

September 4, 2025

Board of County Commissioners  
Clackamas County

**Approval of a Subrecipient Agreement with Oregon City Together for youth substance use prevention school programming. Agreement Value is \$179,636 for 2 years.  
Funding is through Budgeted County General Funds.**

<b>Previous Board Action/Review</b>	No prior board action; new agreement resulting from a NOFO award; not a new program		
<b>Performance Clackamas</b>	1. Ensure safe, secure and livable communities. 2. Healthy People		
<b>Counsel Review</b>	Yes Ryan Hammond	<b>Procurement Review</b>	No
<b>Contact Person</b>	Jessica Duke	<b>Contact Phone</b>	971-291-8569

**EXECUTIVE SUMMARY:** The Children, Family & Community Connections (CFCC) Division of the Health, Housing and Human Services Department requests the approval of a Subrecipient Grant Agreement with Oregon City Together to provide Youth Substance Use Prevention (YSUP) programming. Oregon City Together was selected through a competitive Notice of Funding Opportunity process to provide youth-focused substance use prevention programming with an emphasis on preventing or delaying the onset of substance use in the Oregon City School District.

The program will enhance school-based substance misuse prevention in the Oregon City School District by adding a designated Prevention Coordinator and a Parent Community Outreach Coordinator.

The agreement value is \$179,636 for a period of 2 years, covering services from July 1, 2025, through June 30, 2027.

**RECOMMENDATION:** Staff respectfully requests that the Board of County Commissioners approve this Subrecipient agreement and Authorizes Chair Roberts or his designee to sign it on behalf of Clackamas County.

Respectfully submitted,

*Mary Rumbaugh*

Mary Rumbaugh  
Director of Health, Housing, and Human Services

For Filing Use Only

**Oregon City Together****Subrecipient Grant Agreement – Youth Substance Use Prevention**

Page 1 of 23

<b>CLACKAMAS COUNTY, OREGON SUBRECIPIENT GRANT AGREEMENT</b>	
Project Name: <b>Youth Substance Use Prevention (YSUP)</b> Project Number: 400326001-06	
This Agreement is between <b>Clackamas County</b> , Oregon, acting by and through its Health, Housing and Human Services Children, Family and Community Connections Division ("COUNTY"), and Oregon City Together ("SUBRECIPIENT"), an Oregon Nonprofit Coalition.	
<b>Clackamas County Data</b>	
Grant Accountant: <b>Bouavieng Bounnam</b>	Program Manager: <b>Brian McCrady</b>
Clackamas County – Finance 2051 Kaen Road Oregon City, OR 97045 503-742-5429 financegrants@clackamas.us	Children, Family and Community Connections 112 11 <sup>th</sup> Street Oregon City, OR 97045 503-348-4261 bmccrady@clackamas.us
<b>Subrecipient Data</b>	
Finance/Fiscal Representative: <b>Jason Jensen</b>	Program Representative: <b>Anne Haynes</b>
Oregon City Together 1417 12 <sup>th</sup> Street Oregon City, OR 97045 Jason.jensen@orecity.k.12.or.us	Oregon City Together 1417 12 <sup>th</sup> Street Oregon City, OR 97045 Anne.haynes@orecity.k.12.or.us
<b>EIN: 93-6000264</b>	

**RECITALS**

1. Youth Substance Use Prevention (YSUP) supports youth-focused, community responsive programming that emphasizes primary prevention and address the root causes of early substance use.
2. Oregon City Together (OCT) is a non-profit coalition dedicated to preventing youth substance misuse in Oregon City. OCT has over a decade of experience delivering evidence-based prevention programs, supporting student-led initiatives, and engaging families through outreach and education.
3. SUBRECIPIENT was selected through a competitive process to provide youth-focused substance use prevention programming. OCT will enhance school-based substance misuse prevention in Oregon City School District through the addition of a certified Prevention Coordinator. The

## Oregon City Together

### Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 2 of 23

Prevention Coordinator will reduce youth substance use through early intervention, targeted education, and increased awareness of associated risks.

SUBRECIPIENT will provide Youth Substance Use Prevention services that align with the service locations activities outlined in the Scope of Work. Specific activities will be tailored to local needs and program capacity.

NOW THEREFORE, according to the terms of this Subrecipient Grant Agreement (this “Agreement”) the COUNTY and SUBRECIPIENT agree as follows:

#### AGREEMENT

1. **Term and Effective Date.** This Agreement shall become effective on the date it is fully executed and will terminate on **June 30, 2027**, unless sooner terminated or extended pursuant to the terms hereof. Eligible expenses for this Agreement may be charged during the period beginning **July 1, 2025**, and expiring **June 30, 2027**, subject to additional restrictions set forth below and to the exhibits attached hereto, and unless this Agreement is sooner terminated or extended pursuant to the terms hereof. No grant funds are available for expenditures after the expiration date of this Agreement.
2. **Program.** The Program is described in the attached Exhibit A: Subrecipient Statement of Program Objectives & Performance Reporting. SUBRECIPIENT agrees to carry out the Program in accordance with the terms and conditions of this Agreement and according to SUBRECIPIENT Scope of Work and Performance Reporting in Exhibit A.
3. **Standards of Performance.** SUBRECIPIENT shall perform all activities and programs in accordance with the requirements set forth in this Agreement and all applicable laws and regulations. SUBRECIPIENT shall further comply with any and all terms, conditions, and other obligations as may be required by the applicable local, State or Federal agencies providing funding for performance under this Agreement, whether or not specifically referenced herein. SUBRECIPIENT agrees to take all necessary steps and execute and deliver any and all necessary written instruments, to perform under this Agreement including, but not limited to, executing all additional documentation necessary to comply with applicable County funding requirements.
4. **Grant Funds.** COUNTY's funding for this Agreement are County General Funds. The maximum, not to exceed, grant amount COUNTY will pay is **\$179,636**. This is a cost reimbursement grant, the award is conditional, and disbursements will be made in accordance with the schedule and requirements contained in Exhibit C: Required Financial Reporting and Payment Request. Failure to comply with the terms of this Agreement may result in withholding of payment or COUNTY pursuing any other rights or remedies available to it under this Agreement, at law, or in equity. Funds advanced and unspent must be returned to COUNTY within 30 days of the end of termination period in Section 1 if award conditions are not met.
5. **Amendments.** The terms of this Agreement shall not be waived, altered, modified, supplemented, or amended, in any manner whatsoever, except by written instrument signed by both parties. **SUBRECIPIENT must submit a written request including a justification for any amendment to COUNTY in writing at least forty-five (45) calendar days before this Agreement expires.** No payment will be made for any services performed before the beginning date or after the expiration date of this Agreement. If the maximum compensation amount is increased by amendment, the amendment must be fully executed before SUBRECIPIENT performs work subject to the amendment.
6. **Termination.** This Agreement may be suspended or terminated prior to the expiration of its term as follows:
  - a. At COUNTY's discretion, upon thirty (30) days' advance written notice to SUBRECIPIENT;

