a formal Sustainability Plan in place. The Sustainability Plan consists of three primary components: Community Sustainability; Financial Sustainability and Organizational Sustainability. All components of the plan work together to ensure JBJYS will be around in the future to provide critical services for high risk youth and families in Central and Eastern Oregon.

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Community sustainability is an indication of how well JBJYS is rooted in the community. It represents how the organization will support the project if there is no future funding and is an indicator of community ownership of the project or program.

Financial stability and sustainability ensures JBJYS programs have sufficient sources of funding from both internal and external sources. Additionally, financial sustainability means an organization has operational reserves sufficient to sustain programming for an extended period of time. Through fundraising efforts, JBJYS has invested over \$1,000,000 in the past decade into services for youth in the region. Funding for future years will continue to be provided through a variety of sources including:

- Federal grants – Department of Health and Human Services
- State grants – Oregon Department of Human Services – Youth Experiencing Homelessness Program
- Deschutes County
- Emergency Food and Shelter Program
- Emergency Services Grant
- Foundations
- Donors (Individual and Corporate)
- Fundraising

Organizational sustainability includes understanding that results matter. JBJYS must be able to prove that activities and services provided to youth make meaningful and lasting changes. JBJYS uses data to prove outcomes and results are shared at the staff, board and community level through annual reports, media/public awareness campaigns and community partnerships. JBJYS also works each year to expand its community presence and donor resources through an improved strategic plan. Board and volunteer training and resource development are major areas of focus. JBJYS has a formal grants program in place to assist in sustaining programming by continuing to identify and develop new potential funding partners.

To improve sustainability for the future JBJYS received accreditation through the Council on Accreditation in January 2021. This process involves surveying stakeholders to ensure their feedback is heard and incorporated into future planning. JBJYS has also made recruitment and retention of staff a major focus over the past 18 months, understanding that turnover is an ongoing issue that must be addressed in order to improve outcomes for youth and improve long term sustainability. The process has emphasized improvements in: recruitment; onboarding; engagement; training and compensation. In 2020, JBJYS contracted with Cascade Employers Association to complete a salary and wage study to ensure staff compensation was fair and equitable. Although this study found JBJYS to be highly competitive (99th percentile), the decision was made to focus on increasing hourly wages for those in entry levels positions. This study will be updated annually. All of these efforts combined will ensure JBJYS is around for another 50+ years.

**F.4. Explain your organization’s ability to proceed with the project without your requested CDBG funds, or with an award less than your requested amount.**

In the event CDBG funds are not awarded, or a reduced amount is awarded, JBJYS would continue to operate the LOFT, however capacity within the shelter may be reduced. JBJYS would continue to explore other options for funding.

The need for services in our region continues to grow. JBJYS is the only provider in the region of services targeting runaway, homeless and street youth and is the only direct entry, reduced barrier shelter for youth (regardless of substance abuse) in Central and Eastern Oregon. These services are largely funded through federal and state grants and

donations. However, grant funds require that 10-25% of the project cost be provided through non-federal matching funds. CDBG funds help JBJYS to meet this match goal. If funds are not secured, JBJYS must secure an alternative, otherwise federal funding is in jeopardy. Total match currently required for existing grants is over \$250,000. Any deficit at the end of each year is made up for through JBJYS fundraising. There is a cap on the amount of federal funding JBJYS can receive for services. Each year program expenses increase. JBJYS strives to employ and retain quality staff and has been successful in doing so. The cost to retain quality, experienced staff, along with the cost for benefits and insurance increases annually. JBJYS has worked each year to increase wages, especially for entry level staff. A Salary Study has been completed annually for the past 4 years in order to ensure JBJYS remains competitive and that employees are fairly compensated. Additional revenue is needed to ensure the LOFT is able to continue sheltering homeless youth. Although the organization is large – the support is needed now more than ever.

