



Collective of Results and Evidence-Based (CORE) Investments

Contractor Procedures Manual

FY 2022-2023

County of Santa Cruz

CORE Investments Contracts – Contact List

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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 30. 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 an 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 mid-year 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@santacruzcounty.us .

Section II: Mid-year Budget Modifications

If your agency needs to revise its County budget, please contact the CCU CORE Analyst, lex.dufrey@santacruzcounty.us, 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 contact 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.

Demographics and Quality Measure Survey Data Reporting Requirements

Programs are only required to submit program participant demographics data (age, ethnicity/race, gender, language, city and zip code) and quality measure survey data at the end of each FY in the Annual Progress Report.

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

[CORE investments](#)

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

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831-454-4390

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 30
First Quarter Actual Invoice	October 31
Financial Statements for Agencies with a fiscal year ending June 30th	December 27
Mid-Year Progress Report	January 31
Second Quarter Actual Invoice	January 31
Financial Statements for Agencies with a fiscal year ending September 30th	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 31st	June 28
Annual Progress Report	July 31
Final Year-end Invoice “\$0”	July 31