## **Oregon City Together**

### **Subrecipient Grant Agreement – Youth Substance Use Prevention**

Page 3 of 23

- b. Upon SUBRECIPIENT'S default under this Agreement, following thirty (30) days' notice with an opportunity to cure;
- c. Upon mutual agreement by COUNTY and SUBRECIPIENT;
- d. Immediately upon written notice provided by COUNTY that funds are no longer available for this purpose; and/or
- e. Immediately upon written notice provided by COUNTY that it lacks sufficient funds, as determined by COUNTY in its sole discretion, to continue to perform under this Agreement.

Upon completion of improvements or upon termination of this Agreement, any unexpended balances shall remain with COUNTY.

7. **Effect of Termination.** The expiration or termination of this Agreement, for any reason, shall not release SUBRECIPIENT from any obligation or liability to COUNTY, or any requirement or obligation that:

- a. Has already accrued hereunder;
- b. Comes into effect due to the expiration or termination of the Agreement; or
- c. Otherwise survives the expiration or termination of this Agreement.

Following the termination of this Agreement, SUBRECIPIENT shall promptly identify all unexpended funds and return all unexpended funds to COUNTY. Unexpended funds are those funds received by SUBRECIPIENT under this Agreement that (i) have not been spent or expended in accordance with the terms of this Agreement; and (ii) are not required to pay allowable costs or expenses that will become due and payable as a result of the termination of this Agreement.

8. **Funds Available and Authorized.** COUNTY certifies that it has received an award sufficient to fund this Agreement. SUBRECIPIENT understands and agrees that payment of amounts under this Agreement is contingent on COUNTY receiving appropriations or other expenditure authority sufficient to allow COUNTY, in the exercise of its sole administrative discretion, to continue to make payments under this Agreement.
9. **Future Support.** COUNTY makes no commitment of future support and assumes no obligation for future support for the activity contracted herein except as set forth in Section 8.
10. **No Duplicate Payment.** SUBRECIPIENT may use funds in addition to the grant funds to complete the Program; provided, however, SUBRECIPIENT may not credit or pay any grant funds for Program costs that are paid for with other funds and would result in duplicate funding.
11. **Non-supplanting.** SUBRECIPIENT must ensure funds provided in this Agreement are used to supplement and not supplant moneys budgeted or received from any other source for the same activities.

12. **General Agreement Provisions.**

- a) **Non-appropriation Clause.** If payment for activities and programs under this Agreement extends into COUNTY's next fiscal year, COUNTY's obligation to pay for such work is subject to approval of future appropriations to fund the Agreement by the Board of County Commissioners.
- b) **Indemnification.** SUBRECIPIENT agrees to indemnify, defend, and hold COUNTY, and its elected officials, officers, employees, and agents, harmless with respect to any claim, cause, damage, action, penalty or other cost (including attorney's and expert fees) arising from or related to (1) SUBRECIPIENT's negligent or willful acts or those of its employees, agents, or those under SUBRECIPIENT's control; or (2) SUBRECIPIENT's acts or omissions in performing under this Agreement including, but not limited to, any claim by State or Federal funding sources that SUBRECIPIENT used funds for an ineligible purpose. SUBRECIPIENT is responsible for the actions of its own agents and employees, and COUNTY assumes no liability or responsibility with respect to SUBRECIPIENT's actions, employees, agents or otherwise with respect to those under its control.

## Oregon City Together

### Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 4 of 23

- c) **Assignment.** This Agreement may not be assigned in whole or in part without the prior express written approval of COUNTY.
- d) **Independent Status.** SUBRECIPIENT is independent of COUNTY and will be responsible for any federal, state, or local taxes and fees applicable to payments hereunder. SUBRECIPIENT is not an agent of COUNTY and undertakes this work independent from the control and direction of COUNTY excepting as set forth herein. SUBRECIPIENT shall not seek or have the power to bind COUNTY in any transaction or activity.
- e) **Notices.** Any notice provided for under this Agreement shall be effective if in writing and (1) delivered personally to the addressee or deposited in the United States mail, postage paid, certified mail, return receipt requested, (2) sent by overnight or commercial air courier (such as Federal Express), (3) sent by electronic mail with confirming record of delivery confirmation through electronic mail return-receipt, or by confirmation that the electronic mail was accessed, downloaded, or printed. Notice will be deemed to have been adequately given three days following the date of mailing, or immediately if personally served. For service by facsimile or by electronic mail, service will be deemed effective at the beginning of the next working day.
- f) **Governing Law.** This Agreement, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon and the ordinances of Clackamas County without regard to principles of conflicts of law. Any claim, action, or suit between COUNTY and SUBRECIPIENT that arises out of or relates to the performance of this Agreement shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the COUNTY of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. SUBRECIPIENT, by execution of this Agreement, hereby consents to the personal jurisdiction of the courts referenced in this section.
- g) **Severability.** If any provision of this Agreement is found to be illegal or unenforceable, this Agreement nevertheless shall remain in full force and effect and the provision shall be stricken.
- h) **Counterparts.** This Agreement may be executed in any number of counterparts, all of which together will constitute one and the same Agreement. Facsimile copy or electronic signatures shall be valid as original signatures.
- i) **Third Party Beneficiaries.** Except as expressly provided in this Agreement, there are no third party beneficiaries to this Agreement. The terms and conditions of this Agreement may only be enforced by the parties.
- j) **Binding Effect.** This Agreement shall be binding on all parties hereto, their heirs, administrators, executors, successors and assigns.
- k) **Integration.** This Agreement contains the entire Agreement between COUNTY and SUBRECIPIENT and supersedes all prior written or oral discussions or Agreements.
- l) **No Attorney Fees.** In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.
- m) **Debt Limitation.** This Agreement is expressly subject to the limitations of the Oregon Constitution and Oregon Tort Claims Act and is contingent upon appropriation of funds. Any provisions herein that conflict with the above referenced laws are deemed inoperative to that extent.

