

Program Overview

Completed by deirdrek@jbarj.org on 10/23/2024 10:45 AM

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

Program Overview



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

This section provides general information regarding the federal Community Development Block Grant (CDBG) program and the City of Bend Commercial and Industrial Construction Tax (CICT) 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, 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.

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

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- 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 CDBG Eligible Activities

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

Eligible Activities Under CICT

According to the City of Bend Municipal Code Chapter 9.45, CICT funds can support the following eligible activities:

- At least 50 percent of the funds will be used for programs of the City related to housing
- The remaining funds will be used for support, services, and programs for people making up to 30 percent of area median income

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
- The purchase of gift cards
- Cash payments / grants to individuals
- Car-related expenses, including gas cards, gas vouchers, car repairs

Eligible Proposals

In general, only public or private non-profit agencies or organizations are eligible to apply for 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 2024 - 2025 City of Bend income limits are valid from July 1, 2024 – June 30, 2025, but may be revised when limits are updated or available. Recipients of 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	6	7	8
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Area Median Income (AMI)	\$73,290	\$83,760	\$94,230	\$104,700	113,076	\$121,452	\$119,358	\$138,2
Moderate Income (80% AMI)	\$58,650	\$67,000	\$75,400	\$83,750	\$90,450	\$97,150	\$103,850	\$110,5
(60% AMI)	\$43,980	\$50,280	\$56,520	\$62,820	\$67,860	\$72,900	\$77,940	\$82,92
Low Income (50% AMI)	\$36,650	\$41,900	\$47,100	\$52,350	\$56,550	\$60,750	\$64,950	\$69,10
Extremely Low Income (30%)	\$22,000	\$25,150	\$28,300	\$31,400	\$33,950	\$36,450	\$38,950	\$41,45

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

[City of Bend Policy- Public Services Program](#)

[City of Bend Policy- Loans and Grants](#)

[504 Self-Evaluation Checklist](#)



I have downloaded and read the above documents.

A. Applicant Information

Completed by deirdrek@jbarj.org on 10/28/2024 11:16 AM

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

A. Applicant Information

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, if different than organization location

19 S.W. Century Drive Bend, OR 97702

CONTACT PERSON INFORMATION

A.7. Contact Full Name

Deirdre Kasberger

A.8. Contact Title

Co-Chief Executive 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

A.11. Board President Name

Jeannette P. McKenzie

A.12. Board President Email Address

jeannette.mckenzie@morganstanley.com

B. Organization Information

Completed by deirdrek@jbarj.org on 10/28/2024 12:17 PM

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B. Organization Information

Please provide the following information.

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

This funding request is presented on behalf of The LOFT (Living Options for Teens), a program under J Bar J Youth Services (JBJYS), a nonprofit 501(c)(3) established in 1967. JBJYS's mission is to provide innovative pathways for children, youth, and families toward independence and personal accountability. As the largest regional provider of services for at-risk youth, JBJYS operates nine programs with an annual budget of \$17.4 million. With over 180 staff members, the agency served more than 2,000 youth last year through both residential and community-based initiatives in Central Oregon.

The array of JBJYS programs includes:

- 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)
- Grandma's House of Central Oregon (GHCO)
- NEW - Canal House (homeless youth shelter located in Redmond)

JBJYS began delivering services for runaway and homeless youth in 1989. Today, more than 400 youth annually (duplicated) are supported through:

- Shelter/Transitional Living for homeless youth (The LOFT and Canal House) (ages 16-24)
- Runaway Services (CYFC) – Emergency Shelter and Family Mediation (ages 14-24)
- Street Outreach (CYFC) – Drop-in Services and Street-Based Support (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)

In 2003, JBJYS received CDBG funds from the City of Bend, allowing the organization to purchase the facility where The LOFT is housed (19 S.W. Century Drive, Bend). Since then, transitional living services have been provided to over 1,340 youth, while an additional 900 youth have accessed short-term shelter through The LOFT. (For more details, 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

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request copies of the organization’s financial audit or review for the last two years.

JBJYS is financially well-positioned to ensure the success of its programs. Below is a summary of the organization’s revenue sources for the 2023-2024 fiscal year, demonstrating its financial history and stability. (See H – Project Feasibility & Readiness and F – Financial Information.)

