

Right Track Plus Career Internship Program

Orientation

Purpose of Orientation

- Begin a new relationship via our CARES funding with the common goal of supporting our COVID-19 impacted residents
 - Ensure partners have support, resources and tools that they need
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Agenda

- Introductions
 - Welcome
 - American Rescue Plan Act
 - Program Elements
 - Contract Elements
 - Q & A
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Introductions

- Right Track Plus team
 - Ramsey County
 - City of St Paul
- Back Office Team
- Vendor introduction: Who's with us today

American Recovery Plan Act



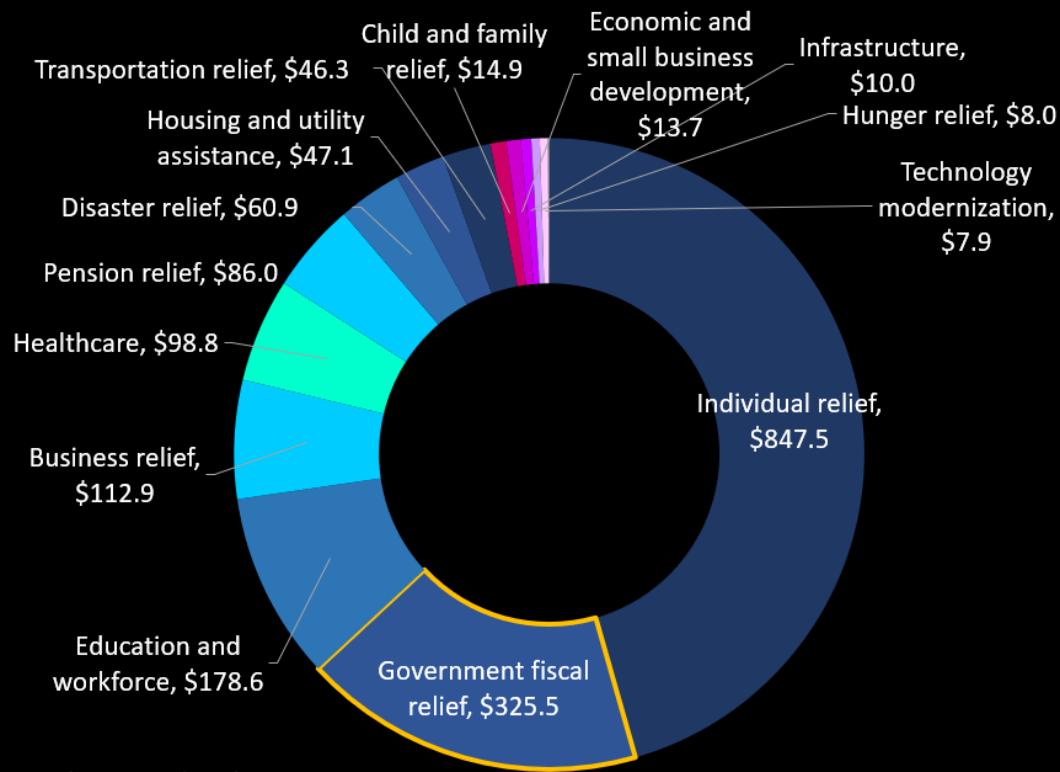
About the American Recovery Plan (ARP)

- \$1.9 trillion rescue package to address immediate community needs associated COVID-19 and the resulting economic impacts and set communities on an equitable path to recovery and resilience

 - Highlights Include:
 - Economic Impact Payments (\$1,400 individual, \$2,400 couple, \$1,400 each dependent)
 - Child Tax Credit (\$2,000-\$3,600 per child; made through monthly advance payments)
 - State and Local Recovery Fund (\$350 billion total)
 - Capital Projects (\$10 billion for broadband)
 - Homeowner Assistance (\$10 billion total)
 - Emergency Rental Assistance (\$21.6 billion)
 - Small Business Credits, Unemployment Compensation and Other Items
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American Rescue Act Plan

These funds are on top of formula/competitive aid that will flow through local governments to address other needs



Source: Katz, Higgins, Bruggeman, Thomas, and Sterling

ARPA provides \$350 billion in flexible fiscal aid; \$220B for states, \$65B for counties, and \$65B for cities

