



City of Oceanside

Oceanside Drug-Free Community Initiative FY2026-2027

Request for Proposals (RFP)

RFP 26-07, City of Oceanside Youth DFC Services

I. INTRODUCTION

Overview

The City of Oceanside Department of Housing and Neighborhood Services (HNS) (“the City”) is requesting proposals from individuals and/or organizations that can demonstrate qualifications and experience to provide evidence-based Substance Use Disorders (SUD) prevention/intervention and treatment services for vulnerable youth living in Oceanside (“the Program”). The Oceanside Drug-Free Community Initiative seeks to address the needs of Oceanside youth at-risk of substance use/abuse by sponsoring effective prevention/intervention and treatment programming. Proposals targeting **Middle- and/or High-school aged youth are prioritized for funding.**

Grants awarded through this Request for Proposals (RFP) will be for a period of one year starting on July 1, 2026 through June 30, 2027. The City projects that approximately \$350,000 in available grant funding through Opioid Settlement funds will be available through this RFP to provide direct service and program activities to Oceanside youth as defined in this RFP.

CITY OF OCEANSIDE YOUTH SERVICES FUNDING STRATEGIES FY2025-2035

City of Oceanside Equity Framework for Opioid Settlement Funding

Located sixty miles from the U.S.-Mexican border, between Los Angeles and Tijuana, Mexico, the City of Oceanside encompasses forty-two square miles and is home to Marine Corps Base at Camp Pendleton. With over 42,000 active-duty Marines and Sailors living on and off base, Oceanside has a rich history and a diverse, transitory population.

In January 2008, as a result of a highly publicized gang-involved police officer shooting, the Oceanside City Council established the Oceanside Community Safety Partnership (OCSP) Steering Committee to facilitate public and private organizations and individuals to address community safety concerns and gaps in services related to Oceanside youth. Today, Steering Committee members represent Public Safety/Law Enforcement, Youth Organizations, Education, Neighborhood Residents, Faith-Based Organizations, Business, City/County/State government Leadership, and City Staff. Each member and the organization or group they represent brings forth resources and expertise to share with the partnership. The OCSP Steering Committee meets monthly to discuss the trends and challenges facing Oceanside youth, as well as best-practices and strategies, to enhance public safety, prevent gang involvement and substance use, and decrease youth violence. The OCSP recognizes/recommends as a best practice, positive youth development models, to address core trends in Substance Use Disorder (SUD) intervention. Under this initiative, the OCSP Steering Committee will provide the oversight for grants management of all awardees, as well as a sounding board to address any potential barriers to successful programming.

Drug-related crime rate in Oceanside is 2.221 per 1,000 residents in a typical year. The total projected cost of drug-related crime in Oceanside for 2025 is \$3,108,936. This translates to approximately \$16 per resident and \$48 per household. The SANDAG CJ Bulletin **2023 Juvenile Arrestee Drug Use in the San Diego Region (June 2024)** stated that ninety-one percent (91%) of youth with justice system contact interviewed in 2023 reported trying at least one illicit substance and nearly three in five (57%) reported trying all three gateway drugs (i.e., marijuana, alcohol, and tobacco). More than half (52%) of interviewed youth reported misusing prescription or over-the-counter medication. Nearly two-thirds (64%) of youth reported that obtaining prescription drugs illegally is “VERY EASY” or “EASY”.

- Nearly one in three (31%) of interviewed youth reported having previous thoughts about killing themselves and one in five (20%) had made a suicide attempt.
- 17% of all interviewed youth said they had previously received drug treatment.

- About two in five of interviewed youth (39%) said they had seen a counselor or other professional for emotional, behavior, or mental health issues.
- Nearly one-fifth (17%) of interviewed youth reported they had previously committed a crime to get money to buy drugs.
- Almost two-fifths (40%) of interviewed youth said they had some previous involvement in drug distribution – either selling drugs, serving as a middleman, or both.

