

Clackamas County Children, Youth & Families Division is issuing a Notice of Funding Opportunity (NOFO) to provide Student Resource Coordinator services to students in Clackamas County at-risk of Substance abuse.

To request that this NOFO be translated into another language, contact Korene Mather at (503) 650-5683 or via email: [korenemat@clackamas.us](mailto:korenemat@clackamas.us)

La División de Niños, Jóvenes y Familias del Condado de Clackamas está emitiendo un Aviso de Oportunidad de Financiamiento (NOFO) para proporcionar servicios de Coordinador de Recursos Estudiantiles a los estudiantes en el Condado de Clackamas en riesgo de abuso de sustancias.

Para solicitar que este NOFO se traduzca a otro idioma, comuníquese con Korene Mather al (503) 650-5683 o por correo electrónico a: [korenemat@clackamas.us](mailto:korenemat@clackamas.us)

Отдел детей, молодежи и семьи округа Клэкамас публикует уведомление о возможности финансирования (NOFO) для предоставления услуг координатора студенческих ресурсов для студентов в округе Клакамас, подверженных риску злоупотребления алкоголем или наркотиками.

Чтобы запросить перевод на другой язык, свяжитесь с Корене Матером по телефону (503) 650-5683 или по электронной почте: [korenemat@clackamas.us](mailto:korenemat@clackamas.us)



**STUDENT RESOURCE COORDINATOR SERVICES FOR STUDENTS AT-RISK OF  
SUBSTANCE ABUSE  
JANUARY 2018-JUNE 2019  
NOTICE OF FUNDING OPPORTUNITY AND GRANT APPLICATION**

**PROGRAM DESCRIPTION**

The primary goal of the Student Resource Coordinator (SRC) is to improve student achievement, attendance, behavior, and other skills for healthy development for those students identified as at risk of or involved in the use of alcohol and drugs. In addition, the SRC is to focus on strengthening collaboration and promoting service integration among nonprofit agencies, local diversion panels, and the State and County human service agencies with schools.

The key to meeting these goals is to assist schools to work with their PreventNet site coordinators, Behavioral Health, Juvenile Department (Local Diversion Panels), Workforce providers and the larger community to increase the capacity of local schools to identify, assess and provide appropriate interventions for those youth at-risk of, or involved in drug/alcohol use.

Most serious threats to the health and safety of adolescents and young adults are preventable. They result from risk-taking behaviors such as truancy, alcohol and drug abuse, sexual activity, recklessness, violence and suicide ideation. Research shows that teens who engage in any one of these behaviors are also likely to engage in others, thereby increasing the risk of damage to their health and safety. Therefore, pre-adolescent and adolescent's involvement in one specific risk behavior can be taken as a warning signal of likely involvement in additional risk behaviors.

Outside the home, school is the primary environment where youth engage in risky behaviors. This makes school an optimal setting for identifying at-risk youth in order to successfully reduce risk-taking behaviors that lead to poor academic performance and delinquency. In addition, schools have great potential as an environment for crime prevention. They provide regular access to students throughout the developmental years, and perhaps the only consistent access to large numbers of the most risk-prone young children in the early school years; they are staffed with individuals equipped to help youth develop as healthy, happy, productive citizens. Additionally, youth socialization is supported through partnerships between local communities and schools.

Many of the precursors of risk-taking and delinquent behavior are school related and therefore likely more receptive to change through school-based interventions. Research shows that academic failure is often associated with the beginning of delinquency and the escalation of serious

offending, and interventions that improve a child's academic performance have been shown to reduce delinquency.

Proposals should maintain a clear focus on equity and address factors that contribute to achievement gaps that exist between families and their children who are economically disadvantaged, learning English as a second language, or those who identify as African American, Hispanic, Native American, and/or other populations who are historically underserved.

### **AWARD INFORMATION**

Applicants will establish a contractual relationship with Clackamas County Children, Youth & Families Division (CYF).

#### Funding Source

The funding source for this program is County General Fund and includes no federal funds. Applicants will enter into a vendor agreement for these non-federal funds, and will be considered subrecipients and enter into a subrecipient agreement for the non-federal award funds.

#### Award term

Clackamas County Prevention Coalition (CCPC) and Positive Youth Development Collective (PYDC) through Children, Youth & Families Division is seeking to award one applicant to deliver STUDENT RESOURCE COORDINATOR (SRC) programming and services for an 18-month period ending June 30, 2019. Up to \$116,000 is available through this funding opportunity.