Revenue Sources for 2023-2024 - Total: \$16,733,306

- Direct Public Grants (Foundations and Trusts): \$440,659
- Direct Public Support (Businesses and Individuals): \$458,379
- Government Contracts (Federal, State, and County): \$10,373,282
- Government Grants (Federal, State, and County): \$2,311,603
- Indirect Public Support (United Way and Affiliates): \$7,740
- Program Income (Residential Services and Enrollment Fees from the Academy at Sisters): \$1,951,554
- Special Event Income (High Desert Classics, Comedy Benefit, Bowl for Kids’ Sake): \$1,041,074
- Other (Interest, Sale of Assets): \$149,285

Funding for The LOFT comes from various sources, including: the City of Bend (CDBG); Federal grants (Department of Health and Human Services - DHHS); State funding - Executive Order 23-02 Funding to address homelessness (SB 5511); State grants (Department of Human Services - Youth Experiencing Homelessness program); Deschutes County; FEMA Emergency Food and Shelter Program; foundations, donors, and fundraising events. Notably, JBJYS secured a Transitional Living Program (TLP) grant from DHHS in September 2022, which provides \$250,000 annually for The LOFT through September 2025. JBJYS has consistently received DHHS TLP funding since 2003.

B.3. Key Personnel Assigned to Project:

Name	Job Title	Qualifications	FTE Hours
Stephanie Alvstad	Co-CEO/President	BA/Social Work; 37 years experience	1
Deirdre Kasberger	Co-CEO	BS/Sociology; 31 years experience	1
Eliza Wilson	Youth Experiencing Homelessness Program Director	22 years experience; formerly homeless youth	1
Teal Reay	Case Manager	BS/Psychology; 3 years experience	1
			4

C. Project Description

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Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

C. Project Description

Please provide a brief description of the following:

C.1. Total 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.

The requested funds from the City of Bend's CDBG program will support Case Management services for homeless youth staying at The LOFT.

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

This initiative addresses the National Objective of aiding low- and moderate-income individuals by providing direct assistance to a targeted group—homeless youth. All participants in this program are residents of The LOFT, an emergency shelter for youth aged 16-24. (30% LGBTQIA2S+)

This proposal aligns with the City of Bend's priority designation by meeting critical needs, including:

- Offering support services for those providing public assistance, such as food pantries, victim and legal counseling, housing assistance, and more. The LOFT provides essential services like a food pantry, counseling, and case management through the Coordinated Entry/Rapid Rehousing program to help youth find housing and develop financial skills.
- Maintaining and preserving existing homeless shelter units. This request will ensure that The LOFT's shelter units remain fully operational and staffed.

Central Oregon experienced a 9% increase in the total number of homeless in 2024. The need for shelter for homeless youth continues to increase also. In 2024, there were 328 homeless youth aged 24 and under. Central Oregon is identified as one of the nation's CoC's with the highest percentage of unaccompanied homeless youth (UHY) living in unsheltered conditions (80.9%). Securing housing is particularly challenging for UHY, who often face a combination of family conflict, substance dependency, health issues, legal troubles, and histories of trauma. In 2023, all LOFT residents screened showed indicators of sexual exploitation, and 30% identified as LGBTQIA2S+, a group that is 3.7 times more likely to engage in survival sex. Furthermore, 46% were rejected by their families, and 61% attempted suicide. Nationally, it is estimated that 5,000 unaccompanied homeless youth die each year.

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 LOFT (Living Options for Teens) is a shelter facility within JBJYS's portfolio of services. Since 1989, JBJYS has provided support to youth experiencing homelessness, many of whom have run away or been trafficked. JBJYS serves over 400 youth each year throughout Central Oregon and employs 20 staff members (13 full-time, 7 part-time, 17 FTE), with a collective management experience of over 100 years.

Services Provided at The LOFT: In 2003, JBJYS began offering shelter services for homeless and runaway youth through The LOFT. The shelter offers emergency beds and long-term transitional housing, alongside life skills development. Youth at The LOFT receive individualized case management and service plans aimed at fostering independence. Key services include:

- 24-hour Crisis Hotline
- Emergency Shelter Entry
- Family Mediation
- Case Management & Advocacy
- Substance Abuse and Mental Health Assessments
- Drop-in services for basic needs (laundry, food, showers)
- Job Search Assistance
- Educational Support
- Life Skills Training
- Transportation
- Referral Services

JBJYS believes that safe shelter is a fundamental human right, and The LOFT provides immediate 24-hour access off the street. After youth are sheltered, their overall needs are assessed. The LOFT is the only low-barrier, housing-first youth shelter east of the Cascades.

