

ADDENDUM #4

Request for Proposal (RFP HSD1-2021)

Collective of Results and Evidence-based (CORE) Investments

Issued February 4, 2022

This addendum (#4) is being issued to update the following sections for HSD1-2021:

- 1 Summary
- 5.1 Submission
- 5.2 Deadline and Late Applications
- 5.5 Online Portal Support
- 5.6 Questions and Responses
- 5.9 Awards
- 5.10 Timeline

All changes are denoted in yellow highlight.

RFP SUBMITTAL DEADLINE HAS CHANGED.

RFP DUE:

Friday, March 4, 2022, at 5:00 p.m. PST using either the Review [online portal](#) (preferred) or to:

Centralized Contracting Unit
Human Services Department
1000 Emeline Ave.
Santa Cruz, CA 95060

Please note, the sections below have been modified due to the extension of the RFP. In order to meet Board and funding timelines, modifications have been made to various timelines and processes. A separate addendum will be issued once the Board of Supervisors approves the amended the appeals process.

RFP Section Updates**1 Summary**

The County and City of Santa Cruz, California invite applications based on the Collective of Results and Evidence-based (CORE) Investments model to impact the community's equitable well-being as described in the [CORE framework](#). Both the County and the City of Santa Cruz are investing significant local dollars, with the County intending to award approximately \$4.8 million per year and the City of Santa Cruz to award approximately \$1 million per year for three years. Funds are to focus on improving conditions of well-being for community members experiencing the greatest challenges and barriers in the County. Applicants are invited to use community data and community member perspectives to describe the nature of the challenges and who they consider most affected by these challenges.

CORE funding will be distributed using a hybrid approach, in which most of the funds will support a broad base of direct service programs and a smaller portion of the funds directed to a single “Targeted Impact” model rooted in principles of collective impact. Applicants are to review the entirety of the RFP. The summary points below provide a quick glance at the information articulated in the document.

- **Who is eligible?** Eligible applicants include Non-profit 501(c)(3), federally recognized tribal entities, and public education agencies. (Further specifications are detailed in section 3.1 Eligibility, page 4)
- **How will funds be distributed?** Funds will be distributed through a tiered framework, intended to better align the size of the grant award with the depth of information required. Most of the funds are for programs or projects that directly serve the community.
- **What are the Funding Tiers?**
 - Small: \$5,000 - \$25,000/year for 3 years (multiple awards)
 - Medium: \$25,001 - \$150,000/year for 3 years (multiple awards)
 - Large: \$150,001 - \$450,000/year for 3 years (multiple awards)
 - One tier, titled Targeted Impact, is for one \$795,000/year for 3 years grant. This grant is intended to achieve a deeper impact.
- **How will the County and City partner together?** County and City staff will partner to review and award all tiers. **The City of Santa Cruz funding will primarily be directed to serve City residents and not necessarily programs that primarily target City residents.**
- **Are there any parameters in applications or awards to consider?** Applicants are encouraged to review specifications about parameters outlined in this RFP. In summary:
 - If funded, requested amounts will not be reduced by more than 10% from the original requested amount to preserve the integrity of the program or project design as much as possible.
 - Agencies may submit multiple applications; however, they may not propose the same program or project in more than one tier (i.e., Small, Medium, large) or application.
 - Agencies may not apply for more than 25% of the total funding available across all tiers.
- **How do I apply?** Applications are to be submitted on an online portal found [here](https://my.reviewr.com/s2/site/core_investments_rfp): https://my.reviewr.com/s2/site/core_investments_rfp. Support is available and detailed in this RFP. If needed, paper applications are also available.
- **How do I learn more and ask questions about this RFP?** The County and City will host an applicant conference and answer questions throughout the application period. Training and assistance on concepts in this RFP will also be available throughout the application period.
- **When is the application due?** Applications in response to this RFP must be submitted by **5:00 p.m. PST on March 4, 2022.**

5.1. Submission

Applicants for all tiers must consider all information included in this RFP as relevant to the application. To submit the application, an online portal will be available on release date at:

<https://santacruzhumanservices.org/Home/FundingOpportunities/RequestforProposals>

The application portal is a web/cloud based digital tool for collecting, managing, and reviewing online application submissions. Technical assistance on use of the application portal is available. All applicants are encouraged to utilize the online application portal.

Alternative formats are available and will be posted at the web page noted. The application form and any attachments must either be delivered in a USB flash drive or paper format at the address below by the specified deadline:

Attn: CORE Investments
 Centralized Contracting Unit
 Human Services Department
 1000 Emeline Ave.
 Santa Cruz, CA 95060

5.2. Deadline and Late Applications

Applications in response to the RFP must be submitted by **5pm PST on Friday, March 4, 2022.**

Late applications will not be accepted, and applicants are solely responsible for timely submission.