Many neighborhoods in Oceanside continue to struggle with challenges related to gang involvement, youth violence, drug experimentation/use/abuse, poverty, and other high-risk behaviors. Positive youth development models address the needs of youth who might be vulnerable to SUD by focusing on known risk factors and the behavioral development of juveniles including but not limited to:

- Family history of substance use, including parental substance use
- Positive parental attitudes toward substance use
- Limited parental supervision
- Family rejection of sexual orientation or gender identity
- Association with peers who use substances or have a history of delinquent behaviors
- Lack of connection to school
- Low academic performance
- Childhood sexual abuse
- Mental health challenges

Challenges facing Oceanside youth include:

- Oceanside has a 30% higher juvenile crime rate than like cities.
- There is less than a 47% graduation rate in Opportunity Neighborhoods
- 85% of families lack access to affordable afterschool programs
- The Oceanside Unified School District (OUSD) has a 29% chronic absenteeism rate with students missing 10% or more instructional days
- 15% of the above students have learning disabilities
- 9.5% of high school dropouts were economically disadvantaged
- There is a 3.2% suspension rate at OUSD
- In 2024, there were 600 violent offenses in OUSD schools; 200 of these offenses resulted in injury.

Prevention, intervention, and treatment programs, designed specifically for youth, help reduce substance use by engaging at-risk and actively using youth in programs that provide an outlet for positive expression, increased social and emotional skills, and mental health. Studies have shown that sound prevention, intervention, and treatment programs can save taxpayers seven to ten dollars for every dollar invested. This is primarily due to reductions in the amount spent on future incarceration by preventing the onset of adult criminal careers.

The City of Oceanside is committed to supporting programs that target youth and families who need support and intensive intervention and treatment services to divert youth populations away from drug experimentation and/or use. The City is also invested in supporting second chance efforts by supporting nonprofit, faith-based and/or grassroots groups that intervene with youth involved with the criminal justice system as a result of SUD.

Youth Services Funding Guidance

- 1) The City of Oceanside will focus a portion of Opioid Settlement funding to address the needs of youth and families impacted by SUD.
- 2) Funding will support culturally responsive, wrap-around approaches to service delivery and programs that create opportunities for youth to receive treatment and care within their communities.
- 3) The City of Oceanside recognizes the need for programs and funding aimed at youth who are facing multiple barriers that increase risk and contribute to negative outcomes. All funding approaches should support the specific needs of Oceanside youth such as:
 - Transition-age youth who are lacking support from family or access to services
 - Children and youth experiencing homelessness
 - Chronically absent youth
 - LGBTQ+ youth
 - Youth at-risk for gang involvement
 - Youth living in identified opportunity neighborhoods
 - Youth who are living in poverty

Substance Abuse Disorder (SUD) Prevention

Substance Abuse Disorder (SUD) Prevention Programs that specifically target middle school students have been shown to be especially effective in the intervention of substance use. SUD Prevention Programs, available in both English and Spanish, are an important way for youth and their parents to receive accurate information and understand the risks associated with substance use/abuse. Programs that focus on harm-reduction for high school students give young adults the tools they need to make better choices.

Priority Population and Geography: Oceanside middle and high school students in grades 6-12, Oceanside parents/caregivers and community members

Supported Programming: Evidence-based prevention programs focused on SUD and targeting middle and high school students, SUD community education and conferences, youth-designed public service announcements & social media campaigns, peer to peer mentoring, intervention services, SUD screening/mental health referrals and/or SUD treatment services.

Intended Outcomes and Impact: Decrease in student drug/alcohol use, increase in access to SUD treatment, increase in community awareness/knowledge around SUD, decreased crime/violence associated with SUD, increased access to mental health services for SUD.

Proposal Submission and Deadline

Proposals are due by 5:00 p.m., April 20, 2026. All proposals must be submitted online via **BidNet**. Proposals that are mailed, e-mailed, or faxed or submitted after the deadline will not be accepted. **We strongly encourage candidates to submit early to avoid any unforeseen technical issues.**

Pre-Proposal Meeting (Bidder's Conference)

The City of Oceanside Housing and Neighborhood Services Department will hold a **voluntary in-person** Pre-Proposal Meeting (Bidder's Conference) on **March 10, 2026 in the Oceanside City Council Chambers** (300 N. Coast Highway) to provide information on the application process and guidance on how to navigate the BidNet RFP system. Topics to be discussed at this meeting include proposal requirements, application process, selection process, and timeline.