Project Objectives: The LOFT's objectives include:

- **Safe & Stable Living Conditions:** 100% of youth will transition to stable housing within 24 months.
- **Educational Success:** 70% of youth will show academic progress or re-engage with their education.
- **Employment Success:** 70% of youth will either secure or actively seek employment.
- **Positive Relationships:** 100% of youth will establish a connection with a caring adult.
- **Health & Well-being:** All youth will gain access to physical and mental health services.
- **Populations Served:** The project targets homeless youth, aged 16-24, residing at The LOFT. The population includes both males and females, 30% of whom identify as LGBTQIA2S+. All youth served qualify as homeless and fall into extremely low, low, or moderate-income categories.

Areas Served: This project serves youth from the City of Bend, though many youth from across the Central Oregon region are drawn to JBJYS's services due to the lack of shelter options elsewhere. JBJYS provides services at four locations in Bend, with 90% of the youth served in 2023 identifying as Bend residents.

Use of Funds: Funds will support the employment of a Case Manager, who will provide comprehensive services to youth residing at The LOFT and offer continued assistance once 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.

As noted earlier, JBJYS runs the only low-barrier, housing-first shelters in Central and Eastern Oregon. While other organizations provide food, clothing, and referrals, JBJYS's shelters offer 24/7 access without restrictions on drug or alcohol use at entry. The LOFT assesses youth immediately and provides comprehensive services to address their substance use and other needs. Additionally, it is the only provider offering emergency and transitional shelter to youth under 18 in the region, with 24-hour direct entry services and street outreach tailored to this demographic. JBJYS delivers holistic case management services to youth who are homeless, runaway, or trafficking victims, setting it apart from other service providers in the area.

Similar Programs or Projects: While some local organizations refer homeless youth to appropriate services, JBJYS is the only provider in the region licensed to shelter youth under 18. The LOFT's comprehensive approach, including 24/7 crisis response, street outreach, and a complete suite of case management services, addresses a gap in services for youth experiencing homelessness.

How this project will enhance or build on existing services: A combination of diverse funding sources is essential to fully support The LOFT. The City of Bend CDBG grant will help CYFC (Cascade Youth & Family Center) increase staff capacity by hiring additional part-time staff to meet legally mandated staff-to-youth ratios, which will enhance the overall quality of services provided.

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

The anticipated long-term outcomes of this project include:

- **Improved Safety & Stability:** 100% of youth will transition to a safe, stable, and suitable living arrangement.
- **Increased Self-Sufficiency:** 75% of youth will either find employment or be actively seeking work by the time they exit, while 70% will be engaged in school, have graduated, or earned a GED.
- **Strengthened Relationships:** 100% of youth will identify at least one stable, supportive adult who they can rely on for advice and guidance.
- **Improved Well-Being:** 100% of youth will receive mental health, dental, and medical services, resulting in an improved overall health assessment at the time of program exit.

JBJYS's mission is to shelter the most vulnerable youth, reducing their risk and working toward ending chronic homelessness. The organization firmly believes that having access to safe shelter is a basic human right.

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

A detailed Logic Model has been developed for The LOFT program, outlining the plan for operationalizing the project. This model includes specific activities, inputs, and outputs, clearly linking them to the project's anticipated outcomes. Progress is measured and reported quarterly during Performance and Quality Improvement (PQI) meetings. The results are submitted to the City of Bend as required by the CDBG grant.

In addition, JBJYS is a recipient of federal funding through the Department of Health and Human Services and adheres to mandated quarterly, semi-annual, and annual reporting using the Homeless Management Information System (HMIS) as required by HUD. JBJYS has also implemented a new database, Apricot, to track and report outcome-based data. This secure, web-based case management platform enhances workflow and offers advanced reporting and analytics tools, streamlining service documentation and improving internal communication around client services.

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.