#### Start and End Dates

The anticipated start and end dates for the period of performance is January 1, 2018 through June 30, 2019

#### Reporting and Frequency Requirements

Successful applicants are required to report monthly to the Children, Youth & Families Division on the following indicators:

Outputs [services provided]: Shall be proposed by the applicant and will be evaluated by the review committee to determine relevance to overall goals. Outputs should describe the action delivered to achieve specific outcomes. Details of activities should minimally include: methodology; number of completed assessments; number of youth and families; how many times; duration; number of referrals; and outreach efforts with number reached.

Specific Outcomes [service effectiveness]: Key outcomes for this grant are a Decrease in Substance Use and an Increase in Academic Success. Successful applicants will report quarterly outcomes linked to outputs, with a target of an 85% success rate. Measureable outcomes can include, but are not limited to the following:

- Increased school attendance
- Decreased tardiness
- Grade or GPA improvement
- Decreased number of missing assignments

- Self-reported positive attitude toward school
- Decreased behavioral problems
- Increase participation in extra-curricular activities
- Self-reported decrease in unlawful substance use

### **ELIGIBILITY**

This Notice of Funding Opportunity is open to all agencies/organizations capable of delivering Student Resource Coordinator services to Clackamas County students described in this Notice that meet all of the following minimum qualifications.

- Community-based organizations must provide the county with proof that they have commercial general liability insurance not less than \$1 million per occurrence/\$2 million general aggregate.
- Community-based organizations must comply with the following Non-Discrimination policy: ‘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.’
- Community-based organizations must be able to demonstrate the capacity to establish a collaborative partnership between School Administration, PreventNet Coordinator (if applicable), and Local Diversion Panel Coordinator (if applicable) and submit a Memorandum of Understanding that defines the relationship and sets the parameters for what is expected of each entity.
- Organizations are required to collect demographic information on students/individuals accessing services.
- Community-based organizations must demonstrate experience in providing risk behavior prevention and/or early intervention Drug and Alcohol services in the school/community environments.
- Community-based organizations must demonstrate experience providing coordinated case referral to ancillary services such as Coordinated Care Organizations, Behavioral Health, Health Clinics and partner agencies.
- Community-based organizations must demonstrate the capacity to maintain and supervise a staff with CADCI or higher as primary staff or sufficient system in place to access CADCI or higher to perform timely assessments when appropriate.
- Organizations agree to submit all required financial and demographic documentation.
- Organizations must provide proof of registry to do business in Oregon at the Secretary of State online registry system: [http://egov.sos.state.or.us/br/pkg\\_web\\_name\\_srch\\_inq.login](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)
- Funding to individuals is not allowed.

### **SCOPE OF WORK**

The applicant will be required to perform the following work in accordance with the terms and conditions in an awarded contract.

The Student Resource Coordinator (SRC) is responsible for coordinating resources and services for students and their families exhibiting Drug and Alcohol use to meet their academic success goals. The SRC operates throughout the county region but is to prioritize PreventNet sites that also

have a local diversion panel operating nearby. The SRC, (preferably a Certified Alcohol & Drug Counselor-1 or higher), is to receive, coordinate, and expedite service referrals for students and help them navigate healthcare, education, judicial and other human service systems. The SRC follows-up with families and service providers to ensure timely access and that services have effectively met mutually identified needs. First priority should go to schools with a PreventNet presence and Cities participating the Local Diversion Panels funded by Clackamas County Juvenile Department.

Student Resource Coordinator's primary responsibilities:

- Maintain a CADC1 or higher classification (preferred)
- Ability to understand and apply Adverse Childhood Experiences (ACES) theory, pre-adolescent and adolescent asset development and risk factors.
- Accepting referrals from K-12 schools, PreventNet Coordinators, School-based Clinics, Juvenile Department/Local Diversion Panels, Health, Behavioral Health, Human and Social Service Providers, and other Youth-Serving entities.
- Meeting with referred students/families to assess and establish a menu of mutually agreed upon service and referral priorities.
- Monitoring progress and timely follow-up with students to eliminate barriers to accessing recommended services.
- Building connections with other service providers, such as medical personnel, educators, home visitors, school counselors, peer mentors, DHS Case Workers, parent coaches, and others to facilitate seamless referral and access to these services for students.
- Facilitating student's access to appropriate screening and assessment (childhood trauma and toxic stress, pre-adolescent and adolescent asset development and risk factors, etc.).
- Utilizing VistaLogic software to enter client and resource data on a monthly basis.
- Participating in multi-specialist staffing sessions for struggling students with multiple destabilizing problems and utilizing multi-specialist teams such as Teacher Assistance Teams and Youth Services Teams.
- Document comprehensive information about community resources through networks, databases, collegial relations, partnership opportunities. Utilize and teach families to use Information & Referral tools such as 211, CLARA, etc. Develop a menu of frequently needed services including, but not limited to medical homes, basic needs, support groups, vocational development, parent advice, mentors, tutors, and social/emotional counseling.