Housing and Neighborhood Services staff will hold an additional online Pre-Proposal Bidder's Conference on **March 19, 2026**. Online registration will be required and a link to the online technical session will be provided. All potential applicants are encouraged to attend one of the TA sessions which will take place in-person or virtually via Microsoft Teams platform. The virtual meeting will be recorded and made available on **March 25, 2026**.

Technical Assistance: Applying Online and Submitting Questions via Email

- Potential applicants may request clarification or ask questions about this RFP by emailing Project Managers Michele Gehr, Management Analyst, at mgehr@oceansideca.org or Maria Yanez, Housing Administrator, at myanez@oceansideca.org. All questions must be received **April 3, 2026**. Emails must be clearly referenced as **RFP 25-07, City of Oceanside Youth Services**. A summary of questions from prospective applicants and City responses will be posted by RFP number on the City's website at <https://www.ci.oceanside.ca.us/residents/advanced-components/misc-pages/search?q=solicitations>.

Communication with any City employee or official other than Project Managers is prohibited and may be disqualifying.

RFP Timeline

Step	Date
Request for Proposals (RFP) Released	February 20
Technical Assistance by E-mail Available	Through March 20
Pre-Proposal Bidder's Conference (In-Person)	March 10
Virtual Technical Assistance Workshop	March 19
Application Deadline: Proposals Due	April 20
Proposal Review	April 22 – May 4
Recommendations for Funding Due	May 5
Recipients Notified by E-mail	May 7
Vendor Packets submission (s) Due	May 15
Professional Service Agreements Created	May 8
City Council Approval (if needed)	June 17
Contracts Begin	July 1

All proposals will be submitted through BidNet. The website address for BidNet is: <https://www.bidnetdirect.com/>

Contact Information

The following City staff are available to answer questions:

Michele Gehr, Management Analyst, mgehr@oceansideca.org

Maria Yanez, Housing Administrator, myanez@oceansideca.org

II. FUNDING, ELIGIBILITY AND SUBMISSION REQUIREMENTS

Funding Availability

Total available funding: \$350,000

Maximum available funding per category	Number of Grants Awarded per category
SUD Treatment Programs: \$200,000	1
SUD Intervention Programs: \$90,000	2 (\$45,000/award)
SUD Prevention Programs: \$60,000	2 (\$30,000/award)

The following pages outline examples of high-quality SUD programming using recognized best-practice, evidence-based models. All proposals should clearly illustrate how their programs employ treatment/intervention/prevention models and include some or all core characteristics in-practice.

Treatment Programs

High-quality SUD treatment programs are evidence-based, developmentally and culturally appropriate and provide follow-up care.

Core Characteristics of High-Quality SUD Treatment Programs

- Have accreditations
- Use evidence-based behavioral therapies.
- Offer medications for addiction when appropriate.
- Provide readily available treatment.
- Personalize treatment plans for each patient.
- Provide long-term care and continuous monitoring.
- Offer recovery support services

Treatment Models and Approaches

- A medical model, emphasizing biological and genetic or physiological causes of addiction that require treatment by a physician and utilize pharmacotherapy to relieve symptoms or change behavior (e.g., disulfiram, methadone, and medical management of withdrawal).
- A psychological model, focusing on an individual's maladaptive motivational learning or emotional dysfunction as the primary cause of substance abuse. This approach includes psychotherapy or behavioral therapy directed by a mental health professional.
- A sociocultural model, stressing deficiencies in the social and cultural milieu or socialization process that can be ameliorated by changing the physical and social environment, particularly through involvement in self-help fellowships or spiritual activities and supportive social networks. Treatment authority is often vested in persons who are in recovery themselves and whose experiential knowledge is valued.

Intervention Programs

Drug intervention programs, which aim to help individuals with substance use disorders (SUDs) stop drug abuse and regain control of their lives, share several core, evidence-based characteristics. Effective programs are comprehensive, addressing not just the addiction, but the whole person.

Core Characteristics of SUD Intervention Programs:

- **Evidence-Based Treatment Therapies:** Programs utilize scientifically validated methods such as Cognitive Behavioral Therapy (CBT), which helps patients recognize and change unhealthy behavior patterns, and contingency management, which provides tangible rewards for abstinence.
- **Medical Detoxification:** A critical first step for many, reputable programs provide 24/7, medically monitored detoxification to safely manage withdrawal symptoms.
- **Individualized Treatment Plans:** There is no "one-size-fits-all" approach. Treatment is tailored to the individual's specific needs, including the type of drug, the severity of addiction, and any co-occurring mental or physical health issues.