JBJYS has a well-established history of collaboration with over 40 community partners, supporting program sustainability and success for more than 54 years. These partners help JBJYS provide comprehensive support to youth, including those belonging to protected classes under the Fair Housing Act. JBJYS works with partners in various categories, including medical, mental health, law enforcement, educational services, vocational training, legal aid, domestic violence and anti-trafficking agencies, LGBTQIA2S+ resources, social services, faith-based organizations, and more. Through these partnerships, 100% of the youth served by JBJYS are connected to a wide range of services and supports.

Support for Housing: JBJYS assists youth in securing housing through Rapid Rehousing programs. JBJYS has access to 10-12 designated slots for Rapid Rehousing, and staff guide eligible youth through the intake process. In the past year, 35 youth successfully secured Rapid Rehousing funding, and another 30 received financial assistance through Point Source Youth's Direct Cash Transfer pilot program. In 2024, JBJYS was awarded funding through a YHDP grant that will build on housing options available to youth experiencing homelessness. In addition, JBJYS recently secured the Wilson Avenue property, thanks in large part to the City of Bend, to be used as housing for youth experiencing homelessness. These project will improve outcomes for youth by providing additional long term housing options dedicated to youth.

All programs provided by JBJYS comply with the principles of the Fair Housing Act.

D. Work Program

Completed by deirdrek@jbarj.org on 10/24/2024 9:51 AM

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

D. Work Program

The CDBG program year begins 7/1/2025 and ends 6/30/2026. The CICT program year begins approximately 4/1/2025 and ends 12/31/2026. Please provide the following information.

D.1. Anticipated Start Date:

07/01/2025

D.2. Anticipated Completion Date:

06/30/2026

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	07/1/2025	06/30/2026
INTAKE & ASSESSMENT TO IMPROVE WELL-BEING: Crisis Intervention; Coordinated Entry; Assessment (D&A; mental health; life skills; human trafficking)	07/1/2025	06/30/2026
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	07/1/2025	06/30/2026
EDUCATION TO IMPROVE SELFSUFFICIENCY: Enrollment Assistance; Tutoring; FAFSA; Goal Setting; College/Vocational School Exploration	07/1/2025	06/30/2026
JOB READINESS TO IMPROVE	07/1/2025	06/30/2026

SELSUFFICIENCY: Resume Building; Employment Assistance; Job Search/Placement; Employment		
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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

Completed by deirdrek@jbarj.org on 10/28/2024 11:55 AM

Case Id: 30310
Name: J Bar J Youth Services - The LOFT - 2025
Address: 62895 Hamby Road, Bend, OR 97701

E. Project Benefit

Please provide a brief description of the following:

E.1. Estimate the total number of persons to be served by the project.

25

A.100 Estimate the total number of people to be served, by income level.

< 30% AMI	31 - 50 % AMI	51 - 80 % AMI	> 81% AMI
22	\$3.00		

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: This project will benefit homeless and unaccompanied youth aged 16-24, including both males and females, 30% of whom identify as LGBTQIA2S+. All youth served qualify as extremely low, low, or moderate income.

Characteristics of the population: The youth supported by this project often grapple with challenges related to trauma and substance abuse. Many have also been 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.

JBJYS is dedicated to offering long-term stability for runaway and homeless youth, with a focus on the most vulnerable individuals, including those who have experienced chronic homelessness. Priority is always given to extremely low- and low-income youth through referrals from the local Coordinated Entry System, partner agencies, and direct walk-ins. All participants are categorized as Category 3 Homeless, as defined by HUD, ensuring that only those in the most need of housing and stability receive support.

This project guarantees a stable living environment for youth as they work toward becoming self-sufficient. JBJYS owns the facility specifically to provide shelter resources for as long as they are needed by homeless and runaway youth. To ensure compliance, JBJYS tracks income sources for each resident, maintaining monthly records in a spreadsheet 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?

The benefits of this project are assessed through continuous outcome-based data collection. The LOFT submits semi-annual reports via the Homeless Management Information System (HMIS) and maintains its own database where monthly outcome-based data is tracked and documented.

F. Financial Information

Completed by deirdrek@jbarj.org on 10/28/2024 11:35 AM

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Name: J Bar J Youth Services - The LOFT - 2025

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F. Financial Information

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 2025-2026 - 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.

Assumptions are made using past financial information over multiple years.

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

JBJYS seeks funding from donors, private and public sources to sustain programming.