### **APPLICATION AND SUBMISSION INFORMATION**

Application materials can be found in Sections 1-3 at the end of this announcement. One electronic copy containing electronic signatures in Microsoft or PDF format must be submitted via email as indicated below. Document must be single-spaced with a font size no smaller than 12 point. The maximum number of words per question is indicated in Section 2. All applications must include the following sections:

- Section 1 – Cover Page (must be signed by person authorized to sign on behalf of the organization)
- Section 2 – Program/Project Narrative
- Section 3 – Budget/Budget Narrative

- Proposals are due by 5:00 P.M. November 30, 2017.
- Estimated notification of award – December 14, 2017.
- Estimated Agreement start date – January 1, 2018.
- Agreement end date is June 30, 2019, unless otherwise amended to extend funding and services.
- Agencies interested in applying should complete information requested in Sections 1–3 below.
- Operating expenses must be clearly outlined for the proposed project.
- Addenda & Application Questions – Question or clarifications may be submitted via email to: Korene Mather at [korenemat@clackamas.us](mailto:korenemat@clackamas.us). County will not mail notice of Addenda, but will publish notice of any Addenda on County’s website. Organizations should frequently check the County’s website until closing of the NOFO, at least once weekly and at least once daily during the week of closing. Questions must be submitted no later than 5pm on November 28<sup>th</sup>. Responses to questions will be posted periodically online as ‘FAQ Addendums ‘ on Clackamas County’s NOFO webpage: <http://www.clackamas.us/grants>
- Completed proposals should be submitted electronically to: Korene Mather at [korenemat@clackamas.us](mailto:korenemat@clackamas.us)

### **Application Evaluation**

All complete applications will be evaluated and rated by a review committee comprised of individuals associated with Clackamas Prevention Coalition and Positive Youth Development Collective. Every attempt will be made to include additional members to the committee to provide technical assistance in issues specific to the NOFO focus area. No individual will participate in an application review committee if they are affiliated with any organizations submitting a proposal(s).

Applications will be evaluated after the proposal deadline. Each applicant may be scheduled to do a short presentation of the submitted proposal followed by a brief discussion period with the committee. Committee members may ask questions clarifying the content of the submitted materials or request additional information at any time during the evaluation period.

Reviewers will score categories outlined in section 2 & 3 to rate applications. Scores will be based on the applicant’s responsiveness to meeting program application requirements, overall organizational capacity, thoroughness and innovation in responding to strategic issues related to performing Student Resource Coordinator services. Reviewers of the applications will put high priority on funding applicants able to show match (OHP/Indigent Funds, County, State, in-kind).

The Prevention Coalition/Positive Youth Development Collective may also consider geographic distribution and regional balance when making awards. Reviewers’ recommendations are advisory only: Children, Youth & Families staff will negotiate specific terms of the awards with selected applicants.

**Non-Discrimination**

**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.**

**Questions should be directed to Korene Mather, 503-650-5683, [korenemat@clackamas.us](mailto:korenemat@clackamas.us)**



**Grant Application Form  
FY 2017-19  
Student Resource Coordinator**

**SECTION 1**

**COVER PAGE**

<b>Date:</b>			
<b>Legal Organization Name</b>			
Alternate name/acronym			
Address			
City	State	Zip code	
County	Website		
Phone #	Fax #		
<b>Executive Director</b>			
First Name	Last Name		
Email	Phone		
<b>Board Chair</b>			
First Name	Last Name		
Email	Phone		
<b>Organization's Mission Statement</b>			
<b>Organization's Primary Activities</b>			
Community/Area served			
Employer ID number (EIN)		Year org. established	
Number of paid employees	FTE	Number of volunteers	
Number of Board members	Number of Board meetings per year		
<b>Organization Financial Information</b>	Organization budget for <b>current year</b>		
	Organization expenditure total for <b>last year</b>		
	Organization revenue total for <b>last year</b>		
<b>Revenue breakdown for last year</b>	Memberships & individual contributions		
	Ticket sales, fees for service, other income		
	Fundraising benefits		
	Corporate/business contributions		
	Government support		
	Foundation support		
	Endowment earnings		
	Other (identify sources):		
From last year's revenue sources, please list the five single largest contributors and amounts provided. (Contributors include specific individuals, agencies, businesses, foundations, or other groups. Individuals may be listed as Anonymous #1, #2, etc., if necessary.)			
Please list grant applications to Clackamas County and amounts awarded during the past three years.			