Estimated total ARPA allocations for MSP region cities and counties (\$M)

Counties		Cities	
Hennepin	\$245.5	Minneapolis	\$281.5
Ramsey	\$106.7	Saint Paul	\$171.8
Dakota	\$83.2	Bloomington	\$11.4
Anoka	\$69.2	Plymouth	\$7.4
Washington	\$50.9	Eden Prairie	\$7.1
Scott	\$28.9	Woodbury	\$6.0
Carver	\$20.4		

Source: National League of Cities



Ramsey County ARP Funding Principles

- Initial List of Priorities likely to require funds from the \$108 million direct allocation
 - Tier 1
 - Public Health needs (testing, vaccines, PPE, building modifications)
 - Workforce development supports (a neglected portion of the bill – youth and adults, aligned with Saint Paul planning efforts)
 - Racial Equity and Community Engagement (modeled after successful work throughout COVID; not an explicit area of funding in ARP)
 - Employee compensation strategies (all employees have been essential employees; not just immediate risks and efforts but thinking toward retention and support as an employer)
 - Funding to complete emergency shelter fund through April 2022
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RAMSEY COUNTY

RIGHT + TRACK

City of Saint Paul + Ramsey County Supporting Youth Employment



CBO Role

All Right Track+ participating organizations **MUST:**

- **Assign** one project manager to attend meetings two times per month as a part of the Right Track+ Community Team.
- **Outreach and recruit** a cohort of young adults eligible to participate
- **Enroll** participants, including completing online application and enrollment documents.
- **Consult and participate** in internship matching process with Right Track+ staff.
- **Provide employment support case management and coaching,**
- Weekly contact for the duration of the program.
- Provide regular support and turn in any documents required
- Support participants with completing requirements for payroll for the internship.
- Collect and store timesheets with site supervisor approval
- **Provide support services** including uniforms, equipment, tools, transportation, etc.
- **Provide an adult mentor.**
- **Require and track** young adult participants to complete a number of professional development activities that will be provided by Ramsey County Workforce Solutions and City of Saint Paul Right Track.

Program Guidance

Participant Eligibility

Right Track Plus participants MUST be

- Ramsey County residents
 - Ages 18-24
 - Be unemployed or underemployed
 - Currently unemployed and have sought employment in the last 12 months OR
 - Underemployed and would like to work full-time
 - Have had their employment impacted during the pandemic due to industry (i.e. hospitality, food service, retail)
 - Have challenges entering a middle-high wage career pathway due to limited education
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Recruitment

- Tap into existing programs serving 18-24 year olds
 - Marketing
 - Use Right Track Plus logo
 - Vet participant availability and commitment to a 15 week internship, 20 hours per week
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Enrollment

- Complete CBO intake form
 - Include name, age, race/ethnicity, geography, employment status
 - Complete the Right Track Plus Internship Application
 - Must be complete by July 23rd, please do earlier if possible!
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Internship Matching

- Employers completing their internship submission forms by July 16th
 - Right Track Plus team will be reviewing applicant forms and employer forms and completing matching process July 19th-July 30th
 - Likely be calling you for information about participants to ensure great matches
 - Once matches are made, Right Track Plus team will send email to employer, CBO and intern.
 - Some employers will require additional HR information (i.e. background study)
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Reminder!

- Employer internship submissions due THIS FRIDAY July 16th
 - Forward the information to any of your employer partners who would like to host interns

Internship Payroll

- Some interns will be on Red Payroll (Ramsey County) and some interns will be on Blue Payroll (City of St Paul)
 - Depending on employer of record, payroll documents may be different
 - List of Red Payroll docs and Blue Payroll docs available on provider webpage
 - Support interns in completing new hire packets and turn into either Rachael or Shaina
 - Offering times for CBOs to bring participants to complete forms August 2nd- August 6th
 - Exploring opportunities to set up bank accounts on site
 - All payroll docs need to be completed by August 6th
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Internship Payroll