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 funding is not received or is reduced, JBJYS would seek additional funding through fundraising, to include public and private donations and grants.

F.5 CDBG Funds Requested:

\$25,000.00

F.6 CICT Funds Requested:

\$0.00

F.7. Leveraged Funds:

\$827,563.00

G. Budget

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Completed by deirdrek@jbarj.org on 10/28/2024 11:53 AM

Address: 62895 Hamby Road, Bend, OR 97701

G. Budget

Please provide the following information.

G.1. Project Budget

AHF funds requested	Project Activities	CDBG Funds Requests	AHF Funds Requested	CICT Funds Requested	Other Public Funds	Private Funds	Activity Total
\$0.00	Personnel	\$25,000.00	\$0.00	\$0.00	\$401,900.00	\$145,543.00	\$572,443.00
\$0.00	Fringe benefits & taxes	\$0.00	\$0.00	\$0.00	\$125,594.00	\$0.00	\$125,594.00
\$0.00	Occupancy - Utilities & Phone	\$0.00	\$0.00	\$0.00	\$11,520.00	\$0.00	\$11,520.00
\$0.00	Property, Plant, & Equipment	\$0.00	\$0.00	\$0.00	\$12,700.00	\$0.00	\$12,700.00
\$0.00	Operations & Youth	\$0.00	\$0.00	\$0.00	\$28,000.00	\$0.00	\$28,000.00
\$0.00	Depreciation	\$0.00	\$0.00	\$0.00	\$10,800.00	\$0.00	\$10,800.00
\$0.00	Business & Travel	\$0.00	\$0.00	\$0.00	\$14,000.00	\$0.00	\$14,000.00
\$0.00	Administrative Overhead (indirect) 10%	\$0.00	\$0.00	\$0.00	\$77,506.00	\$0.00	\$77,506.00
	TOTAL	\$25,000.00	\$0.00	\$0.00	\$682,020.00	\$145,543.00	\$852,563.00

G.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
U.S. Dept. of Health and Human Services - Transitional Living Program	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$250,000.00	
State of Oregon - Youth Experiencing Homeless Program	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$150,000.00	
COIC (subaward) - SB 5511 Executive Order	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$300,000.00	
FEMA Emergency Food and Shelter Program	personnel; fringe; occupancy; operations; depreciation; PPE;	\$8,500.00	

	business; indirect		
Deschutes County BOCC	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$25,000.00	
TOTAL		\$733,500.00	

G.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Direct Public Grants: corporate donations; foundations; trusts	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$40,000.00	
Direct Public Support: individual and business donations	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$30,000.00	
Fundraising: Oregon High Desert Classics	personnel; fringe; occupancy; operations; depreciation; PPE; business; indirect	\$24,063.00	
TOTAL		\$94,063.00	

G.4. Funding Documentation



Funding Documentation - Letters of funding commitment from sources

Letters of Funding Commitment - The LOFT.pdf

H. Project Feasibility and Readiness

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

Completed by deirdrek@jbarj.org on 10/28/2024 12:08 PM

H. Project Feasibility and Readiness

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.

The J Bar J Youth Services (JBJYS) Board of Directors (BOD) meets six times a year, providing fiscal oversight for the organization. Policies and procedures are in place to ensure accountability and compliance with federal regulations. JBJYS brings strong management expertise to this project, overseeing areas such as fiscal processes (accounting, bookkeeping, payroll), policy development, technical support, and fundraising. The organization follows an accrual-based accounting system, producing monthly year-to-date financial reports, profit and loss statements, cash flow summaries, and budget comparisons (budget vs. actual). Each program and grant stream is tracked separately, and JBJYS undergoes an annual audit, including a single audit for federal grants, conducted by a certified CPA. Financial controls are in place to ensure validation, accuracy, completeness, maintenance, and security. The Chief Financial Officer and BOD regularly review financial documents. JBJYS also undergoes state audits for programs and contracts (OYA, DHS, ODE) and consistently reviews all federally funded programs.

Experience: A recent federal review of JBJYS's RHY (Runaway and Homeless Youth) programs, conducted by the Department of Health and Human Services (DHHS) in June 2024, was extremely favorable. DHHS highlighted JBJYS's RHY programs as model programs, often referenced nationally. The review noted that JBJYS staff are highly dedicated, knowledgeable, and respected within the community. JBJYS staff are also regularly invited to present at national trainings as subject matter experts in the field.

