



## Youth Opioid Prevention Grant Program

**July 1, 2024 – June 30, 2025**

### **Program Guidelines**

The Youth Opioid Prevention Grant Program (YOPGP) supports efforts in Oregon City to discourage or prevent youths within our community from the misuse of opioids and prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies, which will improve our community's overall quality of life by investing in programs that focus directly on our youth. The Oregon City Budget Committee earmarked \$40,000 each year for the 2023-2025 biennium budget for a Youth Opioid Prevention Grant Program.

Projects or programs that receive support through this program must meet at least one of the goals listed below.

#### **A. PREVENT MISUSE OF OPIOIDS**

Support efforts to discourage or prevent misuse of opioids through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Media campaigns to prevent youth opioid misuse.
2. Corrective advertising or affirmative public education campaigns based on evidence for youth.
3. Drug take-back disposal or destruction programs.
4. Evidence-based prevention programs in schools or evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
5. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.

6. Community-based education or intervention services for families, youth, and adolescents at risk for Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder/Mental Health (SUD/MH) conditions.
7. Evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
8. Greater access to mental health services and supports for young people, including services and supports provided by school nurses, behavioral health workers or other school staff, to address mental health needs in young people that (when not properly addressed) increase the risk of opioid or another drug misuse.

**B. PREVENT OVERDOSE DEATHS AND OTHER HARMS (HARM REDUCTION)**

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based or evidence-informed programs or strategies that may include, but are not limited to, the following:

1. Provide increased availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, individuals with OUD and their friends and family members, schools, or community navigators and outreach workers.
2. Training and education regarding naloxone and other drugs that treat overdoses for overdose patients, patients taking opioids, families, schools, and community support groups.

## **Eligibility**

Projects or programs must meet the following eligibility requirements:

1. Project applicant must be:
  - a. A non-profit organization or charitable organization with 501(c)(3) status under the Internal Revenue Service; or
  - b. A school or institution of higher learning; or
  - c. A local government advisory committee, department, or coalition.
2. The project may not fund major capital improvement projects.
3. The applicant must not be a sub-contractor of the applicant.
4. The project must not promote or inhibit religion.
5. The project must not discriminate based on race, ethnicity, age, gender, or sexual orientation.
6. The project must not be used to replace any other available source of federal, state, local or regional funds.

## **Match Requirement**

Proposed projects/programs need to demonstrate that they have secured additional resources, either in-kind support or actual dollars. Additional funding sources must be secured prior to applying. Please include documentation of all funding sources in your application.

Additional funding requirements are based on the amount of the project. See the table below to calculate additional funding requirements.

<b>Total Project Cost</b>	<b>Required Funding Match</b>
\$ 1 to \$10,000	10% of total project cost
\$10,001 to \$20,000	20% of total project cost

**Volunteer Rate for In-kind Matching Support:** To estimate the value of donated volunteer labor time use the suggested hourly rate of \$31.80. This rate was established by the Independent Sector (04/2023 subject to change with 2024 rate), a national membership organization that brings together nonprofits, foundations, and corporate giving programs to strengthen civil society.

## **Letter(s) of Support**

The applicant must include one or more letters of support for the proposed projects/program. Additional information about support letters is included below in the Application Content section.

## **Application Period**

The city will accept project/program proposals between April 15 and May 10, 2024. The city will distribute a total of up to \$40,000 in awards, with a maximum up to \$20,000 per grant award. Projects/programs must be completed between the day the grant is awarded and June 30, 2025. Please contact Kelly Dilbeck, 503-905-3513 or kdilbeck@orccity.org for questions or clarifications on this information.

## **Exit Report**

To receive final payment for the awarded grant, and be considered for future YOPGP grants, the project/program coordinator must submit an Exit Report within thirty (30) days of completing the grant project/program. The exit report must include:

- A brief description of the project/program.
- A description of the accomplishments.
- A final budget, including all receipts for invoices paid.
- Measures of performance (i.e., number of youths served, effect of the project/program on the City).
- Narrative stating how the funds were spent.
- Listing of additional sponsors of the project/program.
- Any photos of the project.
- Any promotional material samples (advertisements, flyers, posters, etc.) Please mention the City of Oregon City and the YOPGP on any promotional materials.

## **Application Information**

Project/Programs submitted for funding must directly benefit Oregon City youths living or going to school within the city limits of Oregon City. Projects/Programs submitted for funding must be used to create real prevention efforts for youth in Oregon City.

Grant applications may be funded in part or in full. Direct use of funds used for administrative costs will be limited to 10% of the total grant award. However, administrative costs can be included as a match requirement. If funds are required to begin the project/program, 50% of the total award may be issued in advance, with the remaining 50% being reimbursable after completing the grant and completing the exit report.

The City of Oregon City is not responsible for any costs incurred in preparing an application/proposal. Projects/programs will be reimbursed for expenses incurred only after a grant is awarded and before June 30, 2025.

## **Deadline**

Applications for the 2024-2025 grant cycle must be received no later than 5:00 pm on Friday, May 10, 2024. Questions about the program should be sent to Kelly Dilbeck, Oregon City Police Department Business Manager, at [kdilbeck@orccity.org](mailto:kdilbeck@orccity.org).

## **Submission**

The grant application is available on the City of Oregon City website at <https://www.orcity.org/1852/Youth-Opioid-Prevention-Grant>

Applications may be submitted electronically to [kdilbeck@orccity.org](mailto:kdilbeck@orccity.org), or a hard copy may be hand-delivered or mailed to the Oregon City Police Department, Attn: YOPGP, 1234 Linn Ave., Oregon City, OR 97045.

## **Application Content**

The application must include the following:

- A letter of support from affected parties within the geographical boundary of the grant project/program (e.g., school or private or non-profit entity).
- A letter of acknowledgement from each City Department that could be affected by the project.
- Applicants should note liability insurance might be required depending upon the proposed project.

## **Application Review**

The YOPGP Award Review Committee will meet to review applications in May 2024.

Those that do not meet the guidelines and/or goals will be eliminated. If the due date is not met, the proposal will be rejected.

## **Evaluation and Selection**

The YOPGP Award Review Committee will score eligible applications based upon the goals of the project/program. Selection of projects/programs to be funded will be based on the YOPGP Award Review Committee's ranking of each application. The project applications will be presented to the **City Commission on June 5, 2024, where you will be required to make a short presentation to the Commission**. The Commission will award the final grants after the meeting and the grant awardees will be notified prior to July 1, 2024.

## **Contracting Information**

Successful applicants will be required to enter a YOPGP Agreement that outlines the responsibilities of both parties. A person authorized to represent the organization will enter into a formal agreement on behalf of the sponsoring organization.

Funds for projects/programs will only be available from the date the YOPGP Agreement is received to June 30, 2025. Quarterly check-in meetings with grant awardees will be held to address any challenges with project implementation and to mitigate the need for extensions. However, if an extension is unavoidable, grant recipients should submit an extension request as soon as possible.

Applicants should note liability insurance might be required depending upon the proposed project. The applicant agrees to hold the city and the YOPGP Award Review Committee harmless from the applicant's actions.