- Red payroll- hours tracking spreadsheet/timesheets submitted to Program Team
 - Verify hours with internship site supervisor prior to submission
 - Blue payroll-
 - If with the city: intern supervisor will approve hours in city system
 - If org has additional hours for student (training) communicate that to supervisor
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Community Partners Team

- Due to number of organizations, team will be split into Group A and Group B
 - Group A meet every other Friday at 12pm
 - Group B meet every other Monday at 9am

Group A:

Breaking Free
Face 2 Face
Gen 2 Gen
Project Restore MN
LSS
Merrick
YWCA
Upturnships
Goodwill Easter Seals
Milestone Community Development
The Anika Foundation

Group B:

The JK Movement
AADA
Change Inc.
CSC-MN
Hired
Irreducible Grace Foundation
Level Up MN
Center for Hmong Arts & Talent
FRAYEO
HSRA
Spark-Y
Hack the Gap

Professional Development

- Kick Off Event August 16th
 - Right Track Plus will be providing all participants with a Passport of professional development events
 - Currently planning and scheduling these events
 - Include site tours, trainings, speakers, etc.
 - At the end of the program (Nov) Ramsey County will be collecting passports for those who completed five events and distributing \$500 Target gift cards via mail
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Questions?

Invoicing and Payment

Payment Methodology

- Cost reimbursement basis
 - Expenses must have been incurred before it can be reimbursed
 - Only expenditures made in accordance with the approved budget in your contract will be paid.
 - If you need a modification, you need to work through process with back office.
 - All costs and expenditures must occur during the contract period which is the date the contract signed by all parties or start date in the contract whichever is later.
 - Financial records should be maintained through an accounting system which sufficiently and properly reflects revenue and all direct and indirect costs of any nature incurred in the performance of the Agreement.
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Ramsey County Invoice

- Review the Ramsey County approved invoice form

Payment

- Invoices are due no less than monthly by the **15th of the following month**
- Invoice must be signed by the Contractor's authorized official. Electronic ok
- All invoices must be signed and sent as an attachment to the e-mail RCVendorInvoices@co.ramsey.mn.us and copy your planner (me)
- All invoices must be submitted using Ramsey County's authorized Invoice form. Payment will be made for actual costs incurred during the invoicing period.
- One invoice per email
- **Subject line of email must read:**
Contract ID, Vendor Name, Period of Invoice
Ex: WFS-ARP-0025, ABC Company, July 2021