In 2019, JBJYS initiated accreditation through the Council on Accreditation (COA), to ensure compliance with the new Family First Prevention Act. The new law requires JBJYS to achieve national accreditation in order to receive federal funds and to continue current programming for youth. JBJYS received accreditation from COA in January 2021. This formal evaluation of JBJYS is an in-depth self-review of the organization and programs against currently accepted best practice standards. The process builds strong leadership, empowers employees to address problems, and regularly monitors progress. The process has increased staff to youth ratios for all programs. Personnel expenses have increased by over \$150,000 for the LOFT alone. Personnel expenses have increased by over \$800,000 agency wide.

**F.5 CDBG Funds Requested:**

\$25,000.00

**F.6 Leveraged Funds:**

\$824,462.00

## G. Budget

Case Id: 30247

Name: J Bar J Youth Services - The LOFT - 2024

Address: 62895 Hamby Road, Bend, OR 97701

Completed by deirdrek@jbarj.org on 11/27/2023 11:34 AM

### G. Budget

Please provide the following information.

#### G.1. Project Budget

Project Activities	CDBG Funds Requests	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Personnel	\$25,000.00	\$0.00	\$401,900.00	\$145,543.00	\$572,443.00
Fringe Benefits & Taxes	\$0.00	\$0.00	\$125,594.00	\$0.00	\$125,594.00
Occupancy - Utilities & Phone	\$0.00	\$0.00	\$11,520.00	\$0.00	\$11,520.00
Property, Plant & Equipment	\$0.00	\$0.00	\$12,700.00	\$0.00	\$12,700.00
Operations & Youth Assistance	\$0.00	\$0.00	\$28,000.00	\$0.00	\$28,000.00
Depreciation	\$0.00	\$0.00	\$10,800.00	\$0.00	\$10,800.00
Business & Travel	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00
Administrative Overhead (indirect) - 9.6%	\$0.00	\$0.00	\$74,405.00	\$0.00	\$74,405.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$678,919.00</b>	<b>\$145,543.00</b>	<b>\$849,462.00</b>

#### G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
U.S. Dept. of Health and Human Services (DHHS) - Transitional Living Program	personnel; fringe; occupancy; operations; depreciation; PPE; business; administrative overhead	\$250,000.00	Secured
State of Oregon - Youth Experiencing Homelessness Program	personnel; fringe; occupancy; operations; depreciation; PPE; business; admin. overhead	\$150,000.00	Secured
COIC-OHCS (subaward) - HB 5019 Emergency Order	personnel; fringe; occupancy; operations; depreciation; PPE; business; admin. overhead	\$200,000.00	
Emergency Food and Shelter Program	personnel; fringe; occupancy; operations; depreciation; PPE; business; admin. overhead	\$20,000.00	
Emergency Solutions Grant	personnel; fringe; occupancy; operations; depreciation; PPE; business; admin. overhead	\$20,000.00	
Deschutes County BOCC	personnel; fringe; occupancy; operations; depreciation; PPE;	\$25,000.00	

	business; admin. overhead		
<b>TOTAL</b>		\$665,000.00	

**G.3. Private Funds**

Source	Use of Funds	Amount of Funding	Funding Status
Direct Public Grants - Corporate; Business; Foundations; Trusts	personnel; fringe	\$55,000.00	
Direct Public Support - Individual and business donations	personnel; fringe	\$70,000.00	
Fundraising - Oregon High Desert Classics	personnel; fringe	\$34,462.00	Committed
<b>TOTAL</b>		\$159,462.00	

**G.4. Funding Documentation**

**Funding Documentation - Letters of funding commitment from sources**

Funding Documentation - Letters of funding commitment - JBJYS.pdf

## H. Project Feasibility and Readiness

Case Id: 30247

Name: J Bar J Youth Services - The LOFT - 2024

Address: 62895 Hamby Road, Bend, OR 97701

Completed by deirdrek@jbarj.org on 11/27/2023 12:23 PM

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### H. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

**H.1. A description of the organization's administrative capacity to complete the project, including its experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.**

