



Community-Based Organization Quick Start Guide

Once your contract is executed, there are few things that you should know before your programming gets started.

Orientation

All organizations are required to attend one orientation session. Orientation sessions will be held on Tuesday July 13th 1pm-2:30pm or Thursday July 15th 10am-11:30am. Orientation will include information regarding service delivery, invoicing, reporting, monitoring, etc.

Recruitment

Now that your contract is executed, you can begin to identify and recruit participants.

In any recruitment publications, please use the Right Track Plus logo (enclosed) and the language “Supported by Ramsey County and the City of Saint Paul”.

Participants for Right Track Plus must be

- Ramsey County residents
- Aged 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 the industry
 - Have challenges in entering a middle-high wage career pathway due to limited education

Once you identify the participants and are ready to enroll them, please collect demographic information (name, contact, race, employment status) and then assist them in completing the [Right Track Plus Internship Application](#).

If you have any questions regarding outreach, recruitment, enrollment, services delivery, etc. please contact your programmatic advisor

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City/County Role

Ramsey County and the City of Saint Paul, in partnership with community businesses/organizations, will be providing a variety of supports to you and to the participants. These include:

- Regular technical assistance and support
- Professional Development Passport Opportunities
 - Worksite tours
 - Networking opportunities
 - Industry panel discussions
 - Online career exploration and development modules
 - And more!
- Mentorship Connections
- Internship/Employer Information
- Payroll Services for interns

Advance & Invoice

You will soon (within the next week) be receiving a copy of the invoice document that you will use for billing the County for your services after they are provided. You will submit the invoice, along with a general ledger, every month for reimbursement.

You are also able to request an advance if your organization needs additional immediate resources to begin the programming. The advance will be “paid back” to the County through the regular invoicing process by withholding reimbursement. Please note that it could take up a number of days for an advance to be provided.

For questions about advances, invoicing, contract amendments, etc. please contact your ARPA back office staff

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