- **Dual Diagnosis/Co-occurring Disorder Care:** High-quality programs address both the substance use disorder and accompanying mental health issues (e.g., depression, PTSD) simultaneously.
- **Medication-Assisted Treatment (MAT):** For addictions to substances like opioids or alcohol, medications are often used in combination with counseling to manage withdrawal and cravings.
- **Individual and Group Counseling:** A combination of therapies is used to treat addiction by addressing thought, attitude, and behavior patterns.
- **Family Involvement:** Effective programs often include family counseling to educate, mend relationships, and train family members to support recovery rather than enabling addiction.
- **Aftercare and Long-Term Support:** Because addiction is a chronic disease, successful programs emphasize long-term follow-up management, including support groups (AA/NA), sober living housing, and ongoing counseling to prevent relapse.
- **Structure and Monitoring:** Programs are often structured, with set rules, and include regular drug testing (urine screens) to encourage accountability and detect relapse early.
- **A Safe, Respectful Environment:** Facilities must be comfortable, clean, and professional, providing a dignifying, non-judgmental environment.
- **Accessibility:** Treatment is readily available when needed, as delays in seeking help can result in increased, dangerous drug use.

Common SUD Intervention Models

Core Drug Intervention Models

- **The Johnson Model (Confrontational):** A highly structured, surprise-based approach where family and friends, often with an interventionist, confront the individual to break through denial, typically involving an ultimatum.
- **The Invitation Model (Invitational):** Focuses on including the addicted person in the planning process, reducing the element of surprise to encourage, rather than force, them to accept help.
- **CRAFT (Community Reinforcement and Family Training):** A non-confrontational model that trains family members to change their own behavior to incentivize the loved one's sobriety, rewarding positive behaviors and reducing support for addiction.
- **Systemic Family Intervention:** Focuses on the entire family system, reducing enabling behaviors and addressing the dynamics that support addiction, rather than just confronting the individual.
- **ARISE (A Relational Intervention Sequence for Engagement):** An evidence-based, early-stage intervention that encourages family involvement, aiming to bring the individual into treatment without confrontation.
- **Field Model:** A crisis-oriented mix of the Johnson and Invitational models, often used for immediate, volatile situations.

Common Therapeutic & Treatment Models

Following an initial intervention, these models are often used for rehabilitation:

- **Cognitive Behavioral Therapy (CBT):** Focuses on identifying and changing dysfunctional thought patterns.
- **Matrix Model:** A 16-week, intensive, structured outpatient program often used for stimulant addiction, featuring therapy and urine testing.

- Medication-Assisted Treatment (MAT): Combines behavioral therapy with pharmacological treatments.

Prevention Programs

Effective drug prevention programs are evidence-based, developmentally appropriate, and comprehensive, targeting risk factors while strengthening protective factors in schools, families, and communities. Key characteristics include interactive, skill-based curricula (e.g., peer resistance, self-control), sufficient dosage, well-trained staff, and, for youth, positive relationships with mentors and family.

Core Characteristics of Effective Drug Prevention Programs

- Evidence-Based and Theory-Driven: Programs are designed based on established, tested, and validated scientific research, not just on providing information.
- Comprehensive and Long-Term: They cover multiple environments (family, school, community) and are long-term, not one-time assemblies.
- Targeted Skill Development: Programs teach behavioral skills like self-control, social emotional competence, communication, and drug-resistance techniques.
- Developmentally Appropriate: Content is tailored to the specific age group, such as focusing on self-regulation for young children and peer pressure/emotional awareness for teens.
- Interactive and Engaging: Strategies include role-playing, interactive discussions, and team-building exercises, rather than just lectures.
- Interactive Family Involvement: Effective programs include parents, focusing on strengthening parent-child bonds, monitoring, and communication.
- Well-Trained Staff: Staff are trained in, and faithful to, the program's design.
- Socio-Culturally Relevant: Programs consider the community's culture, language, and specific needs.
- Regular Evaluation: Programs include ongoing assessment to measure outcomes and improve effectiveness.