***** Back up documentation: A general ledger must accompany invoices *****

General Ledger - Sample

Vendor Name
General Ledger Report
 Grant Name & Month

Sample General Ledger

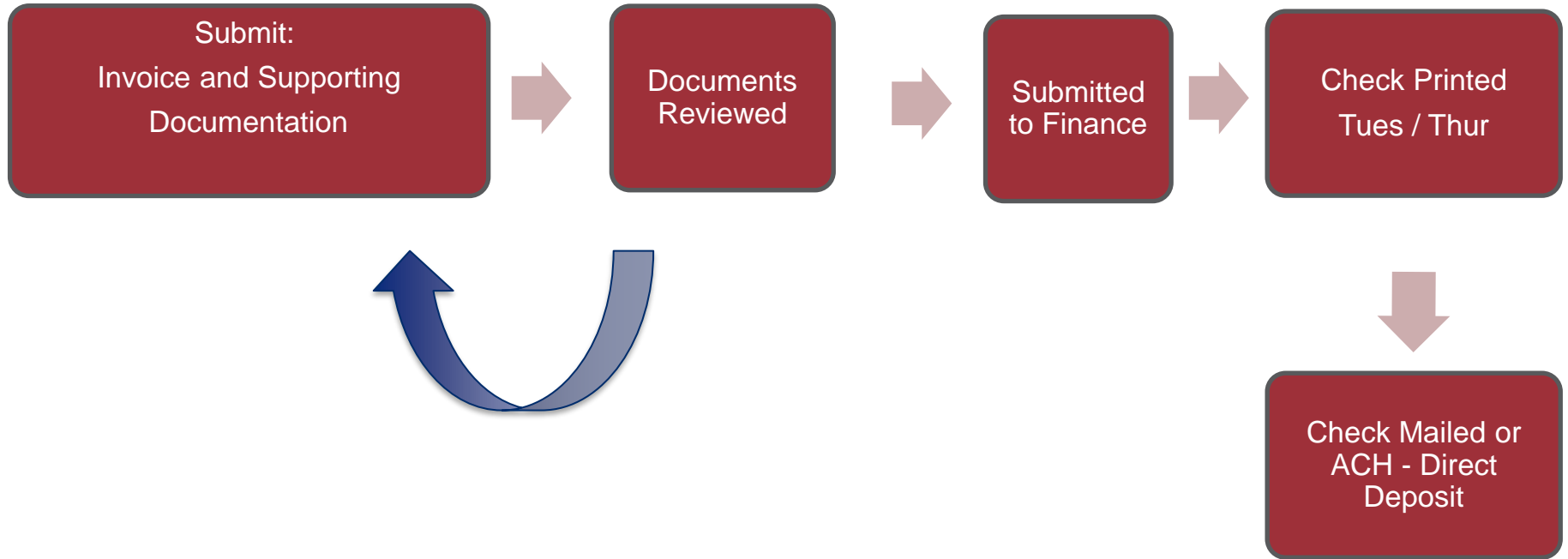
Date	Trans.	Journal	Reference	Debit Amount	Credit Amount	Project ID
Account: 01-5700101-039 (WAGES-PROGRAM PERSONNEL)						
06/26/2020	25941-135	PR		\$228.00		1365
06/26/2020	25941-136	PR		\$186.00		1365
06/26/2020	25941-137	PR		\$141.00		1365
06/26/2020	25941-139	PR		\$18.00		1365
<i>Account Subtotals</i>				\$573.00	\$0.00	
Account: 01-5710101-039 (ER FICA TAXES-PROGRAM PERSONNEL)						
06/01/2020						
<i>Account Beginning Balance</i>						
06/26/2020	25941-274	PR		\$17.45		1365
06/26/2020	25941-275	PR		\$14.23		1365
06/26/2020	25941-276	PR		\$10.78		1365
06/26/2020	25941-278	PR		\$1.38		1365
<i>Account Subtotals</i>				\$43.84	\$0.00	
Account: 01-5713001-039 (WORKERS COMP-PROGRAM PERSONNEL)						
06/01/2020						
<i>Account Beginning Balance</i>						
06/26/2020	25941-785	PR		\$4.10		1365
06/26/2020	25941-786	PR		\$3.35		1365
06/26/2020	25941-787	PR		\$2.54		1365
06/26/2020	25941-789	PR		\$0.32		1365
<i>Account Subtotals</i>				\$10.31	\$0.00	

NOT A General Ledger

August Ledger

DATE	TRANS.	TYPE OF USE	REFERENCE		DEBIT AMOUNT	CREDIT AMOUNT
8/10/202		Staff	Rent		\$180.00	
8/10/2020		Staff	WC Insurance		\$21.50	
8/10/2020		Staff	Gen Insurance		\$167.45	
8/10/2020		Staff	Internet		\$30.00	
8/25 and 8/30		Staff	Training		\$25.00	

Payment Process



If you would like direct deposit, please check with the back office team.

Payment Schedule

- Ramsey County has 35 days from the receipt of your invoice to issue payment
 - Direct Deposit is encouraged but checks will be cut until that is set up
 - ACH form required for those not on direct deposit – please contact your back office planner if you need to get this set up
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Support Tracking



Participant Support Services

- Costs for services and items **considered necessary** for a participant to remain in the program
 - Participant Support Service may include:
 - Transportation such as bus card, gas card or essential car repair
 - Books and/or tools needed for the training or job
 - Clothing/uniform for work
 - Interview clothes
 - Supplies necessary to meet program needs, i.e. laptop, cell phone
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Participant Support Service

- Participant Support Service must be in the approved budget
 - Contractor should have a support service policy delineating types of Support Service, maximum allowed per participant and process to request
 - Policy must be shared with all participants
 - Participant must sign for all Support Service received
 - Reimbursement for gift cards/other support come AFTER distribution to participant
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Support Services Tracking

- Requirement to track and document support services
- Participant support service confirmation form required

