



**CHILDREN, FAMILY AND COMMUNITY CONNECTIONS DIVISION
YOUTH SUBSTANCE USE PREVENTION
NOTICE OF FUNDING OPPORTUNITY**

BACKGROUND INFORMATION

The Health, Housing & Human Services Department through its Children, Family and Community Connections Division (CFCC) is seeking applications from agencies/organizations that are capable of delivering services to prevent youth substance misuse in Clackamas County. CFCC promotes healthy, safe communities and positive youth development, with a focus on reducing youth substance use and associated harms. We do this by raising awareness, enhancing skills, providing support, altering physical environments to reduce risky behaviors, and modifying or creating policies supportive of substance use prevention. We strive to center youth voice, cultural responsiveness, and equity in these activities.

CFCC is committed to the prevention of substance misuse, delaying the age of first use, and providing accurate information to prevent overdose and other harms. This funding opportunity prioritizes community-centered, culturally responsive prevention approaches, ensuring programming is designed with and for the diverse communities of Clackamas County.

DESCRIPTION

The goal is to provide youth-focused substance use prevention programming that is responsive to community needs and prioritizes increased investments in primary prevention. Primary prevention is critical to reducing long-term substance use rates. Successful programs will address root causes to prevent early onset of substance use. Grantees will demonstrate strong collaboration with partners or the capacity to strengthen partnerships to enhance program sustainability, leverage resources, and maximize impact.

Required Program Components:

Activities must:

- Serve youth ages 9-11, and/or 12-18years old living in Clackamas County.
- Engage youth in program planning to ensure their voices and perspectives are reflected in program design and implementation.
- Promote protective factors and prevent risk factors of substance use.
(<https://www.samhsa.gov/sites/default/files/20190718-samhsa-risk-protective-factors.pdf>)
- Align with the Center for Substance Abuse Prevention (CSAP) Six Strategies for Community Success (detailed below).
- Include culturally responsive approaches that respect and reflect the beliefs, practices, and linguistic needs of the populations served.

Priority Areas:

Priority areas were identified through stakeholder engagement. Programs should focus on at least one of the following:

1. School-based prevention education programs (*Priority: Schools with limited resources*)

- Activities may include, but are not limited to:
 - Implementing evidence-based substance use prevention curricula in schools.
 - Establishing peer mentorship programs that foster youth leadership and positive youth development.
 - Training school staff to increase understanding of substance use prevention strategies.

Parenting Education & Family Engagement (*Priority: Culturally Responsive Substance Use Prevention Education*)

- Activities may include, but are not limited to:
 - Providing education and outreach for parents and caregivers to increase understanding of substance use prevention and referral to treatment services, including mental health services.
 - Addressing barriers to access such as stigma, language and technology challenges, and lack of awareness about available support.
 - Hosting family-centered prevention activities to strengthen protective factors at home.

2. After-school & Youth Engagement Programs (*Priority: Communities with Limited Access to Youth Programming*)

- Activities may include, but are not limited to:
 - Implementing afterschool programs that promote positive youth development, such as academic support, leadership, social-emotional learning, refusal skills and other skill-building activities.
 - Outreach and engagement activities that increase participation in afterschool programs, particularly among underserved youth.

Implementation Requirement: For school-based programs or activities, applicants must demonstrate the ability to launch by Fall 2025. We encourage obtaining a letter of commitment from the school(s) indicating willingness to implement the proposed programs for a minimum of two consecutive school years (2025-26 and 2026-27). Applications accompanied by letters of support will receive higher scores.

Allowed Activities:

- Funds may be used for:
 - Salary and wages for new/existing prevention staff.
 - Workforce training, education, and professional development.
 - Community assessment and planning.
 - Contracting with local prevention partners to expand culturally responsive services.
 - Staffing/convening local alcohol and drug planning committees and coalitions.
 - Project activities that meet primary prevention goals, including youth leadership and engagement.
 - Services/supplies needed by a preventionist to fulfill their primary prevention role.
Examples: Educational materials, training expenses, outreach supplies, data collection tools, engagement incentives, and meeting materials.