## **Oregon City Together**

### **Subrecipient Grant Agreement – Youth Substance Use Prevention**

Page 5 of 23

- n) **Survival.** All rights and obligations shall cease upon termination or expiration of this Agreement, except for the rights and obligations which by their context are intended to survive.

#### **13. Exhibits and Attachments.**

This document is comprised of the following exhibits and attachments:

- Exhibit A: SUBRECIPIENT Scope of Work and Performance Reporting
- Exhibit B: SUBRECIPIENT Program Budget
- Exhibit C: Required Financial Reporting and Payment Request
- Exhibit D: General Administrative Requirements and Terms & Conditions
- Exhibit E: Insurance Requirements
- Exhibit F: Original Notice of Funding Opportunity, related FAQ's, and SUBRECIPIENT's proposal

In the event of a conflict between the terms of any exhibits to this Agreement, interpretations shall be based on the following precedence:

- This Agreement
- Exhibit D
- Exhibit E
- Exhibit A
- Exhibit C
- Exhibit B
- Exhibit F

*(Signature Page Follows)*

**Oregon City Together**

Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 6 of 23

**SIGNATURE PAGE TO SUBRECIPIENT GRANT AGREEMENT**


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

**SUBRECIPIENT**

Oregon City Together  
1417 12<sup>th</sup> Street  
Oregon City, OR 97045

**CLACKAMAS COUNTY**

Commissioner Craig Roberts, Chair  
Commissioner Diana Helm  
Commissioner Paul Savas  
Commissioner Martha Schrader  
Commissioner Ben West

By:  \_\_\_\_\_  
Jason Jensen (Aug 5, 2025 11:07:44 PDT)

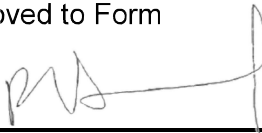
Dated: 08/05/2025 \_\_\_\_\_

**Signing on behalf of Clackamas County:**

By: \_\_\_\_\_  
Craig Roberts, Board Chair

Dated: \_\_\_\_\_

Approved to Form

By:  \_\_\_\_\_  
Assistant County Counsel

Dated: 7/31/2025 \_\_\_\_\_

**EXHIBIT A**  
**SUBRECIPIENT SCOPE OF WORK AND PERFORMANCE REPORTING**

<b>PROGRAM NAME: Youth Substance Use Prevention</b>
<b>SUBRECIPIENT: Oregon City Together</b>

**Program Objectives**

Youth Substance Use Prevention (YSUP) supports youth-focused, community-responsive programming that emphasizes primary prevention and address the root causes of early substance use. Primary prevention is critical to reducing long-term substance use rates.

**Scope of Work**

OCT will enhance school-based substance misuse prevention in the Oregon City School District (OCSD) through the addition of a .75 fte certified Prevention Coordinator. The Prevention Coordinator will deliver direct services, increase consistency and quality of prevention education, and strengthen the district's overall capacity to address youth substance use. This project will also maintain a .25 fte Parent and Community Outreach Coordinator who will focus on scope of work and outcomes related to parent and community outreach.

The project will promote protective factors such as social-emotional learning, prosocial engagement, and positive parenting practices. Additionally, it aims to improve cultural responsiveness and foster stronger collaboration among schools, families, and community partners to support sustained prevention outcomes.

**Activities**

Oregon City Together will implement the following activities:

- Facilitate student-led wellness clubs at the middle schools to promote positive youth development, incorporating utilization of Know Your Neuro curriculum platform
- Coordinate peer-to-peer campaigns addressing mental health, brain development, and the risks of substance use.
- Deliver evidence-based and/or evidence-informed programs, specifically the Blues Program, with a focus on early intervention for high-risk youth.
- Contribute to OCT's parent education efforts, including outreach to culturally and linguistically diverse families.
- Support the delivery and coordination of training and collaborative efforts that build cultural responsiveness among staff and volunteers.
- Work closely with school and community leaders, mental health professionals, social-emotional learning teachers, and nurses to coordinate prevention activities across school sites.
- Share district and school-level Student Health Survey Data with CFCC staff for the purpose of program planning.



## **Oregon City Together**

### **Subrecipient Grant Agreement – Youth Substance Use Prevention**

Page 8 of 23

#### **Performance Reporting Requirements**

SUBRECIPIENT must submit a Quarterly Performance Report, to Clackamas County, no later than the 15th day of the month following the end of the quarter:

Quarter ending September 30, 2025	Due October 15, 2025
Quarter ending December 31, 2025	Due January 15, 2026
Quarter ending March 31, 2026	Due April 15, 2026
Quarter ending June 30, 2026	Due July 15, 2026

Quarter ending September 30, 2026	Due October 15, 2027
Quarter ending December 31, 2026	Due January 15, 2027
Quarter ending March 31, 2027	Due April 15, 2027
Quarter ending June 30, 2027	Due July 15, 2027

CFCC will provide a reporting tool that captures performance measures and collaborate with SUBRECIPIENT to identify or develop an appropriate method, such as a survey, to measure program engagement, effectiveness of the interventions and other outcomes.

The reporting tool will be used to gather the following outcomes:

- Number of unique students who received prevention education (programs such as Know Your Neuro and the Blues Program)
- Number of peer-led campaigns coordinated
- Number of unique youth who participated in youth wellness clubs
- Number of youth wellness club sessions held
- Number of parents/caregivers reached through outreach-campaigns
- Number of campaign materials distributed (e.g., posters, videos, social posts)
- Number of culturally specific events held
- Number of people who participated in a culturally specific event
- Number of staff and volunteers who received training to improve cultural responsiveness
- Quarterly progress of completed activities including effectiveness, barriers and changes made to project

Reported outcomes may include:

- Percent of youth participating in programs that demonstrate increased knowledge about substance use/misuse.
- Percent of youth participating in programs that state that they feel more connected to their school and community after participating in the program.