Partnerships: JBJYS is deeply involved in the community, participating in over 20 workgroups across Central Oregon. While capacity for this specific project will be handled internally, collaboration with more than 40 community organizations enhances the outcomes for youth served by The LOFT.

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 55+ year track record of collaboration with local agencies, businesses, and organizations. The LOFT program enjoys significant community support, including daily donations of food, clothing, office supplies, and necessities for the youth in shelter. In the last fiscal year, The LOFT received \$40,000 in individual donations, with contributions ranging from \$25 to \$3,000. Attached are letters of support from community partners, submitted in support of The LOFT's Transitional Living federal funding application.



Letters of Support

3267_Letters of Support - The LOFT.pdf

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?

The LOFT has been operating successfully since it first received funding from the Department of Health and Human Services in 2003. This is an ongoing program, and the requested funds will enhance services and expand staff, leading to improved outcomes for the youth served. Staff are already in place and prepared to continue working on this project immediately upon funding approval.

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.

JBYS is well-acquainted with federal requirements as outlined in the City of Bend Public Services Program Rules & Requirements. The organization has previously received CDBG funds for the following:

- 2003 - City of Bend (The LOFT - purchase)
- 2016 - City of Redmond (Canal House - purchase)
- 2019 - City of Bend (LOFT)
- 2020 - City of Bend (LOFT)
- 2022 - City of Bend (LOFT)
- 2023 - City of Bend (LOFT & Grandma's House)
- 2024 - City of Bend (LOFT)
- 2024 - City of Redmond (Canal House)

H.5. For CDBG applicants only, will the full amount of the funds be spent by June 30, 2026? Select from the dropdown menu.

Yes

I. Required Documents

Completed by deirdrek@jbarj.org on 10/24/2024 10:13 AM

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

I. Required Documents

Please provide the following information.

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

- [504 Self-Evaluation Checklist](#)

Documentation



504 Self-Evaluation Checklist *Required

3261_504 Self-Evaluation Checklist - The LOFT.pdf



Equity and Inclusion Policy

3262_Equity Diversity and Inclusion Policy - JBJYS.pdf



Map of Project Location

3263_Map and Floor Plan for LOFT.pdf



Proof of Non-Profit or Governmental Status

3264_501c3 letter - JBJYS.pdf



State of Oregon Business Registry Printout

3265_Business Registry Business Name Search.pdf



Unique Entity Identifier (UEI) Number

3266_UEI - J Bar J Youth Services.pdf

Submit

Completed by deirdrek@jbarj.org on 10/28/2024 12:17 PM

Case Id: 30310

Name: J Bar J Youth Services - The LOFT - 2025

Address: 62895 Hamby Road, Bend, OR 97701

Submit

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 10/28/2024 12:17 PM

J Bar J Youth Services - The LOFT (Living Options for Teens)**LINE ITEM BUDGET 2025-2026***This budget is an estimate based on previous years.*

Category	Amount		
<u>REVENUE: 2024-2025</u> Status (secured; estimated/projected; pending)	City of Bend CDBG	Matching Funds	TOTAL
Requested Grant Amount: City of Bend – Community Development Block Grant	\$25,000		\$25,000
<u>Matching Resources:</u>			
DIRECT PUBLIC GRANTS: Corporate, Business Grants; Foundation and Trust Grants		\$40,000	\$40,000
DIRECT PUBLIC SUPPORT: Contributions from Businesses and Individual Donations (estimated)		\$30,000	\$30,000
GOVERNMENT GRANTS: (estimated based on current funding) <ul style="list-style-type: none"> DHHS – Transitional Living Program (secured until October 2025 – See Attached Notice of Award) - \$250,000 annually State of Oregon – Youth Experiencing Homelessness Program (secured through July 2025 – see Attached letter of commitment) - \$150,000 annually COIC (subaward) – SB 5511 Executive Order funding (secured through June 2025 – projected – see attached contract) - \$300,000 FEMA Emergency Food and Shelter Program (secured through December 2024) - \$8,500 Deschutes County – Service Partner grant (secured through June 2024) - \$25,000 		\$733,500	\$733,500
Fundraising – Oregon High Desert Classics		\$24,063	\$24,063
Total Matching Resources		\$827,563	\$827,563
<u>TOTAL REVENUE:</u>	\$25,000	\$852,563	\$852,563