Common Program Approaches

- Universal Programs: Targeted at entire populations, such as all students in a school.
 - Selected Programs: Aimed at groups with a higher risk for substance use, such as children in high-crime neighborhoods or with family history of abuse.
 - Indicated Programs: Designed for individuals already experimenting with substances, focusing on stopping further use.
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OPIOID SETTLEMENT FUNDING

Funding from **California's Opioid Settlement funds** will be used to fund projects targeting Opioid/Fentanyl Crisis, and as such the Contractor shall comply with all applicable federal, state, and local laws, regulations, and executive orders. California Attorney General, Rob Bonta announced the final settlement agreements with prescription opioid manufacturers and pharmaceutical distributors, which will provide funding to abate individual, family and community consequences associated with the opioid epidemic. **The funding is intended for opioid remediation activities focused on prevention,**

intervention, harm reduction, treatment, and recovery services. The allowable expenditures include activities tied to the ending, reduction or lessening the effects of the opioid epidemic in communities and include prevention, intervention, harm reduction, treatment, and/or recovery services. No less than fifty percent (50%) of the funds received will be used for one or more of the High Impact Abatement Activities (HIAA).

The City is focused on the HIAA Interventions to prevent drug addiction in vulnerable youth and addressing the needs of communities of color and vulnerable youth populations that are disproportionately impacted by SUD (Table 1:3 and 1:5 of the Janssen & Distributors Settlement Funds Allowable Expenditures and Core Strategies (Schedule A) which can be found in the attachments associated with this RFP and incorporated herein by this reference). Programs seeking Opioid Settlement funding must provide direct services using Evidence-based Practices (EBPs) to comply with the terms of the grant.

Funding Term and Duration

Grants awarded through this RFP will be for an initial one-year period, July 1, 2026 to June 30, 2027.

Eligibility

Prospective applicants may be a public or private nonprofit organization, individual, faith-based organization, school, or a for-profit entity and have a **minimum of three years of experience in administering comprehensive, ongoing programs to treat or prevent youth SUD.**

Proposed services should be provided through collaborations with the City, nonprofit organizations (NPOs), Community-Based organizations (CBOs) and grassroots or faith-based organizations (FBOs). Monthly attendance at OCSP Steering Committee meetings is mandatory for all grant recipients.

All recipients will be required to register as City Vendor and complete the *City vendor packet and submit all required supporting documentation listed in the application prior to award of contracts, including Certificates of Insurance for city approved limits. City Vendor packet can be found at the following link: <https://www.ci.oceanside.ca.us/government/financial-services/purchasing-vendor-registration>

***Note: Existing City Vendors need to provide proof of current insurance and signatory authorization.** Please see examples as attachments to this proposal.

Use of Funds

Program awards will be granted to youth-focused prevention, intervention and treatment programs that provide comprehensive and ongoing programming with at-risk youth populations within the City of Oceanside.

Program services should focus on one or more areas listed below:

- SUD Prevention/Intervention
- SUD Treatment
- Treatment of Co-Occurring Disorders

The City does not provide general operating support to funded activities and programs. **Funds may not be used for any service that merely benefits children and youth incidentally or the maintenance, utilities, or similar operating costs of a facility not used primarily and directly by children and youth.** Funds may not be used for the acquisition of any capital item. Funds must be used primarily for **direct service as presented in RFP**. Administrative oversight and staffing are considered an indirect expense and may be included up to 5% Indirect. No more than 5% may be allocated for indirect costs, calculated as a percentage of the total grant request.

Matching Fund Requirement

Matching Funds refer to all program funding over the City's award that are necessary to provide the services at the proposed levels. **All grantees will be required to provide a 25% match to any City funding.** Proposals must demonstrate, if awarded, that the proposer has the ability to document or raise match funding. Match funding may include in-kind donations, volunteer hours, and monetary donations, payments or grant funding. Grant awardees will be required to submit documentation of match funds raised and used in their program reporting.

Example: An organization with an annual budget of \$1 million is seeking \$100,000 from the City to run an afterschool program. If awarded, the organization would need to demonstrate that a \$25,000 or 25% match will be raised or documented in reports.

III. APPLYING FOR FUNDING: PROPOSAL INSTRUCTIONS

Applying for Funding

All proposals will be submitted through BidNet. All proposals must be complete to be considered for funding.