#### **Funder Recognition**

Marketing, educational, promotional, and outreach materials and flyers describing services, workshops, and other activities funded through this Agreement must acknowledge Clackamas County Children, Family & Community Connections Division and include Clackamas County logo. Materials that include this acknowledgement should be reviewed by Children, Family & Community Connections prior to distribution. Media communications should also acknowledge CFCC.

**Oregon City Together**

Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 9 of 23

**EXHIBIT B**  
**SUBRECIPIENT Program Budget**

<b>PROGRAM NAME: Youth Substance Use Prevention</b>
<b>SUBRECIPIENT: Oregon City Together</b>

Exhibit B: Program Budget			
<b>Contractor:</b>	Oregon City Together		
<b>Program:</b>	YSUP		
<b>Address:</b>	1417 12th Street		
	Oregon City, OR 97045		
<b>Contact Person:</b>	Anne Haynes		<b>Contract #</b>
<b>Phone Number:</b>	503-707-5177		7/1/25-6/30/27
<b>E-mail:</b>	<a href="mailto:anne.haynes@orecity.k12.or.us">anne.haynes@orecity.k12.or.us</a>		
Budget Category	Approved Budget 7/1/25-6/30/26	Approved Budget 7/1/26-6/30/27	Total Budget
<u><b>Personnel (List each position separately)</b></u>			
Prevention Coordinator-salary	\$ 43,894.00	\$ 43,894.00	\$ 87,788.00
Prevention Coordinator-fringe	\$ 20,355.00	\$ 20,355.00	\$ 40,710.00
Community & Parent Outreach Coordinator	\$ 19,352.00	\$ 19,352.00	\$ 38,704.00
			\$ -
	\$ 83,601.00	\$ 83,601.00	\$ 167,202.00
<u><b>Administration (limited to 10% of total budget)</b></u>			
Admin	\$ 2,217.00	\$ 2,217.00	\$ 4,434.00
	\$ 2,217.00	\$ 2,217.00	\$ 4,434.00
<u><b>Program costs</b></u>			
Mileage	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00
Food	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Incentives	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
Training-Blues Program	\$ 500.00	\$ 500.00	\$ 1,000.00
	\$ 4,000.00	\$ 4,000.00	\$ 8,000.00
<b>Total Budget</b>	<b>\$ 89,818.00</b>	<b>\$ 89,818.00</b>	<b>\$ 179,636.00</b>

**Oregon City Together**

Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 10 of 24

**EXHIBIT C**  
**REQUIRED FINANCIAL REPORTING AND PAYMENT REQUEST**

<b>PROGRAM NAME:</b> Youth Substance Use Prevention
<b>SUBRECIPIENT:</b> Oregon City Together

<b>EXHIBIT C: REQUEST FOR REIMBURSEMENT</b>					
Requests for reimbursement and supporting documentation are due monthly by the 15th of the month, including: <ul style="list-style-type: none"> <li>• Request for Reimbursement with an authorized signature</li> <li>• General Ledger backup to support the requested amount</li> </ul>					
	<b>Contractor:</b> Oregon City Together <b>Address:</b> 1417 12th Street Oregon City, OR 97045 <b>Contact Person:</b> Anne Haynes <b>Contact Info:</b> 503-707-5177 <b>Term:</b> 7/1/25-6/30/26			<b>Contract Number:</b> #12233 <b>Report Period:</b> Year 1	
Budget Category	Approved Budget	Current Draw	Previously	Balance	
<b><u>Personnel</u></b>					
Prevention Coordinator - salary	\$ 43,894.00	\$ -	\$ -	\$ 43,894.00	
Prevention Coordinator - fringe	\$ 20,355.00	\$ -	\$ -	\$ 20,355.00	
Community & Parent Outreach Coordinator	\$ 19,352.00	\$ -	\$ -	\$ 19,352.00	
	<b>\$ 83,601.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,601.00</b>	
<b><u>Administration (limited to 10% of total budget)</u></b>					
Admin	\$ 2,217.00	\$ -	\$ -	\$ 2,217.00	
	<b>\$ 2,217.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,217.00</b>	
<b><u>Program costs</u></b>					
Mileage	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	
Food	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
Incentives	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	
Training - Blues Program	\$ 500.00	\$ -	\$ -	\$ 500.00	
	<b>\$ 4,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000.00</b>	
<b>Total Budget</b>	<b>\$ 89,818.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 89,818.00</b>	
<i>Clackamas County retains the right to inspect all financial records and other books, documents, papers, plans, records of shipments and payments and writings of Recipient that are pertinent to this Agreement.</i>					
<b>CERTIFICATION</b>					
<i>By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and represents actual expenditures, disbursements and cash receipts for the purposes and objectives set forth in the terms of the agreement.</i>					

**EXHIBIT D**  
**GENERAL ADMINISTRATIVE REQUIREMENTS AND TERMS & CONDITIONS**

**1. Status**

a) COUNTY has determined:

☒ Entity is a non-federal subrecipient    ☐ Entity is a contractor    ☐ Not applicable

**2. Administrative Requirements.** SUBRECIPIENT agrees to its status as a subrecipient, and accepts among its duties and responsibilities the following:

- a) **Financial Management.** SUBRECIPIENT shall use adequate internal controls and maintain necessary sources documentation for all costs incurred.
- b) **Revenue Accounting.** Grant revenue and expenses generated under this Agreement should be recorded in compliance with generally accepted accounting principles and/or governmental accounting standards. This requires that the revenues are treated as unearned income or “deferred” until the compliance requirements and objectives of the grant have been met. Revenue may be recognized throughout the life cycle of the grant as the funds are “earned.” All grant revenues not fully earned and expended in compliance with the requirements and objectives at the end of the period of performance must be returned to COUNTY within 15 days.
- c) **Change in Key Personnel.** SUBRECIPIENT is required to notify COUNTY, in writing, whenever there is a change in SUBRECIPIENT key administrative or programmatic personnel and the reason for the change. Key personnel include but are not limited to: Executive Director, Finance Director, Program Manager, Bookkeeper, or any equivalent to these positions within the organization.
- d) **Cost Principles.** SUBRECIPIENT shall only use grant funds for eligible costs set forth in Exhibit A. Costs disallowed by the funding agency listed in the body of this Agreement shall be the liability of the SUBRECIPIENT.
- e) **Period of Availability.** SUBRECIPIENT may charge to the award only allowable costs resulting from obligations incurred during the funding period.
- f) **Match.** Matching funds are not required for this Agreement.
- g) **Budget.** SUBRECIPIENT use of funds may not exceed the amounts specified in the Exhibit B: Subrecipient Program Budget. SUBRECIPIENT agrees to expend funds in accordance with the approved budget provided in this agreement. All expenditures that exceed a budget line item by more than 10% or \$500, whichever is greater, must be approved in writing by COUNTY. Budget revisions must be submitted and approved prior to changing the budget. At no time may budget modification change the scope of the original grant application or Agreement.
- h) **Payment.** SUBRECIPIENT must submit a final request for payment no later than fifteen (15) days after the end date of this Agreement. Routine requests for reimbursement should be submitted as specified in Exhibit C: Required Financial Reporting and Payment Request.

## Oregon City Together

### Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 12 of 24

- i) **Performance Reporting.** SUBRECIPIENT shall comply with reporting requirements as specified in Exhibit A: SUBRECIPIENT Scope of Work & Performance Reporting.
- j) **Financial Reporting.** Upon execution of this Agreement, SUBRECIPIENT will submit completed Exhibit C: Reimbursement Request on a monthly basis.
- k) **Closeout.** COUNTY will closeout this award when COUNTY determines that all applicable administrative actions and all required work have been completed by SUBRECIPIENT. SUBRECIPIENT must liquidate all obligations incurred under this award and must submit all financial, performance, and other reports as required by the terms and conditions of COUNTY, no later than 90 calendar days after the end date of this Agreement.
- l) **Monitoring.** SUBRECIPIENT agrees to allow COUNTY access to conduct site visits and inspections of financial records for the purpose of monitoring. COUNTY, Oregon State University, and their duly authorized representatives shall have access to such financial records and other books, documents, papers, plans, records of shipments and payments and writings of SUBRECIPIENT that are pertinent to this Agreement, whether in paper, electronic or other form, to perform examinations and audits and make excerpts and transcripts. Monitoring may be performed onsite or offsite, at COUNTY's discretion. Depending on the outcomes of the financial monitoring processes, this Agreement shall either a) continue pursuant to the original terms, b) continue pursuant to the original terms and any additional conditions or remediation deemed appropriate by COUNTY, or c) be de-obligated and terminated.
- m) **Record Retention.** SUBRECIPIENT will retain and keep accessible all such financial records, books, documents, papers, plans, records of shipments and payments and writings for a minimum of six (6) years from the end of program date, or such longer period as may be required by or applicable state or federal law, following final payment and termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.
- n) **Certification of Compliance with Grant Documents.** SUBRECIPIENT acknowledges that it has read the award conditions and certifications, that it understands and accepts those conditions and certifications, and that it agrees to comply with all the obligations, and be bound by any limitations applicable to the Clackamas County, as COUNTY, under those grant documents.

### 3. Default

- a) **Subrecipient's Default.** SUBRECIPIENT will be in default under this Agreement upon the occurrence of the following:
  - a. SUBRECIPIENT fails to use the grant funds for eligible purposes described in Exhibit A;
  - b. Any representation, warranty or statement made by SUBRECIPIENT in this Agreement or in any documents or reports relied upon by COUNTY to measure the Program, the expenditure of grant funds or the performance by SUBRECIPIENT is untrue in any material respect when made;
  - c. After thirty (30) days' written notice with an opportunity to cure, SUBRECIPIENT fails to comply with any term or condition set forth in this Agreement;
  - d. A petition, proceeding, or case is filed by or against SUBRECIPIENT under federal or state bankruptcy, insolvency, receivership, or other law.
- b) **County's Default.** COUNTY will be in default under this Agreement if, after thirty (30) days' notice and opportunity to cure, COUNTY fails to perform a material obligation under this Agreement provided, however, that failure to disburse grant funds due to lack of appropriation shall not constitute a default of COUNTY.

#### **4. Remedies**

- a) **County's Remedies.** In the event of SUBRECIPIENT's default, COUNTY may, at its option, pursue any or all remedies available to it under this Agreement, at law, or in equity including, but not limited to: (1) withholding SUBRECIPIENT grant funds until compliance is met; (2) reclaiming grant funds in the case of omissions or misrepresentations in financial or programmatic reporting; (3) requiring repayment of any funds used by SUBRECIPIENT in violation of this Agreement; (4) termination of this Agreement; (5) declaring SUBRECIPIENT ineligible for receipt of future awards from COUNTY; (6) initiation of an action or proceeding for damages, declaratory, or injunctive relief.
- b) **Subrecipient's Remedies:** In the event COUNTY is in default, and whether or not SUBRECIPIENT elects to terminate this Agreement, SUBRECIPIENT's sole remedy for COUNTY's default, subject to the limits of applicable law or in this Agreement, is reimbursement for eligible costs incurred in accordance with this Agreement, less any claims COUNTY may have against SUBRECIPIENT. In no event will COUNTY be liable to SUBRECIPIENT for expenses related to termination of this Agreement or for any indirect, incidental, consequential or special damages.