Category	Detail and Justification for Expense		Amount
EXPENSE:			
Personnel	.10 Chief Operating Officer (subsumed under admin overhead)	Chief Operating Officer is responsible for data, reporting, grants management and program compliance.	\$0
	.10 FTE RHY Program Director (annual salary \$77,230)	The Community Programs Director provides supervision and oversight of Program Manager.	\$7,723
	.75 FTE LOFT Program Manager (annual salary \$66,560)	The LOFT Program Manager is responsible for supervision of the youth shelter. This position will monitor day to day activities, and reports to the RHY Director.	\$66,560

	3.0 FTE Case Managers (annual salary \$47,840)	Case Manager will provide direct case management to youth in the shelter. CDBG FUNDS WILL PAY FOR PART OF A CASE MANAGER	\$143,520
	.25 Data Coordinator (annual salary (\$54,080)	The Data Coordinator schedules and manages all trainings for staff and provides data collection assistance to the Chief Operating Officer.	\$13,520
	4.0 FTE Resident Monitors (annual salary \$41,600)	Resident Monitors supervise youth in the program and support the daily activities of youth.	\$166,400
	4.0 FTE Night Monitors (annual salary \$43,680)	Night Monitors provide supervision of youth during overnight hours.	\$174,720
Total Personnel			\$572,443
Fringe Benefits	TOTAL: 21.94% to include: TAXES = 7.70% (Social Security-6.2%; Medicare-1.45%; Workers Benefit Fund -.04%; Oregon Transit Tax-.01%) BENEFITS = 14.24% (Life Insurance-.52%; Dental Insurance-.52%; Health Insurance-11.30%; 401K-.94%; Workers Compensation Insurance-.96%		\$125,594
Occupancy - Utilities and Phone	Utilities: power; gas; garbage; and water @ \$650/month (\$7,800)		\$11,520
	Phones and internet: 4 cell phones for emergency response @ \$30/month (\$1,440); internet/building phone service @ \$190/month (\$2,280)		
Property, Plant and Equipment	Automotive and fuel: auto repair and maintenance (\$1,000); 500 miles/month at \$.50/mile for transportation of shelter youth to and from shelter and appointments. (\$3,000)		\$12,700
	Small Equipment and furniture: shelter appliances and equipment and equipment rental and repair (\$2,000)		
	Computers: maintenance and repair; IT services (\$4,500)		
	Repair Maintenance: general maintenance and repair of property (\$2,200)		
Operations & Youth Assistance	Supplies include: awards and recognition; food service; operations supplies; office supplies; clothing; hygiene supplies; vocational supplies; vital documents; medical aid; youth activities. Based on 25 youth served annually.		\$28,000
Depreciation	Depreciation on vehicles and building		\$10,800
Business - Training & Travel	Annual National Grantee Conferences; other conferences, trainings and meetings; legal fees; business meals		\$14,000
Subtotal			\$775,057
Admin./Indirect	The federally approved indirect rate for J Bar J Youth Services is 10%		\$77,506
TOTAL EXPENSE:			\$852,563

May 10th, 2022

J Bar J Youth Services
Stephanie Alvstad
62895 Hamby Road
Bend, OR 97701

Dear Ms. Alvstad,

This letter is written in support of your funding application to provide needed shelter through Cascade Youth and Family Center's Transitional Living Program (TLP) to youth who are experiencing homelessness. There is no other unaccompanied youth shelter in our region. J Bar J Services is the only provider in our area that provides a full spectrum of crisis services, from human trafficking response and crisis intervention to long-term housing to youth in need. We enthusiastically support the work you do and are in full support of your Transitional Living Program grant proposal.

Central Oregon has long recognized the need for a more coordinated and informed response to homelessness and people living in poverty. Since the late 1990's, the Homeless Leadership Coalition (HLC), has been working together to tackle this challenging and often dynamic problem.