The steps to submit proposals is as follows:

Step 1-Registration and Login: Create an account with BidNet

Step 2-Submit Proposal with:

- Applicant Information-Specific information for you or your agency
- Program Information-Program name and strategy
- Population and Geography-Demographic information and location of services
- Program Design-Proposed activities and services
- Program Budget-Costs and services for the fiscal year

- Staffing Experience and Qualifications-key staff leading direct services
- **Uploads-MOUs for partnerships, IRS 501c3 Letter of Tax-Exempt status, audited financial statements (if available), Most current Filed IRS Form 990, vendor packet (if needed), insurance documents (The City of Oceanside requires all vendors working with children under the age of 18 to carry Sexual Abuse/Molestation coverage under their General Liability policy), funding match information (if needed), Board of Directors roster**
- Signing authorization-Business license, Corporate minutes, letter from Board of Directors that shows authorized signers

Registering and Login

Create an account with BidNet at: <https://www.bidnetdirect.com/> . All applicants must be registered with a BidNet account. New users must create a new account.

Prospective grantees must register on the BidNet website by opening the orange tab at the top right of the screen labeled “Vendor Registration” and follow the instructions. There is no charge to register with BidNet and registration should allow access to any updates to this RFP.

IV. Proposal Information (Application)

All submissions should contain the following:

- **Grant Application Checklist**
- **12 Pt Arial Font**
- **1-Inch Margins**
- **Single-Spaced**
- **15-Page Maximum (Proposal only)**
- **Resumes, organizational charts, insurance certificates, and other organization documents may be sent as attachments and do not apply to the 15-page maximum.**

The first section of the proposal should contain information about your business, nonprofit organization or agency. This should include name of organization/business, main contact information, organization/business address, website, and telephone number.

Population and Geography

Estimate the total number of individuals who will be served by your program. Include estimated demographic data (income levels, age, race/ethnicity). Provide a narrative describing:

- Describe the youth, neighborhoods and/or schools you intend to serve.
- How your business/organization will identify participating youth and the setting/location used for program implementation;
- How the business/organization will adjust program delivery, language, or cultural understanding; Describe the organization's experience with programing in communities of color or vulnerable populations; and
- The business/organization's strategy to deliver effective messaging to the Oceanside community;

Program Design

In the program design section, please provide an overview of the population your program will serve, the projected level of services and engagement, what types of services, and when and how services will be delivered. Estimate the number of service hours the unduplicated participants will receive and include a projected start and end date, days of service, hours of average participation.

Provide a detailed work plan with a complete Scope of Work and describe the program's ability to address issues relating to Oceanside youth.

Examples of programs may include, but are not limited to, the following:

- Programs addressing the specific mental health needs of youth including programs that address self-harming behavior, anxiety, depression, social isolation, etc. as it relates back to SUD;
- Substance use/abuse prevention/intervention programs targeting Opioid/Fentanyl epidemic and other drugs;
- Medically Assisted Treatment (MAT) services; and
- Naloxone distribution and education.

Describe your organization's experience with at-risk youth and detail how your organization will identify and engage participating youth and their families. Provide information on the setting/location to be used for program implementation (schools, neighborhoods, youth centers, churches, etc.). It is the responsibility of the applicant to identify and have the setting and/or location approved and available.

Describe the organization's plan for collaboration and coordination with other youth programs, schools, etc. **Include copies of any Memoranda of Understanding (MOUs).** You will need to include a description of the nature, history, and extent of the partnership, including past successes and accomplishments. MOUs should include the responsibilities of each party detailing the administrative and operational duties (staffing, service delivery, facility space, evaluation). Please include any funding being exchanged.

Describe any barriers or potential roadblocks the organization has identified that may impact the success of the project and how the organization plans to address them.

PROGRAM EVALUATION

All submissions must include a plan to implement program evaluation beginning on the first day of the contract (July 1, 2026) and ending on the last day of the contract (June 30, 2027). The evaluation plan must identify what type of program data will be collected, clear goals, benchmarks and outcomes of the overall program and its individual participants.

The program proposal should identify the tools that will be used to evaluate the program's effectiveness. The program design must describe the expected outcomes for participants, as well as the impact of the programming and how the program will define the success of its participants. There should be a clear plan for the follow-up of participants to demonstrate the long-term effects on the program participants.