Time of submission will be recorded in the following ways:

- **The online application portal** will time stamp when the applicant submits the application.
- **Digital or paper submissions** will be recorded at the time of receipt by staff at the address above. If submitted prior to **March 4**, to ensure staff will receive applicant promptly please leave a voice mail of the approximate time of delivery 3 days prior-to the date.
- **Mailed applications will be stamped with dated of receipt when they arrive at address above.** Postmarks shall not be accepted in lieu of time of receipt recorded by staff. Applicants submitting alternative applications via postal service or other courier delivery services (e.g., UPS, FedEx) are encouraged to account for potential delays in delivery by these services and to use tracking numbers/systems provided by these services. It is at the sole discretion of the funders if exemptions are made due to delays in mail or courier delivery due to extremely significant, unforeseeable circumstances, such as natural disasters.

A complete application via online portal or hard copy by tiers include:

<i>Small</i>	<i>Medium</i>	<i>Large</i>	<i>Targeted Impact</i>
Complete Application (Questionnaire) With completed Budget Form		Complete Application (Questionnaire) With completed Budget Form	Complete Application (Questionnaire) With completed Budget form If relevant, letters of support
		Last Fiscal Year Financial Statements available to agency	Last Fiscal Year Financial Statements available to agency

Applicants will be informed if their application is considered incomplete or does not meet parameters by **March 15, 2022.**

5.5. Online Portal Support

Group Virtual training will be offered twice on how to navigate the online portal. **Friday, December 3, 2021, 10:00 to 11:00 AM, Wednesday, January 12, 2022,**

With the extended submission deadline, an additional Online Portal Support Office Hour will be offered. Please visit the CORE RFP [website](#) for the specific date and time.

The sign-up process and recording of the training may be found on the HSD web page noted above.

Further assistance may be requested by leaving a voice mail at: at 831-454 -4816. Follow up on a request for on-line portal assistance may take up to 3 business days. Please plan accordingly to ensure timely submission.

5.6 Questions and Responses

Questions: Applicants are encouraged to submit questions related to the RFP process, documents, or application content via email COREFunding@santacruzcounty.us Alternatively, if applicants are unable to email, questions may be left on the voice mail listed above. Emails or voice mails regarding questions on the RFP will not be returned and instead the following process will occur.

Responses: County and City will collate and post question and responses, rather than answering questions individually. The purpose is to ensure consistent, transparent responses are provided to all applicants.

A “Questions and Responses” document will be posted at least three times in the application period on the site noted above. Applicants may also check the website at any time for updates. **Questions will be collated and posted along with responses on:**

- **Thursday, December 9, 2021**
- **Thursday, January 6, 2022**
- **Thursday, January 20, 2022**
- **Thursday, February 17, 2022**

All questions submitted by the close of business the Monday prior to these dates will be included in posting. All responses are intended to be addressed in the final posting to allow enough time for application completion. **Please consider questions and submit no later than Monday, February 14, 2022, at 5pm. No further questions will be answered after that date.**

5.9. Awards

County and City staff will request the County Board of Supervisors and City Council to approve the proposed awards in **June 2022**. The City Council and Board will adopt the conditional awards in the June budget process. Contracts will be in English. All awarded applicants must agree to a County or City contract to receive funds. The provisions included in County agreements may be found in section 14.

5.10. Timeline

The following are the anticipated RFP milestones. Links to sign up to events are found at: [CORE Investments \(santacruzhumanservices.org\)](http://COREInvestments(santacruzhumanservices.org))

Activity	Due Date
RFP released and posted, including but not limited to: Final RFP document & Online Application Portal	Tuesday, November 16, 2021

Activity	Due Date
Applicant conference (virtual meeting).	Wednesday, December 1, 2021, 2:00 - 4:00 PM
1 st Online Portal Technical Assistance Session.	Friday, December 3, 2021, 10:00-11:00 AM
1 st Question and Response Posting	Thursday, December 9, 2021, 8:30 AM <i>For questions submitted by Monday, December 6, 5PM</i>
2 nd Question and Response Posting	Thursday, January 6, 2022, 8:30 AM <i>For questions submitted by Monday, January 3, 2022, 5PM</i>
Training and TA by Optimal Solutions Consulting.	Dates posted on website (Dec through Feb)
Individualized Online Portal Support Offered	Requested by e-mail (Nov through Feb)
2 nd Online Portal Technical Assistance Session	Wednesday, January 12, 2022, 2:00-3:00 PM
3 rd Question and Response Posting	Thursday, January 20, 2022, 8:30 AM <i>For questions to be submitted by Monday, January 17, 2022, 5:00 PM</i>
3 rd Online Portal Technical Assistance Office Hour	To Be Scheduled, visit the CORE Website for details
4 th Question and Response Posting	Thursday, February 17, 2022 <i>For questions to be submitted by Monday, February 14, 2022, 5:00 PM</i>
Applications Due	Friday, March 4, 2022, 5:00 PM
Applicants informed if their application is considered incomplete or does not meet parameters	Tuesday, March 15, 2022
County Board and City Council panel status update	March 2022
County Board and City Council update	April 2022
Panel Review	April 2022
County Board and City Council approve the list of proposed awards and notices of intent to award are submitted to awardees	Late May/Early June 2022
County Board and City Council adopt (and finalize) awards	June 2022
Contracts approved. (Contracts retroactive to July 1)	August - September 2022