Administrative capacity: The JBJYS's Board of Directors (BOD) meets six times a year and is responsible for fiscal oversight. Policies and procedures ensure accountability and fidelity to federal regulations. The organization contributes a high level of management expertise to the project, providing: oversight; technical assistance; fiscal procedures (accounting, bookkeeping, payroll); policy direction; and fundraising. JBJYS uses the accrual basis of accounting and maintains monthly year-to-date financial reports, profit and loss balance sheets, statements of cash flow, and budget comparisons (budget vs. actual). JBJYS keeps separate accounts for each programmatic division and each grant stream and has an annual audit completed by a CPA that includes a single audit for federal grants. Accounting controls are in place to achieve five basic objectives: validation; accuracy; completeness; maintenance, and physical security. The Chief Financial Officer and BOD review financial documents. The organization is audited by the State of Oregon for programs and contracts (OYA; DHS; ODE) and has regular reviews for all federally funded programs.

Experience: Feedback from a recent review of federally funded RHY programs by the Department of Health and Human Services (DHHS) was incredibly positive (October 2021). DHHS reported that JBJYS's operates model programs for RHY and is often used as an example for others in the nation. Reviewers found staff to be dedicated, knowledgeable and highly regarded by the community. JBJYS staff often present at national trainings and are subject matter experts in the field.

Partnerships: JBJYS is an engaged community partner, participating in over 20 community wide work groups. Key partnerships that contribute to The LOFT stem from a 30+ year working relationship. Capacity for this project will not be achieved through partnerships, however collaboration with over 40 community providers improves outcomes for youth.

**H.2. A description of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.**

JBJYS has a long standing history (55+ years) of cooperation and collaboration with other local agencies, organizations and businesses. Additionally, The LOFT receives tremendous support from the community, to include daily donations of food, clothing, office supplies and supplies for youth in shelter. The LOFT received \$50,000 in individual donations last fiscal year, ranging from \$25 to \$3,000. Attached are recent letters of support received from community partners in support of The LOFT's Transitional Living federal funding application.



#### Letters of Support

Letters of Support - The LOFT.pdf

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**H.3. A description of the organization’s readiness to proceed with the project. For example, is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?**

Description of readiness to proceed: The LOFT has been in operation since first receiving funding through the Department of Health and Human Services in 2003. This is an ongoing program. Funds will expand services and increase staff, improving outcomes for youth. Staff are currently in place and ready to focus on this project if funded.

**H.4 For CDBG applicants, a description of the organization's familiarity with meeting the federal requirements listed in the [City of Bend Public Services Program Rules and Requirements](#), and/or the organization’s plan for ensuring that these requirements are satisfied.**

JBJYS is a previous recipient of federal CDBG Funds, to include:

- 2003 - City of Bend (funding to assist with purchasing The LOFT)
- 2016 – City of Redmond
- 2019 – City of Bend (support for The LOFT)
- 2020 - City of Bend (LOFT)
- 2022 - City of Bend (LOFT)
- 2023 - City of Bend (LOFT and GHCO)

JBJYS is familiar with meeting the federal requirements listed in the rules and requirements. JBJYS is also a current recipient of other federal funding and has had no instances of irregularity or concern.

**H.5. For CDBG applicants, will the full amount of the funds be spent by June 30, 2024? Select from the dropdown menu.**

Yes

## I. Required Documents

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Case Id: 30247

Name: J Bar J Youth Services - The LOFT - 2024

Address: 62895 Hamby Road, Bend, OR 97701

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### I. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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### Documentation

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**504 Self-Evaluation Checklist \*Required**

504 Self-Evaluation Checklist - The LOFT.pdf

**Equity and Inclusion Policy**

Equity Diversity and Inclusion Policy - JBJYS.pdf

**Map of Project Location**

Map and Floor Plan for LOFT.pdf

**Proof of Non-Profit or Governmental Status**

501c3 letter - JBJYS.pdf

**State of Oregon Business Registry Printout**

Business Registry Business Name Search.pdf



 **Unique Entity Identifier (UEI) Number**

UEI - J Bar J Youth Services.pdf

## Submit

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**Case Id:** 30247

**Name:** J Bar J Youth Services - The LOFT - 2024

**Address:** 62895 Hamby Road, Bend, OR 97701

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## Submit

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Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Signature

Deirdre Kasberger

Electronically signed by deirdrek@jbarj.org on 11/27/2023 12:23 PM