All grantees must participate in the monthly Oceanside Community Safety Partnership meetings and any independent evaluation processes contracted by the City so that meaningful data can be collected and disseminated to Oceanside Residents, City Leadership, and State or Federal departments when appropriate. All grantees are required to submit quarterly program reports, quarterly financial reports, and an annual program report and annual financial report, due on the 15th of October, January, April, and July. Grantees must track scope of work activities, demographics, budget, program activities, enrollment, attendance, and invoices.

At any time during or before a grant agreement is issued, the City staff may conduct site visits, and/or interviews to verify Applicant's services.

BUDGET

The program budget is an important component of your proposal that should be clearly linked to support the proposed program, with reasonable and justifiable expenses for staffing and program costs. The budget proposed should be an appropriate and accurate projection of the program expenses for one program year, FY2026-27 (July 1, 2026 through June 30, 2027).

This section will allow your organization to show the cost effectiveness of your program and demonstrate how you will leverage other funds for the programs you are proposing. Applicants will provide a narrative justification for each line item in the program budget and will provide information on how funds requested are reasonable to support the level of services proposed.

If your organization was a previous recipient of City funding, please include total program expenses from the recent calendar year and describe any change(s) you want to incorporate and the reasons for the change(s).

Staff Experience and Qualifications

Proposals should include information on the key staff who will be delivering direct services and their qualifications. If staff is licensed, the proposal should include staff credentials. Proposals may include resumes and/or job descriptions that illustrate the organization's ability to attract and retain qualified staff for the program. Staff should have the experience and education needed to facilitate SUD programs.

V. FUNDING RECOMMENDATIONS

By responding to this RFP and submission of a proposal, applicants authorize the City to verify any information the proposal contains. At any time before a contract is issued, the City may conduct site visits and/or interviews to verify applicant's proposed services before making a final determination of grant awards. The City has the right to disqualify applicants whose proposals present false, inaccurate, or incorrect information or are incomplete. Once negotiations are complete and a final award is determined, all RFP responses will become a matter of public record.

Final award amounts will depend on the number of proposals submitted and program budgets may be negotiated. The City reserves the right to reject any or all proposals, whether or not the minimum qualifications are met, and to modify, postpone, or cancel the RFP without obligation or commitment to any party, firm, or organization. The City reserves the right to request and obtain additional information from any candidate submitting a proposal. A proposal may be rejected for any of the following reasons:

- Proposal received after deadline.
- Proposal is incomplete or does not contain the required elements.
- Proposal does not comply with this RFP, eligibility or submission requirements.
- Proposal (activities or program) does not meet the local or state requirements and/or definitions.

Proposal Review Process

City staff will review all proposal submissions received by posted deadline to ensure that the required proposal elements have all been provided according to the directions included in this RFP. Incomplete proposals may not be considered for further review.

Applicants that are complete and comply with the RFP requirements will be reviewed and scored by an independent panel of reviewers with expertise in children/youth programing in the City of Oceanside. Reviewers will score proposals based on responses provided according to the 50-point scale listed below.

Proposals will be considered within the funding strategy selected. Proposals will be ranked within the funding strategy by the average of the reviewer scores.

Reviewers will consider proposals by funding strategy, reasonableness, feasibility, location, services, proposed demographics and potentially past performance for currently funded programs.

Reviewer Scoring of Proposals

The City has allocated approximately two weeks for proposal review and scoring. The following criteria and points for each criterion (a total of 50-points) will be used in evaluating and rating the proposals:

1) AGENCY HISTORY AND CAPACITY (5 POINTS)

- Able to demonstrate ability and experience in working with youth SUD through past projects and/or programs. (1 pt.)
- Able to demonstrate experience working with a diverse youth population and the delivery of prevention, intervention and treatment SUD services in a culturally competent manner. (2 pts)
- Submission of resumes of staff with work experience working with youth and SUD or submission of Job Descriptions and timeline to hire staff if awarded. (1pt.)
- Leadership staff and board members demonstrate solid foundation for administration, programing and fiscal management. (1 pt.)

2) POPULATION AND GEOGRAPHY (5 POINTS)

- Able to identify target population(s) and/or community for program implementation. (1 pt.)
- Able to demonstrate an understanding and connection to the target population and/or community. (1 pt.)
- Presents a clear and realistic plan for recruiting, engaging and retaining participants in the program. (2 pt.)
- Able to identify assets and challenges of target population(s) and/or community and how they impact the proposed services. (1 pt.)