#### **5. Compliance with Applicable Laws**

- a) **Public Policy.** SUBRECIPIENT expressly agrees to comply with all public policy requirements, laws, regulations, and executive orders issued by the Federal government, to the extent they are applicable to the Agreement: (i) Titles VI and VII of the Civil Rights Act of 1964, as amended; (ii) Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; (iii) the Americans with Disabilities Act of 1990, as amended; (iv) Executive Order 11246, "Equal Employment Opportunity" as amended; (v) the Health Insurance Portability and Accountability Act of 1996; (vi) the Age Discrimination in Employment Act of 1967, as amended, and the Age Discrimination Act of 1975, as amended; (vii) the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended; (viii) all regulations and administrative rules established pursuant to the foregoing laws; and (ix) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.
- b) **Compliance With Applicable Law.** SUBRECIPIENT shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
- c) **Conflict Resolution.** If potential, actual or perceived conflicts are discovered among federal, state and local statutes, regulations, administrative rules, executive orders, ordinances or other laws applicable to this Agreement, SUBRECIPIENT may in writing request COUNTY to resolve the conflict. SUBRECIPIENT shall specify if the conflict(s) create a problem for the Program. COUNTY shall undertake reasonable efforts to resolve the issue but is not required to deliver any specific answer or product. SUBRECIPIENT shall remain obligated to independently comply with all applicable laws and no action by COUNTY shall be deemed a guarantee, waiver, or indemnity for non-compliance with any law.
- d) **Confidential Information.** SUBRECIPIENT acknowledges that it and its employees and agents may, in the course of performing their obligations under this Agreement, be exposed to or acquire information that the County desires or is required to maintain as confidential, including information that is protected under applicable law, including Personal Information (as "Personal Information"

## Oregon City Together

### Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 14 of 24

is defined in ORS 646A.602(11)). SUBRECIPIENT agrees to hold any and all information that it is required by law or that the County marks as “Confidential” to be held in confidence (“Confidential Information”), using at least the same degree of care that SUBRECIPIENT uses in maintaining the confidentiality of its own confidential information, and will use the Confidential Information for no purpose other than in the performance of this Agreement, or as may be permitted under applicable law, and to advise each of its employees and agents of their obligations to keep Confidential Information confidential. SUBRECIPIENT further agrees to take reasonable measures to safeguard such information and to follow all applicable federal, state and local regulations regarding privacy and obligations of confidentiality.

- e) **Mileage reimbursement.** If mileage reimbursement is authorized in SUBRECIPIENT budget or by the written approval of COUNTY, mileage must be paid at the rate established by SUBRECIPIENT’s written policies covering all organizational mileage reimbursement or at the IRS mileage rate at the time of travel, whichever is lowest.

#### 6. **Dispute Resolution.**

The parties will attempt in good faith to informally resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator to resolve the dispute short of litigation. Each party will bear its own costs incurred for any mediation.

## **EXHIBIT E INSURANCE REQUIREMENTS**

During the term of this Agreement, SUBRECIPIENT shall maintain in force, at its own expense, each insurance noted below:

- 1) **Workers' Compensation.** Insurance in compliance with ORS 656.017, which requires all employers that employ subject workers, as defined in ORS 656.027, to provide workers' compensation coverage for those workers, unless they meet the requirement for an exemption under ORS 656.126(2). If contractor is a subject employer, as defined in ORS 656.023, contractor shall obtain employers' liability insurance coverage limits of not less than \$1,000,000.

- 2) **Commercial General Liability.**

☒ Required by COUNTY    ☐ NOT Required by COUNTY

SUBRECIPIENT shall obtain, at SUBRECIPIENT's expense, and keep in effect during the term of this Agreement, Commercial General Liability Insurance covering bodily injury and property damage on an "occurrence" form in the amount of not less than \$1,000,000 per occurrence/ \$2,000,000 general aggregate for the protection of COUNTY, its officers, elected officials, and employees. This coverage shall include Contractual Liability insurance for the indemnity provided under this Agreement. This policy(s) shall be primary insurance as respects to the COUNTY. Any insurance or self-insurance maintained by COUNTY shall be excess and shall not contribute to it.

- 3) **Commercial Automobile Liability.**

☒ Required by COUNTY    ☐ NOT Required by COUNTY

SUBRECIPIENT shall obtain at SUBRECIPIENT expense and keep in effect during the term of this Agreement, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The combined single limit per occurrence shall not be less than \$1,000,000, or SUBRECIPIENT shall obtain at SUBRECIPIENT expense, and keep in effect during the term of the agreement, Personal auto coverage. The limits shall be no less than \$250,000/occurrence, \$500,000/aggregate, and \$100,000 property damage.

- 4) **Professional Liability.**

☒ Required by COUNTY    ☐ NOT Required by COUNTY

SUBRECIPIENT shall obtain and furnish COUNTY evidence of Professional Liability Insurance in the amount of not less than \$1,000,000 combined single limit per occurrence/\$2,000,000 general annual aggregate for malpractice or errors and omissions coverage for the protection of COUNTY, its officers, elected officials and employees against liability for damages because of personal injury, bodily injury, death, or damage to property, including loss of use thereof, and damages because of negligent acts, errors and omissions in any way related to this Agreement. COUNTY, at its option, may require a complete copy of the above policy.

- 5) **Abuse and Molestation Clause.**

☒ Required by COUNTY    ☐ NOT Required by COUNTY



## Oregon City Together

### Subrecipient Grant Agreement – Youth Substance Use Prevention

Page 16 of 24

As part of the Commercial General Liability policy, SUBRECIPIENT shall obtain Abuse and Molestation coverage in a form and with coverage satisfactory to COUNTY covering damages arising out of actual or threatened physical abuse, mental injury, sexual molestation, negligent hiring, employment, supervision, investigation, reporting to proper authorities, and retention of any person for whom SUBRECIPIENT is responsible including but not limited to SUBRECIPIENT and SUBRECIPIENT's employees and volunteers. Policy endorsement's definition of an insured shall include SUBRECIPIENT, and SUBRECIPIENT's employees and volunteer. Coverage shall be written on an occurrence basis in an amount of not less than \$1,000,000 per occurrence. Any annual aggregate limit shall not be less than \$3,000,000.

