



Collective of Results and Evidence-Based (CORE) Investments

Contractor Procedures Manual

FY 2025-2028

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) 2025-26 and extending through FY 2027-28.

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. Contractors will be required to sign a fourth quarter invoice; this confirms that all fiscal year CORE funds have been, or will be, spent within the fiscal year. 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 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@santacruzcountyca.gov.

Section II: Mid-year Budget Modifications

If your agency needs to revise its County budget, please contact the CCU CORE Analyst, mireya.alanis@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 Standard Services Contract Agreement, 17.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 HSDCCU@santacruzcountyca.gov 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, Attachment C, I.D each funded program is required to submit semi-annual Progress Reports, with your program's information **based exclusively on CORE funding only**. The County will provide a link via email to the online reporting portal including instructions on how to complete and submit your program's report.

- 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 email containing the online portal link.
- 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 email containing the online portal link.

Data Reporting Requirements

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

The CORE Mid-year report requirements and questions include:

- CORE-funded program *activity/services* from July 1st to December 31st of the current fiscal year
- CORE-funded *Unduplicated participants served* from July 1st to December 31st of the current fiscal year
- *Questions include:*
 - Please share any challenges (if any) your agency experienced in implementing its CORE funded program.
 - What technical assistance can HSD provide to support your data collection activities?
 - What challenges, if any, are you facing to achieve mid-year spending goal?
 - Do you anticipate achieving 100% spent by year end?

The CORE End-of-year report requirements:

- CORE-funded program *activity/services* from July 1st to June 30th of the current fiscal year
- CORE-funded *Unduplicated participants served* from July 1st to June 30th of the current fiscal year
- *Participant demographic data* (age, ethnicity/race, gender, language, residence/location) for the current fiscal year
- Participant satisfaction survey data for the current fiscal year
- *Program Outcome Measurement(s) data* for the current fiscal year
- Questions included pertain to the current fiscal year:
 - Describe any progress and/or successes your CORE program achieved this FY in implementing its activities/services. (Recommended 2-4 sentences)
 - (Optional, Success Stories) Please share a short story about the experience of a participant or family that received services through CORE funding. Please state the specific activity that was provided and the impact or positive change that occurred because of the service(s) provided.

- Please share any challenges (if any) your agency experienced in implementing its CORE funded program.
- What challenges (if any) did you encounter in collecting CORE program data, participant demographics, or participant quality survey responses? (Recommended 2-4 sentences)
- What technical assistance can HSD provide to support your data collection activities?
- Beginning in July of the current CORE fiscal year, describe how your CORE services/activities addressed the inequities contributing to the community need that your program focused on (CORE Condition and Impact Statement).
- How did your CORE program engage and/or promote issues of equity with program staff?
- (Optional) Is there anything else your program would like to share about successes, challenges, or overall progress of your activities/services?

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

[CORE Investments webpage](#)

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

If your program is experiencing challenges in collecting 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 29
Mid-Year Progress Reports	January 30
Second Quarter Actual Invoice	January 30
Financial Statements for Agencies with a fiscal year ending September 30 th	March 2
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 29
Annual Progress Report	July 31
Final Year-End Invoice “\$0”	July 31