

REQUEST FOR PROPOSALS (RFP):
School-Based Substance Use Prevention Services Grant
Partial Fiscal Year 2026 (10/1/25-6/30/26)

RFP Schedule	
DATE ISSUED	AUGUST 1, 2025
APPLICANT QUESTIONS IN WRITING DUE	AUGUST 22, 2025 – 4:30PM (EST)
RFP RESPONSES DUE	SEPTEMBER 15, 2025 – 4:30PM (EST)
ANTICIPATED GRANT START DATE	OCTOBER 1, 2025

SINGLE POINT OF CONTACT: AHS.VDHDSUProviderSummary@vermont.gov – other methods of communication are not permitted and shall go unanswered.

PROPOSALS MUST BE RECEIVED BY: 4:30 pm, Monday, September 15, 2025 to:
<https://survey.alchemer.com/s3/8385302/SR-School-Based-Substance-Use-Prevention-Services-Grant-FY26-RFP-Submission>.

QUESTIONS AND ANSWERS: All questions must be submitted in writing to AHS.VDHDSUProviderSummary@vermont.gov by 4:30 pm, Friday, August 22, 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>.

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 (LEAs) not currently funded through a Division of Substance Use Programs School-Based Prevention Grant; Community-Based Organizations offering direct services to Vermont public schools that are not funded by a separate DSU School-Based Prevention Grant. Please see Appendix A (end of document) for comprehensive list of eligible LEAs. Regions currently underserved by prevention activities are strongly encouraged to apply.

MINIMUM AWARD: \$30,000

MAXIMUM AWARD: \$60,000

ESTIMATED NUMBER OF AWARDS: 11

FUNDING TIMELINE: October 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 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, including data to support need (20 points total)
2. Capacity (50 points total)
3. Partnerships and Institutional Support (10 points total)
4. Sustainability and Evaluation (20 points total)

RESOURCES: The following resources may be useful in preparing your proposal and creating school-based prevention programming:

- The [Vermont Youth Risk Behavior Survey](#), with links to county-level and SU-level reports.
- [Prevention for Stronger Schools](#), a new Health Department resource to raise awareness of the power of prevention.
- PreventionWorks! [School-Based Prevention Resources](#)
- Association of Student Assistance Professionals of Vermont (ASAP-VT) [Resources](#).

SUBMISSION REQUIREMENTS: To respond to this RFP, you must provide the following information through this [link](https://survey.alchemer.com/s3/8385302/SR-School-Based-Substance-Use-Prevention-Services-Grant-FY26-RFP-Submission). <https://survey.alchemer.com/s3/8385302/SR-School-Based-Substance-Use-Prevention-Services-Grant-FY26-RFP-Submission>.

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. Narrative should identify specific grades to be served, with rationale.
7. If any of your proposed activities involve partnering with another organization(s), please include a letter(s) of agreement for that partnership. If applicant is a community-based organization, a letter of agreement from the school(s) and/or SU/SD that demonstrates support for this proposal is expected.
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 October 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.

APPENDIX A: Eligible Local Education Agencies

The following Supervisory Unions/School Districts are eligible to apply (are not currently funded or served by a DSU School-Based Prevention grant). Please note that School Districts operating under a Supervisory Union on the following list are not included but may be eligible to apply. A maximum of one grant per SU/SD region is allowed - whether granted to an umbrella SU, a single SD operating under the SU, or a community organization serving the SU/SD.

Eligible Local Education Agencies
Addison Central School District
Addison Northwest School District
Colchester School District
Essex North Supervisory Union
Essex Westford Educational Community Unified Union School District
Franklin West Supervisory Union
Grand Isle Supervisory Union
Greater Rutland County Supervisory Union
Harwood Unified Union School District
Kingdom East School District
Lincoln School District
Mill River Unified Union School District
Missisquoi Valley School District
Montpelier Roxbury School District
North Country Supervisory Union
Orange East Supervisory Union
Orange Southwest Unified Union School District
Orleans Central Supervisory Union
Orleans Southwest Supervisory Union
Rivendell Interstate School District
Rutland City School District
Rutland Northeast Supervisory Union
School Administrative Unit #70
South Burlington School District
St. Johnsbury School District
White River Valley Supervisory Union
Windham Northeast Supervisory Union
Winooski School District