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Program/Project Contact Person	
Name	Title
Phone number	Email
<b>Proposed Program/Project Name</b> (one sentence)	
<b>Proposed Program/Project Budget</b>	
For multi-year projects, please note budget figures for each year	
Project budget year 1	
Project budget year 2	
Other proposed sources of funding for this project and amounts from each source (please note if funding secured with "Yes" or "No")	
	Secured?
	Secured?
	Secured?
	Secured?

With my signature I certify the following: (1) The above information is correct; (2) I am authorized by the governing board of this organization to submit this grant application to Clackamas Children, Youth & Families Division; (3) this 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) this organization does not discriminate on the basis of race, religion, sexual preference, physical circumstances or national origin; (5) this organization agrees to submit monthly progress reports and final progress report.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

Please send an electronic copy of the complete application (Sections 1-3) to Korene Mather at [korenemat@clackamas.us](mailto:korenemat@clackamas.us)

**Applications are due November 30, 2017, by 5:00 pm. Incomplete applications or applications received after the deadline will not be considered.**

## SECTION 2

### **STUDENT RESOURCE COORDINATION PROGRAM/PROJECT NARRATIVE**

1. Proposed Services (40 points)

- a. What Schools/Sites are you applying to serve under this grant? Please describe why your agency/organization is in the best position to serve the region. (max. 200 words)
- b. How will your organization accomplish the tasks/goals listed on pages 1-3 of this document (i.e. what is your service model)? (max. 200 words)
- c. Describe the target population to be served under this grant and list the local data that supports why this population is the focus of this project. (max. 200 words)
- d. How will this project address the needs of underserved populations? (max. 200 words)
- e. Describe how your organization will conduct outreach to students, families and community partners about Student Resource Coordination services. (max. 200 words)

2. Expected results

Describe the expected results for this project, including:

Output measures (15 points)

- a. What are the core activities to be completed? (max. 100 words)
- b. How many students/families will be served? (max. 100 words)
- c. How will assessments be completed for students at-risk and/or known to be involved in Substance abuse and/or misuse? (max 100 words)
- d. How will referral information be collected and for those served through this project? (max. 100 words)
- e. What demographic information will be collected? (max. 100 words)

Outcome measures (15 points)

- a. What is the expected impact of these activities? (max. 100 words)
- b. What tool(s) will be used to measure the impact of the proposed activities? (max. 100 words)

3. Identify the major milestones to be accomplished for this project and a timeline for accomplishing these. (max. 100 words) (5 points)

4. What are potential challenges to this project, and how do you plan to mitigate these? (max. 100 words) (5 points)
  
5. Grant Awardees will be required to communicate to the public that the Clackamas County Prevention Coalition and Positive Youth Development Collective is the funder of this project. Please provide a brief communication plan; e.g. post the Prevention Coalition logo on your organization's website or social media accounts, brochures, reports, etc. (max. 100 words) (5 points)

**SECTION 3**

**STUDENT RESOURCE COORDINATION PROJECT BUDGET (15 points)**

Identify all expenses related to this program/project. Add additional lines as necessary.

<b>BUDGET CATEGORY</b>	<b>17/18 BUDGET (6-mo)</b>	<b>18/19 BUDGET (12-mo)</b>	<b>Match (Indicate FY)</b>
<b><u>Personnel</u></b> (positions, FTE, salaries, fringe)			
<b><u>Administration</u></b> (up to 15%)			
<i>Provide detail of admin costs in the budget narrative</i>			
<b><u>Program</u></b>			
Materials/supplies			
Equipment			
Phone			
Insurance			
Conference/training			
Mileage			
Total			

**STUDENT RESOURCE COORDINATION BUDGET NARRATIVE**

Provide detailed information about each line item. (max. 200 words)

Please send an electronic copy of the completed Student Resource Coordinator Application (Sections 1-3) to Korene Mather: [korenemat@clackamas.us](mailto:korenemat@clackamas.us)

**Applications are due November 30, by 5:00 pm. Applications that are incomplete or that are received after the deadline will not be considered.**