

**REQUEST FOR PROPOSALS (RFP):  
School-Based Substance Use Prevention Services Grant**

**Fiscal Year 2026 (7/1/25-6/30/26)**

RFP Schedule	
DATE ISSUED	APRIL 29, 2025
APPLICANT QUESTIONS IN WRITING DUE	MAY 6, 2025 – 4:30PM (EST)
LETTER OF INTENT (OPTIONAL) DUE	MAY 6, 2025 – 4:30PM (EST)
RFP RESPONSES DUE	MAY 23, 2025 – 4:30PM (EST)
ANTICIPATED GRANT START DATE	JULY 1, 2025

**SINGLE POINT OF CONTACT:** [AHS.VDHDSUPProviderSummary@vermont.gov](mailto:AHS.VDHDSUPProviderSummary@vermont.gov) – other methods of communication are not permitted and shall go unanswered.

**PROPOSALS MUST BE RECEIVED BY:** 4:30 pm, Friday, May 23, 2025.

**QUESTIONS AND ANSWERS:** All questions must be submitted in writing to [AHS.VDHDSUPProviderSummary@vermont.gov](mailto:AHS.VDHDSUPProviderSummary@vermont.gov) by 4:30 pm, Tuesday, May 6, 2025. Please put “Questions about School Based Substance Use Prevention” in the subject line. Responses will be posted as soon as possible to the RFP posting at <https://www.healthvermont.gov/alcohol-drugs/grantees-contractors/requests-proposals-information-and-applications>.

**LETTER OF INTENT (optional):** Please submit Letter of Intent via Alchemer link to include at minimum, Point of Contact, Organization Name, School(s) proposed to serve, and expected funding request amount by 4:30 pm on Tuesday, May 6, 2025. Letter of Intent may be submitted after this date. <https://survey.alchemer.com/s3/8270435/School-Based-Substance-Use-Prevention-Services-Grant-FY26-Letter-of-Intent>

**SCOPE AND BACKGROUND:** Through this Request for Proposal (RFP) the Vermont Department of Health (hereinafter the “Department” or “State”) is seeking to establish grants with one or more organizations that can provide school-based substance use prevention services within Vermont public schools.

**ALLOWABLE AGENCIES:** Local Education Agencies (LEA’s) not currently funded through a Division of Substance Use Programs School-Based Prevention Grant; Community-Based Organizations offering direct services to Vermont public schools.

**MINIMUM AWARD:** \$30,000

**MAXIMUM AWARD:** \$60,000

**ESTIMATED NUMBER OF AWARDS:** 6

**FUNDING TIMELINE:** July 1, 2025- June 30, 2026. All funds must be spent by June 30, 2026.

**DETAILED REQUIREMENTS/DESIRED OUTCOMES:** The Vermont Department of Health, Division of Substance Use (DSU) Programs is offering a Request for Proposals under the School-Based Substance Use Prevention Services funding. The goal of this funding is to provide and enhance substance use prevention and early intervention services in Vermont schools, leading to reductions in students' alcohol and other drug use, increasing student resilience and providing resources to students and staff to address existing substance misuse.

**If requesting full funding (\$60,000),** School Prevention Services, at minimum, must include:

1. **Screening, Referral, and Individual Support** for students in middle and/or high school. Training will be provided for identified staff on screening tools that are allowed.
2. **Educational Support Groups** for students. This may include:
  - a. Identified groups through screenings of students
  - b. Self-identified groups through students' interaction
  - c. Other groups as needed to support student needs
3. **Provide School Staff Training.** This may include:
  - a. Presentation to staff around current policies related to substances
  - b. Presentation or individual coaching/training to staff around topics of concern or emerging trends
  - c. Providing regular newsletter or other communication that includes prevention information and resources
  - d. Coordinating and sharing other training options/resources

**Partial funding (\$30,000) may be requested** by organizations to build capacity for providing the Prevention Services listed above.

1. Capacity Building in prevention services may include, but are not limited to:
  - a. Creating or expanding a Student Assistance Professional position in the school
  - b. Identifying a screening and referral protocol and training staff to implement
  - c. Researching and implementing a prevention curriculum for students
  - d. Starting or expanding youth empowerment groups
  - e. Participating in prevention awareness campaigns and observances
  - f. Review of current policies and procedures related to substance use

Additional optional activities under this funding may include:

1. **Integration of Substance Use Prevention into Coordinated School Health Initiatives.** This may include but not limited to yearly review of substance use policies; using data to inform work; coordination of meetings at least 4 times a year. For example, using the Whole School, Whole Child, Whole Community [framework](#).

2. **Advising and training Peer Leadership** group(s) which may include but not limited to: QSA (Queer Straight Alliance), ATI (Above the Influence), Teen Institute or other identified youth group.
3. **Implement evidence-based curricula.** Funding may be used to pay for assessment of curricula fit, implementation expenses, staff time for training or implementation, and technical assistance.

Awarded applicants are expected to collaborate with community-based health promotion and substance use prevention resources in the region including the Vermont Department of Health, Local Health staff, such as the School Nurse Liaison, Chronic Disease Designee, and others along with the Division of Substance Use Programs Prevention Consultant, regional Vermont Prevention Lead Organization, and other community coalitions engaged in substance use prevention and health promotion.

Awarded applicants will promote Vermont Department of Health campaigns, including but not limited to, ParentUpVT.org, VT Helplink, and others identified by the grant manager.

This funding may be used to supplement, but not supplant, other funding sources.

**PROPOSAL SCORING:** Proposals will undergo a preliminary review to ensure application meets all requirements. If application passes that review, it will be reviewed and scored on a scale of 0-100 points based on how well the narrative details:

1. Need (20 points total)
2. Capacity (50 points total)
3. Partnerships and Institutional Support (10 points total)
4. Sustainability and Evaluation (20 points total)

**SUBMISSION REQUIREMENTS:** To respond to this RFP, you must provide the following information through this [link](https://survey.alchemer.com/s3/8274921/School-Based-Substance-Use-Prevention-Services-Grant-FY26). <https://survey.alchemer.com/s3/8274921/School-Based-Substance-Use-Prevention-Services-Grant-FY26>

1. Organization name and fiscal agent, if applicable
2. Organization primary point of contact's name
3. Organization's primary point of contact's position/title
4. Organization's primary point of contact's email address
5. If applicable, the grant number(s) for grants that your organizations currently have with the Vermont Department of Health, Division of Substance Use Programs (DSU).  
Example: 03420-XXXXX

6. Upload a narrative (limit of 3 pages) on how your organization will address the required activities outlined above. Each piece of your narrative should align with your proposed budget, which should be uploaded separately in Question 9 of this form.
7. If any of your proposed activities involve partnering with another organization(s), please include a letter(s) of agreement for that partnership.
8. Upload a budget that details your anticipated spending that aligns with the activities described in Question 7 of this form. Please be sure to include your organization's indirect rate (federally or state-negotiated percentage, or the 15% de minimis if allowable per [2 CFR 200.414](#)) in the budget proposal. **\*Proposals must use the required budget templates provided on the [RFP posting](#)\***
9. I acknowledge that if awarded this funding, the project will begin on or after July 1, 2025, and be paid on a reimbursement basis.
10. I agree to all terms and conditions in the State's standard attachments, C, E, and F as provided in the RFP. Please take note of the insurance requirements of Attachment C, Section #8 (see [Insurance Specification](#)).

**Please be aware that any expenses your agency incurs in the preparation and submission of the proposal will not be reimbursed by the State. Your agency's continued interest in providing services and partnering with the state of Vermont is appreciated.**