Support Services Form	
Date _____	Organization _____ Ramsey County Project _____
Participant Name _____	
_____ Last	_____ First
Support Services Have Been Approved for COVID19 Assistance to be used to: (Define Purchase Needs) (i.e. slip resistant shoes, scrubs, job search clothing, gas to get to school, etc.) _____	
Assistance Received: Card Type: _____	
<input type="checkbox"/> In-Person Confirmation <input type="checkbox"/> Verbal Confirmation	
Support Service Value \$ _____	Card/Certificate/Etc. # _____
Support Service Value \$ _____	Card/Certificate/Etc. # _____
Support Service Value \$ _____	Card/Certificate/Etc. # _____
Participant Signature/Date* _____	
<small>*I understand and attest that the support services issued will be used to offset COVID19 impact. I authorize the agency to share my name with Ramsey County as necessary for Audit and Reporting purposes.</small>	

Participant Supplies

- Includes items that are less than \$5,000 in value, i.e. laptop, cellphone, etc.
 - Budgeted in the approved contractor budget
 - Expenditure for participant supplies must be
 - Necessary; aligns with the objectives/goals of the program
 - Reasonable; costs do not exceed what would be incurred by a prudent person under prevailing circumstances
 - Participant must sign for all supplies received
 - Supplies provided to participants must be tracked
-

Participant Supplies Tracking Form

Participant Supply Service Form	
Date: _____	Organization: _____ Ramsey County <u>Project:</u> _____
Supply has Been Approved for COVID19 Assistance for:	
<input type="checkbox"/> Participant Permanently <input type="checkbox"/> Participant Temporarily	
Recipient Name: _____	
_____ Last	_____ First
Supply Type: _____	Supply Unique Number: _____
Supply Includes: _____	

<input type="checkbox"/> I have not received similar supply stated from other sources.	
Recipient Signature/Date* _____	
<small>*I understand and attest that the supply issued is for personal use and is necessary to offset COVID-19 impacts. I authorize the agency to share my name with Ramsey County as necessary for Audit and Reporting purposes.</small>	

Outcomes/Reporting



Reporting

- Progressed will be tracked through Right Track Plus Community Team meetings
 - Be prepared for a program report out at the end of the program
 - Information we ask in a report are:
 - Narrative about success stories and discuss any challenges
 - Outcomes achieved during the course of the contract
 - Demographics based on information collected at intake using a Ramsey County approved form
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Subrecipient Monitoring

Monitoring

- Monitoring is to ensure the success of your organization and to prevent issues
 - Help identify additional training needs or Technical Assistance
 - Track progress in meeting outcomes
 - Monitoring may take the form of:
 - Check-in Calls
 - Tracking of progress towards monthly outcomes
 - Reviewing Financial and Programmatic Reports
 - Site Visits
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Vendor Resources

County Contact Information

Name	Contact	Role
Rachael Molenaar	Rachael.Molenaar@co.ramsey.mn.us	Program Co-Lead Community Partners Team Co-Lead
Shaina Abraham	Shaina.Abraham@ci.stpaul.mn.us	Program Co-Lead Community Partners Team Co-Lead
Katie Walloch	Kathryn.Walloch@co.ramsey.mn.us	Back Office Lead Contract Guidance
Erica Prosser	Erica.Prosser@ci.stpaul.mn.us	Deputy Director, Parks City of Saint Paul
Ling Becker	Ling.Becker@co.ramsey.mn.us	Director, Workforce Solutions Ramsey County

Vendor Web Page

Form	Purpose
Right Track Plus ARPA Invoice	For organizations to submit to Ramsey County, monthly, to request reimbursement.
WFS Photo Client Release	If organizations want to share any client information, photos or success stories for either internal or Ramsey County reports, materials, etc.
Quick Start Guide	Provides basic details about how to recruit and enroll participants
Participant Enrollment Docs	Includes participant agreement, demographic info etc.
Participant Payroll Packet	Forms and information that needs to be submitted to Ramsey County or the City of St Paul for participant payroll

<http://ramseycounty.us/ARPAVendorResources>

More resources to come!



Public Webpage

- Please send Rachael how participants can get in touch with your organization to sign up!

Q & A