The Homeless Leadership Coalition (HLC) is a collaboration of community partners in Crook, Deschutes and Jefferson counties and the Confederated Tribes of Warm Springs. Coalition membership includes more than 40 nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, people with lived experience of homelessness, and others who care about the issues facing our unhoused neighbors. The HLC works to prevent and end homelessness by improving regional and cross-system collaboration and coordination so that our communities will have a comprehensive response in place that ensures homelessness is prevented whenever possible, or if it can't be prevented, it is a rare, brief, and a non-recurring experience. The Homeless Leadership Coalition serves as Central Oregon's Continuum of Care (CoC), OR-503.

J Bar J Youth Services collaborates with the CoC on many different levels. Currently J Bar J staff support the CoC in the following ways: as Chair of the CoC board (voting member representing lived experience and youth); Chair of the Youth Advisory committee; Co-Chair of the Outreach committee; Chair of the Coordinated Entry committee; member of the Grants committee; and active planning members of our annual Point in Time (PIT) count. The involvement of J Bar J's staff is truly invaluable to our shared work.

The HLC is very supportive of this grant application as it targets an identified need and service gap in our community. It is our goal to coordinate and drive a regional informed response to youth homelessness. We look forward to our continued partnership with J Bar J Youth Services and working together to ensure local youth are protected, healthy, and successful. Please contact me if you have any questions.

Sincerely on behalf of the Homeless Leadership Coalition,



Lindsey Stailing, Vice-Chair
Homeless Leadership Coalition



June 7, 2022

J Bar J Youth Services
62895 Hamby Road
Bend, OR 97701

Dear Ms. Alvstad,

The Deschutes County CSEC Response Team is committed to supporting the work of J Bar J Youth Services' Transitional Living Program (The LOFT), which enhances our community's response to the commercial sexual exploitation of children (CSEC) and human trafficking. The LOFT provides shelter to youth who are at high risk for exploitation, and this partnership strengthens our ability to identify and effectively respond to potential victims. The CSEC Response Team, coordinated through the at:project (anti-trafficking project), is committed to partnering with The LOFT in several ways:

1) CSE Screenings – Utilizing the validated, trauma-informed CSE-IT screening developed by the WestCoast Children's Clinic, trained at:project staff meet monthly with LOFT staff to screen youth for indicators of exploitation and human trafficking. In the past two years, 25 screenings were completed, all of which had concerns for exploitation, and more than half had concerns for having experienced exploitation within the past 90 days. **2) Consultation** – Monthly and as needed, at:project staff consult with LOFT staff on CSEC concerns, as well as strategies to engage and respond to CSE youth. When requested, CSE advocates will meet with LOFT youth. **3) Training** – at:project and CSEC Response Team partners provide annual training to The LOFT on human trafficking, CSEC, and trauma-informed victim services. **4) Advocacy** – The LOFT can refer CSE youth to at:project advocacy services, which include legal advocacy, crisis response, therapy services, and case management support. **5) 24-hour, trauma-informed victim response** – crisis response services and advocates can be accessed 24/7 through the at:project's partnership with the National Human Trafficking Hotline, which routes calls to our local advocates. The CSEC Response Team stands ready to assist The LOFT when in need of CSE victim response, legal advocacy, basic needs, forensic interviews, child welfare system support, or justice system navigation. No remuneration is required for any of the five activities listed above as there is separate funding for these services.

Central Oregon's coordinated efforts to address CSEC are only possible through collaboration with programs that serve the most at-risk youth. Research shows that youth with a history of running away or experiencing homelessness are the most vulnerable to becoming victims of exploitation. The National Center for Mission and Exploited Children estimates that one in six runaway and homeless youth become victims of commercial sexual exploitation.

The Deschutes County CSEC Response Team is a multidisciplinary team providing a comprehensive approach to child sex trafficking. Team members include: Deschutes County District Attorney, Bend Police, Redmond Police, Deschutes County Sheriff, FBI, Juvenile Community Justice, ODHS - Child Welfare, Deschutes County Behavioral Health, Bend-La Pine School District, the at:project, KIDS Center, and Oregon Department of Justice – Human Trafficking Intervention.

We are strongly committed to partnering with the Transitional Living Program (The LOFT) to ensure our community is identifying and serving youth who are at the highest risk for exploitation. This partnership is a vital link in our community's response to CSEC.

Sincerely,

Monica Desmond
Deschutes County CSEC Response Team Coordinator
www.werespond.org