3) PROGRAM DESIGN (15 POINTS)

- Proposal identified evidence-based prevention, intervention, or treatment model for the proposed program. (1 pt.)
- Proposal provides a timeline of implementation from start to finish. (1 pt.)
- Proposal provides clear and specific description of the proposed services, including (1) type of programming, (2) frequency of programming, (3a) average number of clients to be served daily and (3b) over the course of the year, and (4) **location of services**. (6 pts.)
- Proposal provides MOUs or LOAs from partnerships to support the program design which provide details on roles and assets of partnerships in delivering services. (3 pts.)

- Proposal demonstrates agency's existing history or footprint working in the City of Oceanside with residents and youth (2 pts.)

4) Evaluation (10 POINTS)

- Proposal provides a plan to implement evaluation from start to finish (2 pts.)
- Proposal identifies clear goals, benchmarks and outcomes of overall program and individual participants. (3 pts.)
- Proposal identifies tools to be used to evaluate program effectiveness. (2 pts.)
- Program design described expected outcomes for participants and impact of programming and how program defines success of participants. (2 pts.)
- Proposal has a plan for follow-up of participants to demonstrate long-term effects of program participation (1 pt.)

5) STAFFING EXPERIENCE AND QUALIFICATIONS (5 POINTS)

- Proposal demonstrates sufficient staffing for the level of services proposed, and staff are qualified and reflective of the communities to be served. (1 pt.)
- Proposal demonstrates staff have the knowledge, skills and abilities to implement SUD program(s). (2 pts.)
- Proposal provides supplemental training of staff. Proposal identifies ongoing training, including mandatory training required for working with minors. (1 pt.)
- Program requires fingerprinting and background checks for all staff and able to provide documentation to City if requested. (1 pt.)

6) BUDGET REQUEST (10 POINTS)

- Program budget is clear and line items specifically support the proposed level of services. (2 pts.)
- Project budget provides detail narrative and justification of proposed cost. (2 pts.)
- Budget includes detailed description of required 25% match. (2 pts.)
- Budget is within the funding level of identified service category. (1 pt.)
- Applicant has a plan and able to demonstrate sustainability for continues programming after the FY 26-27. (1 pts.)
- Agency is able to demonstrate fiduciary capacity to meet city requirements of invoicing and reporting (2pts.)

NOTE: Additional Preference Points may be awarded by the City of Oceanside above the 50-points scale based on programs working with the emphasized population of middle- and/or high-school youth, assessed need, geography or identified EBPs.

Contract Negotiations

All applicants recommended for funding should expect City staff will have recommendations for modifying Scopes of Work and Budgets. During initial meetings, scopes of work and budgets will be reviewed in detail and modified as necessary to ensure that they meet the goals, objectives and policies of the City of Oceanside. Potential revisions to scopes of work included detailing activity projections, updating projected number of clients served, adjusting client demographics or revision to budget requests.

Contract Award

The contract amount shall be a not-to-exceed amount, to be established based upon a mutually agreeable Scope of Work (SOW) and Budget. A sample Professional Services Agreement (PSA) is provided as an additional document for reference as Exhibit 3. The selected contractor will be required to enter into a contract that contains similar terms and conditions as those in the standard agreement. Please note that the City does not typically make modifications to the standard agreement terms and provisions. Contractors must comply with all City terms and conditions in the final contract including the submission of insurance and financial information. All grants are on a reimbursement basis. All recipients will be required to submit an invoice and supporting documentation and/or receipts to Grants Manager on a monthly basis. All invoices are subject to review to ensure expenses are in compliance with grantee's contract and SOW.

Contract and Compliance

- 1) Grantees must provide the services projected in the proposal and Scope of Work, subject to contract negotiations. Failure to provide these services may result in reduced payments or suspension of payment.
- 2) Grantees must report in-kind and cash matches on a quarterly basis and identify the expenses associated by the end of the third quarter.
- 3) After a contract is awarded, the City may request amendments as needed throughout the term of the contract to best meet the needs of all parties.
- 4) The City shall have the right to audit this contract and all books, documents, and records relating to this grant.