- 6) **Additional Insured Provisions.** All required insurance, other than Professional Liability, Workers' Compensation, and Personal Automobile Liability and Pollution Liability Insurance, shall include "Clackamas County, its agents, elected officials, officers, and employees".
- 7) **Notice of Cancellation.** There shall be no cancellation, material change, exhaustion of aggregate limits or intent not to renew insurance coverage without 60 days written notice to COUNTY. Any failure to comply with this provision will not affect the insurance coverage provided to COUNTY. The 60 days' notice of cancellation provision shall be physically endorsed on to the policy.
- 8) **Insurance Carrier Rating.** Coverage provided by SUBRECIPIENT must be underwritten by an insurance company deemed acceptable by COUNTY. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated A- or better by Best's Insurance Rating. COUNTY reserves the right to reject all or any insurance carrier(s) with an unacceptable financial rating.
- 9) **Certificates of Insurance.** As evidence of the insurance coverage required by this Agreement, SUBRECIPIENT shall furnish a Certificate of Insurance to COUNTY. The COUNTY and its elected officials, employees and officers must be named as an additional insured on the Certificate of Insurance. No Agreement shall be in effect until the required certificates have been received, approved, and accepted by COUNTY. A renewal certificate will be sent to COUNTY 10 days prior to coverage expiration.
- 10) **Primary Coverage Clarification.** SUBRECIPIENT coverage will be primary in the event of a loss and will not seek contribution from any insurance or self-insurance maintained by, or provided to, the additional insureds listed above.
- 11) **Cross-Liability Clause.** A cross-liability clause or separation of insured's condition will be included in all general liability, professional liability, and errors and omissions policies required by the Agreement.
- 12) **Waiver of Subrogation.** SUBRECIPIENT agrees to waive their rights of subrogation arising from the work performed under this Agreement.

# EXHIBIT F



## 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.

# EXHIBIT F

## **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.

# EXHIBIT F

## **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).

# EXHIBIT F

- (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.

# EXHIBIT F

## 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](mailto: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 25<sup>th</sup> by 5:00p, and should be submitted electronically to Stephanie Radford [sradford@clackamas.us](mailto: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.

# EXHIBIT F

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

**SECTION 1  
COVER PAGE**

<b>Date:</b>	
--------------	--

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

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

# EXHIBIT F

## **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/risk-protective-factors#:~:text=The%20risk%20factors%20used%20in,anxiety%2Fdepression%20and%20teena ge%20pregnancy>
  - 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)



# EXHIBIT F

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.

<b>ITEM/EXPENSE</b>	<b>Budgeted Cost July 1, 2025 – June 30, 2026</b>	<b>Budgeted Cost July 1, 2026 – June 30, 2027</b>	<b>TOTAL BUDGET for Two Year Project Period</b>
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)			
<b>TOTAL BUDGET</b>			

### **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?

## EXHIBIT F

\_\_\_\_\_ 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.**

# EXHIBIT F

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

### SECTION 1 COVER PAGE

<b>Date:</b>	April 25, 2025
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<b>Legal Organization Name</b>	Oregon City Together/Oregon City School District 62
Alternate name/acronym	OCT/OCSD62
Address	1417 12th Street, Oregon City, OR 97045
Website	www.octogether.org
Phone	503-707-5177
<b>Executive Director Name</b>	Anne Haynes-Coalition Director
Email and Phone	anne.haynes@orecity.k12.or.us
Oregon Business Registry Number	
Federal Employer ID Number (EIN)	936000264
<b>Program Contact Name</b>	Anne Haynes
Email and Phone	anne.haynes@orecity.k12.or.us
<b>Fiscal Contact Name</b>	Jason Jensen
Email and Phone	jason.jensen@orecity.k12.or.us
<b>Funding Amount Requested</b>	\$89,818 per year \$179,636 over two years

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.

\_\_\_\_\_  
Jason Jensen  
Signing Authority Name (printed)  
Jason Jensen  
Jason Jensen (Apr 25, 2025 12:35 PDT)  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chief Financial Officer  
Title  
04/25/2025  
\_\_\_\_\_  
Date

# EXHIBIT F

## **SECTION 2 – Project Narrative**

See Attachment A Following

**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.

With the mission of “envisioning healthy drug-free futures for all youth,” the Oregon City Together Coalition (OCT) is the only organization in Oregon City focusing solely on youth substance use prevention. Our work reflects a strong sense of ongoing community collaboration. OCT was awarded DFC Grants in 2013 and 2018; and a SAMHSA SPF grant in 2024.

- 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.

OCT supports school-based prevention education with Know Your Neuro curriculum, two student-led wellness clubs, awareness effort for fifth-graders, and student-designed campaigns. However, a major barrier to effectiveness is the reliance on school staff who have many other duties and priorities and who are not trained in prevention.

Thus, OCT is proposing to use Youth Substance Use and Prevention Funding to hire an in-school-district certified prevention coordinator. This position will provide expertise and direct service to expand current capacity and increase the effectiveness of school-based prevention education in the Oregon City School District (OCSD).

- 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. N/A

**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.

OCT supports youth-led, adult-guided strategies. Our approach is to serve as a trusted source of information for youth and their parents to increase awareness, skills and capabilities related to healthy behaviors. We have partnered with OCSD for more than 10 years to provide school-based and community programs for students and their families. The prevention specialist’s job description will require minimum 3 years experience working with youth. They will be supervised by the administrator in charge of counseling, SEL and equity for the school district.

## EXHIBIT F

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:
- What issue were you addressing and why?
  - What agencies did you work with? What was the time period of the collaboration?
  - What positive outcomes resulted from your collaboration?

Collaboration is critical to OCT's success. An example is the Oregon City Fentanyl Awareness Community Task Force.

To address the dangers of fentanyl, OCT organized a community task force in 2022 of city police, school nurses, educators, parents and school board members. Still active today, the task force's awareness campaign has expanded to include student-developed messaging and city commissioners' support. OCT's survey of OCSD parents shows awareness of the dangers of fentanyl increased from 70.7% in 2021 to 93% in 2024.

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)**

OCSD aims to create a dynamic learning community that values diversity, embraces individual strengths, and fosters a sense of belonging. It offers a Spanish Dual Language Immersion Program and translates OCT's parent materials for Spanish and Russian-speaking families. It supports a Gay Sexuality Alliance. With that said, OCT needs to be more culturally responsive. Our SAMHSA grant includes funding for a contract with a Latino organization to assist with this important goal. The prevention coordinator will be part of this effort.

5. Describe your proposed project including: **(40 points)**
- Who will you serve? Include ages, if a culturally specific group and other defining characteristics. The new position of a certified prevention coordinator will serve all youth in the district ages 9 to 18 with emphasis on high-risk youth. 14 % of OCSD students are Hispanic/Latino, 6 % multi-racial, and 1% each are Asian, Black and Alaska Native/American Indian. A combined 30% of 6th, 8th and 11th graders identify as non-binary.\* Five of the district's 6 elementary schools are Title 1 schools. Approximately 25 % of Oregon City children/youth are served by OHP.
  - What areas of the county will you serve?  
Oregon City School District 62. 7,000 students. About 40 % live in a rural area.
  - 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/risk-protective-factors#:~:text=The%20risk%20factors%20used%20in,anxiety%2Fdepression%20and%20teena ge%20pregnancy>  
The proposed position is especially timely because it dovetails with the current Communities That Care process analyzing risk and protective factors. Student and parent surveys demonstrate several risk factors to be addressed.