Prohibited Activities:

Funds may not be used for:

- Overdose reversal medications such as naloxone, or harm reduction supplies (including safe syringes).
- Medication for opioid use disorder or other treatment services.
- Direct medical or behavioral health services that could otherwise be billed to Medicaid/Oregon Health Plan (OHP) or other existing health insurance.
- Buildings or capital improvements.
- Political actions, including lobbying.
- Items and activities not directly related to the project's objectives, such as recreational, personal, or entertainment-related costs

This funding may not be used for PreventNet Community Schools programming, which is supported by other funding sources through CFCC. The PreventNet Community School System is a community/school-based service system to improve outcomes for high-risk youth and their families by creating a web of support between schools, non-profit agencies, community members, local business, and local government.

All Applicants will state how the proposed program aligns with one or more the following CSAP Strategies:

- (1) Information Dissemination: increase knowledge and awareness of the harms associated with drug use without stigmatizing need for treatment (Examples: local implementation of media campaigns; Public Service Announcements (PSAs); social media messaging that provides youth-friendly and receptive tools, tips, and information regarding impacts of substance use).
- (2) Education; build skills to prevent substance use (Examples: assuring school policy supports evidence-based school curricula and parenting education and skill building; peer leadership; classroom education); Education should be geared towards youth and families. Topics may include: substances and brain development; addiction science and how substances affect youth differently; how to access substance use treatment services; stigma reduction; how the War On Drugs shaped the public perception of drug use.
- (3) Alternative Activities; organize activities that exclude substances (e. g. youth leadership and community service projects that support policy strategies and goals; mentoring programs; activities that promote positive mental and physical health).
- (4) Problem Identification and Referral; identify individuals misusing alcohol and other drugs and assess how they can be helped by educational and other services (Examples: sustainable referral systems to evidence-based health care systems, services, and providers). Provide information to youth on how to: know when they might need help; help others seek help; access and advocate for youth-focused resources.
- (5) Community Based Processes; provide networking and technical assistance to implement evidence-based practices, strategies in schools, law enforcement, communities and agencies (Examples: strategic planning, community engagement and mobilization; building and effectively managing prevention coalitions).

- (6) Environmental Strategies. Establish strategies for changing community policies, standards, codes and attitudes toward alcohol and other drug use (Examples: school policies and community or organizational rules and laws regarding alcohol, tobacco and other drugs; advertising restrictions).

AWARD INFORMATION

The funding sources for this opportunity are county substance use prevention funds and state opioid settlement funds. A total of \$600,000 (\$300,000 per year) is anticipated to be available for the time period July 1, 2025 – June 30, 2027. Funding is contingent on the County receiving appropriations or other expenditure authority sufficient to allow payments under Agreements.

- **MINIMUM & MAXIMUM AWARDS**
 - Minimum award amount is \$100,000 total (\$50,000/year for two years).
 - Maximum award amount is \$200,000 total (\$100,000/year for two years).

- **REPORTING REQUIREMENTS:**
 - Funded entities will be required to create project goals and objectives in collaboration with CFCC staff, submit monthly and quarterly program reports indicating number of people served, progress towards meeting goals and objectives and an annual work plan of proposed activities.
 - Funded entities will submit reports, including performance metrics and budget updates, to Clackamas County on a quarterly basis.
 - Reports will include qualitative and quantitative data to demonstrate programmatic progress, including a narrative section that captures updates on any required activities, successes, challenges, and changes or adjustments that have been made to the project.
 - At minimum, quantitative data will include:
 - The number of unique individuals enrolled in programs and/or services
 - The number of unique individuals that have participated in a program and/or received a service
 - Type of programs/services received
 - Length of program and/or services
 - The percentage of unique individuals who are successful in the program
 - Demographic information on individuals served
 - Funded entities will be required to submit monthly or quarterly reimbursement requests.

