



Collective of Results and Evidence-Based (CORE) Investments

Contractor Procedures Manual

FY 2023-2024

County of Santa Cruz

CORE Investments Contracts – Contact List

Program Evaluation and
Reporting

Daniel Mendoza

Associate Analyst, Planning and Evaluation

daniel.mendoza@santacruzcountyca.gov

Contracts and
Amendments

Lex DuFrey

Analyst, Centralized Contracting Unit (CCU)

Lex.dufrey@santacruzcountyca.gov

Insurance, Invoicing and
Document Submission

Mireya Alanis, Administrative Aide

Irene Romero-Reyes, Analyst

Centralized Contracting Unit

HSDCCU@santacruzcountyca.gov

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CORE Investments Contracts

CORE Investments is jointly funded by the City and County of Santa Cruz. CORE contracts are funded for a three-year fiscal term, starting in fiscal year (FY) 2022-23 and extending through FY 2024-25.

The topics covered in this manual are addressed in the CORE contract. The purpose of this manual is to provide additional details for contractors regarding invoicing and payment, budget modifications, financial statements and reporting responsibilities.

Section I: Invoicing and Payment

This section provides information on the process for submitting invoices and receiving payment.

CORE payments are provided upon receipt of signed quarterly invoices. Agencies funded jointly by both the City of Santa Cruz and the County of Santa Cruz will be paid the entire quarterly amount by the County.

HSD Centralized Contracting Unit (HSDCCU) generates quarterly invoices and emails them to CORE Contractors for review and approval. The approval process is conducted within DocuSign; Contractors must sign DocuSign invoices to indicate approval and request payment. Signed invoices are then automatically submitted directly to HSD Fiscal for payment.

Invoice Audit/Approval Levels:

1. CCU CORE Analyst
2. Contractor
3. HSD Fiscal

The first payment, in the form of an advance, will be provided in Quarter 1 upon submission of a signed and accurate advance invoice. Final due date for the advance is September 5th. The remaining payments will be provided pending the submission of an accurate invoice for the appropriate fiscal quarter(s). No payment will be provided in the fourth quarter if an advance payment was provided. Due dates for all invoices are provided in Section V, Timeline of Due Dates.

Payment can be expected within 2-4 weeks after submitting a signed invoice. Before the first payment of the new fiscal year can be made all invoices for the previous fiscal year must be received. Additionally, prior to payment, agencies must be compliant with all contract requirements (e.g., submission of midyear and annual progress reports). If an invoice is held for any reason, the agency will be contacted. Once agencies resume compliance, payments will be processed.

For questions related to invoicing and payment, please contact HSDCCU@santacruzcountyca.gov .

Section II: Mid-year Budget Modifications

If your agency needs to revise its County budget, please contact the CCU CORE Analyst, lex.dufrey@santacruzcountyca.gov, to request a modification. Modifications totaling 30% or less of the total program budget are allowed. Transfers between budget categories totaling more than 30% of the budget may be made only upon execution of a contract amendment approved by the Board of Supervisors.

Please send an email explaining the proposed budget modification and edited budget pages to the CCU CORE Analyst who must review and approve them prior to forwarding them to the Fiscal division. Budget modification requests must be submitted no later than May 1st of each fiscal year throughout the term of the contract and at least 15 business days prior to the proposed affected billing cycle.

After a modification has been approved, HSD will provide a new invoice template of the budget reflecting the revised line item(s).

Section III: Financial Statements

As stated in the County Independent Contract Agreement, 16.A, all CORE nonprofit contractors are required to submit Financial Statements that include the following:

- a. Statement of Financial Position or Balance Sheet
- b. Statement of Activities or Statement of Revenues and Expenses
- c. Cash Flow Statement
- d. Statement of Functional Expenses

Submission: Please email a PDF of the statement to the CCU Administrative Aide within 180 days of the end of the agency's fiscal year for each year of the contract term.

If a digital copy is not available, please mail two hard copies to:

Centralized Contracting Unit
Human Services Department
1040 Emeline Avenue
Santa Cruz, CA 95060

The Human Services Department will forward one of the copies of the financial statement to the Auditor-Controller.

Section IV: Progress Reports and Data Reporting Requirements

As stated in the County CORE Contract, Exhibit C, I.B.1. each funded program is required to submit semi-annual Progress Reports that will be provided by the County. The County will provide the semiannual reports via email. Instructions on how to complete and submit your program's report will be included in the email.

- a. The Mid-Year Progress Report shall be due no later than January 31 of each FY or within 30 days of receipt of the County provided report.
- b. The Annual Progress Report shall be due no later than July 31 of each FY or within 30 days of receipt of the County provided report.

Activity, Demographic, Participant, and Quality Measure Data Reporting Requirements

Agencies are required to submit semiannual reports for each of their CORE programs.

Mid-year report requirements:

- CORE-funded *program activity* from July 1st to December 31st of the current fiscal year
- *Unduplicated participants served* from July 1st to December 31st of the current fiscal year

End-of-year report requirements:

- CORE-funded *program activity* from July 1st to June 30th of the current fiscal year
- *Unduplicated participants served* from July 1st to June 30th of the current fiscal year
- *Quality Measurement data* for the current fiscal year
- *Participant demographic data* (age, ethnicity/race, gender, language, City and zip code) for the current fiscal year

In both progress reports, agencies will be able to share program challenges and outcomes as well as request technical assistance.

The Quality Measure Survey Form and a sample demographics questionnaire are available here:

[CORE investments](#) For ethnicity/race and gender demographics, we are asking participants to select 'all [categories] that apply' to them.

If your program is experiencing issues tracking participant demographics or the quality measure survey data, please contact:

Daniel Mendoza

Daniel.mendoza@santacruzcountyca.gov

831-454-4723

Section V: Timeline of Due Dates

Below is a projected schedule of due dates for items related to CORE agreements. If an item is reliant upon a County template, the due date shall be 30 days from the agency receipt of the documentation needed to complete the item.

| Item | Due Date |
|--|-------------|
| Advance Invoice—First Quarter | September 5 |
| First Quarter Actual Invoice | October 20 |
| Financial Statements for Agencies with a fiscal year ending June 30 th | December 27 |
| Mid-Year Progress Reports | January 31 |
| Second Quarter Actual Invoice | January 31 |
| Financial Statements for Agencies with a fiscal year ending September 30 th | March 1 |
| Third Quarter Actual Invoice | April 30 |
| Last day to submit Budget Modification Requests | May 1 |
| Financial Statements for Agencies with a fiscal year ending December 31 st | June 28 |
| Annual Progress Report | July 31 |
| Final Year-End Invoice “\$0” | July 31 |