## EXHIBIT F

- Lack of commitment and connection to school.
- Peer, parent and community norms favorable to substance use.
- Lack of students' social skills.
- Family management problems.

I am happy to be at this school\*

	6th Grade	8th Grade	11th Grade
Strongly Agree	39.6%	15.4%	10.9%
Somewhat Agree	42.4%	37.9%	40.5%
Disagree	4.6%	23.2%	24.6%
Strongly Disagree	3.8%	10.5%	10.9%

Perception of harm of using marijuana\*

	2022
6th grade	68.3%
8th grade	60.4%
11th grade	48.9%

Positive Youth Development Benchmark\*

	6th Grade	8th Grade	11th Grade
Meets PYD Benchmark	64.5 %	45.8 %	46%
Does not meet PYD Benchmark	35.5%	54.2%	54%

The 2024 annual OCT parent survey of all OCSD parents shows that 35% of parents have not set clear rules and 41% have not set consequences around marijuana use.

A prevention coordinator will address the protective factors of:

- Supporting **prosocial student activities** as well as **recognize students for positive behaviors.**
- Increasing students' **social skills and capabilities.**
- **Intervening early.**
- Promoting **positive parenting.**

## EXHIBIT F

d. What activities will be implemented and how do they align with identified priority areas, [CSAP strategies](#) and your selected risk and protective factors?

Activities facilitated by the prevention coordinator will focus on reducing risks and promoting protective factors. Activities include:

- Engage students, increase pro-social activities that also focus on building social skills including student-led wellness clubs at the two middle schools and peer-to-peer campaigns addressing mental health, brain development and risks of using substances.
- Increase student recognition to acknowledge positive behaviors.
- Provide evidence-based program for 5th graders.
- Support SEL for all students to build social skills.
- Provide direct service and use Know Your Neuro and the Blues Program to intervene early with high-risk youth.
- Support OCT's parent education efforts.
- Support training to increase cultural competency of staff/volunteers

Further integrate brain development curriculum.

e. What partners will you work with to implement proposed activities? Describe the nature of the collaboration.

This proposed position is a major collaboration between OCT and the school district.

The activities listed in D require the input, expertise and work of many individuals. The prevention coordinator will work with school leadership, school mental health professionals, SEL teachers, school nurses, students. Depending on the need, the prevention coordinator will serve as a service provider, organizer and evaluator.

f. What changes or outcomes are you aiming to achieve by the end of this project? Describe any anticipated barriers to collecting these outcomes.

Proposal is aiming for these outcomes:

- 5 % increase in perception of harm among students of using marijuana.
- 15% increase in parents setting clear guidelines and consequences.
- 10 % increase in students meeting PYD benchmark.
- Increased number of students engaged in pro-social activities, including 50% increase of students in wellness clubs.
- Integrated prevention education and messaging throughout the district.
- Increased prevention awareness among educators.
- Increased awareness of teen brain development and the impact of substance use.

# EXHIBIT F

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.

Please see attached letter of commitment from OCSD. To hire a certified prevention coordinator by fall 2025, OCT/OCSD will develop job descriptions ASAP upon notification of grant award, and begin active recruitment July 1, 2025.

\*2022 Oregon Student Wellness Survey

## 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) 32.7%	FTE \$63,000 Fringe \$20,601 Total \$83,601	FTE \$63,000 Fringe \$20,601 Total \$83,601	FTE \$126,000 Fringe \$41,202 Total \$167,202
Administrative costs (Limited to 10% of total budget) (provide detail in budget narrative)	\$ 2,217	\$ 2,217	\$ 4,344
Project Costs Materials/Supplies (Curriculum, incentives, food, etc. List each separately)	\$ 1,000 Food \$ 1,000 Incentives \$ 2,000 Total	\$ 1,000 Food \$ 1,000 Incentives \$ 2,000 Total	\$ 2,000 Food \$ 2,000 Incentives \$ 4,000 Total
Professional fees (provide detail in budget narrative)			
Trainings (provide detail in budget narrative)	\$ 500	\$ 500	\$ 1,000
Mileage (provide detail in budget narrative)	\$ 1,500	\$ 1,500	\$ 3,000
Additional expenses (list each separately)			
<b>TOTAL BUDGET</b>	<b>\$89,818</b>	<b>\$89,818</b>	<b>\$179,636</b>



# EXHIBIT F

## 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).

It is essential we have a prevention coordinator in our schools, and our budget reflects this critical goal.

Salary and fringe costs: This will be a classified position. Fringe benefits reflect the current rate (32.7%) for the district.

Administrative costs: As OCT's fiscal agent, the school district provides considerable accounting, contract and payroll support. The administrative fee of 2.53% helps support these costs.

Project costs: Food and incentives support the goal of increasing student engagement and increasing the number of students in the middle school wellness clubs.

Training: It costs \$500 per person to train for providing the evidence-based Blues Program for high-risk youth.

Travel costs: This position requires travel to and from schools in the district that has a large geographical area.

The school district will provide supervision, in-kind office space and a computer.

We know the county has limited funding with these grants, and if OCT receives less than our requested funding, we will hire a part time certified prevention coordinator on contract and reduce the scope of work. Depending on its budget, there is also the possibility the school district can support a small portion of this budget.

Year 3,4,5 of the SAMHSA grant may be able to help fund this position. We will not know for sure until we complete the Communities that Care process.

Again, our goal is to increase OCSD's school-based prevention education's capacity and we appreciate any assistance the county can provide toward meeting this goal.

## 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.

The Oregon City School District serves as OCT's fiscal agent and has done so for more than 12 years. OCT has a set of unique billing codes used by district accounting to track costs and pay bills. In addition, OCT Coordinator, Anne Haynes, meets monthly with district accounting staff to personally review all grant costs and invoices.

## EXHIBIT F

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.**