- **EVALUATION REQUIREMENTS:**
 - Funded entities will be required to participate in evaluation activities that demonstrate progress toward meeting goals and objectives.

ELIGIBILITY CRITERIA

Eligible applicants are nonprofit organizations, schools, drug prevention coalitions or public entities serving residents of Clackamas County. Eligible projects must address the goals identified above and result in positive, measurable outcomes for Clackamas County residents.

No cost sharing or matching is required. However, it is expected that activities are connected to the current mission of the applying agency and will enhance existing efforts of the applying agency.

FUNDING CYCLE AND TIMELINE

Last day to ask questions	April 16, 2025
Application Due Date	April 25, 2025
Award Decisions and Notification (estimated)	May 19, 2025
Agreement Start Date (estimated)	July 1, 2025
Agreement End Date	June 30, 2027
Final Reporting Due Date	July 15, 2027

FUNDING CONSIDERATIONS

- Funding to individuals is not allowed.
- Capital and operating expenses must be clearly outlined for each proposed project.

TO APPLY

Complete an application by providing the information requested in the template below, including a Cover Page (template provided), a proposed Project Narrative, Project Budget, Budget Narrative and Fiscal Capacity Assessment.

Questions about this funding opportunity must be directed in writing Stephanie Radford sradford@clackamas.us

Responses to application questions will be posted weekly as FAQs at <https://www.clackamas.us/grants>.

Completed applications are due Friday April 25th by 5:00p, and should be submitted electronically to Stephanie Radford sradford@clackamas.us

Applications received after the deadline or not submitted as directed will not be considered.

Total funding available for this opportunity is subject to change.

**Application Template
FY 2025-27
Youth Substance Misuse Prevention Grant**

**SECTION 1
COVER PAGE**

Date:	
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Legal Organization Name	
Alternate name/acronym	
Address	
Website	
Phone	
Executive Director Name	
Email and Phone	
Oregon Business Registry Number	
Federal Employer ID Number (EIN)	
Program Contact Name	
Email and Phone	
Fiscal Contact Name	
Email and Phone	
Funding Amount Requested	

With my signature, I certify the following:

1. The above information is correct;
2. I am authorized by the governing board of the applicant organization to submit this grant proposal;
3. The organization is in good standing with the IRS, retains its 501(c)(3) tax exempt status, and is further classified as a public charity and not a private foundation, or is a public agency or school district;
4. The organization does not discriminate on the basis of race, religion, sexual preference, sexual orientation, physical circumstances, or national origin;
5. The organization agrees to submit quarterly progress reports and final progress reports.
6. The organization agrees to submit proof of insurance at the levels required by county.

Signing Authority Name (printed)

Title

Signature

Date

SECTION 2 – Project Narrative

Directions: Answer each component of the project narrative concisely, ensuring clear alignment with priority areas. Total word limit for project narrative is 1,000 words. Responses to each question will be valued as shown below, for a total score of 85 points. *If awarded, the information you provide here will form the basis of your work plan.*

1. Describe your organization’s experience in substance use prevention. **(15 points)**
 - a. Include your organization’s mission statement.
 - b. If your organization currently provides substance use prevention programming, please describe how this project differs from, enhances, or changes the scope and/or scale of the programming your organization currently offers. OR
 - c. If your organization does not currently provide substance use prevention programming, please describe how substance use prevention fits with your organization’s mission and goals.
2. Describe your organization’s approach to and expertise in working with youth. **(15 points)**
 - a. Include the training and experience in youth engagement and positive youth development of the staff proposed to work on this project.
3. Provide an example of how your organization has collaborated with other agencies to address an issue in the community you serve. **(15 points)** Please indicate:
 - a. What issue were you addressing and why?
 - b. What agencies did you work with? What was the time period of the collaboration?
 - c. What positive outcomes resulted from your collaboration?
4. Describe how your agency currently supports or is working toward culturally responsive approaches that are respectful of, and relevant to, the beliefs, practices, culture, and linguistic needs of the populations and communities your agency serves. Cultural responsiveness refers to the capacity to respond to the issues of diverse communities. **(15 points)**
5. Describe your proposed project including: **(40 points)**
 - a. Who will you serve? Include ages, if a culturally specific group and other defining characteristics.
 - b. What areas of the county will you serve?
 - c. What risk factors will be addressed, what protective factors will be promoted and why were these factors chosen? Please refer to the Communities That Care Risk and Protective Factor list <https://www.communitiesthatcare.org.au/how-it-works/risk-and-protective-factors>.
 - d. What activities will be implemented and how do they align with identified priority areas, [CSAP strategies](#) and your selected risk and protective factors?
 - e. What partners will you work with to implement proposed activities? Describe the nature of the collaboration.
 - f. What changes or outcomes are you aiming to achieve by the end of this project? Describe any anticipated barriers to collecting these outcomes.
 - g. **For all school-based programs:** What measures are or will be in place to demonstrate readiness to launch by Fall 2025? We encourage including a letter(s) of commitment from the school(s) indicating willingness to implement the proposed programs for a minimum of two consecutive school years (2025-26 and 2026-27) with your application. Applications accompanied by letters of support will receive higher scores.

SECTION 3

1. Project Budget (20 Points)

Identify all expenses related to this application. Please provide a budget that reflects two years of spending, assuming stable funding for each year.

- July 1, 2025 – June 30, 2026
- July 1, 2026 – June 30, 2027

Add additional lines as necessary.

ITEM/EXPENSE	Budgeted Cost July 1, 2025 – June 30, 2026	Budgeted Cost July 1, 2026 – June 30, 2027	TOTAL BUDGET for Two Year Project Period
Personnel and Fringe (List each position separately and include FTE and fringe rate)			
Administrative costs (Limited to 10% of total budget) (provide detail in budget narrative)			
Project Costs Materials/Supplies (Curriculum, incentives, food, etc. List each separately)			
Professional fees (provide detail in budget narrative)			
Trainings (provide detail in budget narrative)			
Mileage (provide detail in budget narrative)			
Additional expenses (list each separately)			
TOTAL BUDGET			

2. Budget Narrative (10 Points)

Provide a narrative that clearly explains all sections of the budget (salary/fringe, administrative, program, and any other costs associated with this project).

3. Fiscal Capacity Assessment (5 Points)

1. Describe your organization’s procedures to ensure that only costs deemed allowable are billed to the County under this agreement.
2. Does your organization have a financial management system that can separately track the source and use of funds of individual agreements?

_____ Yes.
 _____ No. Please explain.

3. Does your organization have procedures that provide assurance that consistent, fair and equitable treatment is applied in the distribution of charges to all funding sources?

_____ Yes.

_____ No.

APPLICATION EVALUATION

- Applications will be scored as outlined in the section above.
- Successful applicants will meet the following criteria:
 - Clearly demonstrate alignment with priority areas.
 - Specifically address how proposed activities address root causes to prevent early onset of substance use.
 - Demonstrate the capacity and commitment to implementing prevention strategies aligned with one or more of the Six CSAP Strategies for Community Change.
 - Provide an outline how their proposed activities will serve a diverse range of Clackamas County populations, including, but not limited to, English language learners, BIPOC (Black, Indigenous, People of Color) communities, low-income individuals, rural residents, and other traditionally underserved groups.
- Applications will be reviewed by a committee of CFCC staff and other partners who are not seeking this funding.
- Applications will be reviewed by Friday, May 16 and funding decisions will be shared with applicants by Monday, May 19.
- Geographic representation throughout the county will be considered when making awards.

Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.