



Frequently Asked Questions- Rhode Island Clean Energy Internship Program



SUMMER 2019

1. What is the Rhode Island Clean Energy Internship Program?

The Rhode Island Clean Energy Internship Program is co-managed by the Renewable Energy Fund (REF) and the Rhode Island Office of Energy Resources (OER). It is a workforce development initiative which focuses on enhancing the talent pipeline for Rhode Island employers engaged in the clean energy industry. The Rhode Island Clean Energy Internship Program facilitates the placement of students and recent graduates who are considering career opportunities in clean energy through paid internships across the state. Consistent with the REF and OER's roles as catalysts in growing the talent needed by the clean energy industry, the Internship Program is designed to provide students and employers with the tools to connect, and REF will reimburse eligible employers for intern stipends.

2. What are the objectives of the Rhode Island Clean Energy Internship Program?

The objectives of the Clean Energy Internship Program are to:

- Provide the clean energy community with a talented pool of young professionals.
- Enable students to gain significant career opportunities in a challenging economic environment.
- Enable clean energy employers to mentor students and provide internship opportunities across a broad spectrum of student backgrounds.
- Support the need for greater diversity in our clean energy workforce.
- Provide a peer network of students interested in working in clean energy.

3. How does the program work?

- Students looking for an internship in the clean energy industry will be required to complete an online application that includes a resume, transcript, and supporting eligibility documents.
- Students will identify their academic background and the industry subsector in which they would prefer to intern.
- Program staff provides resumes of prospective interns for review. Representatives from employers looking to host interns select candidates with the qualifications that are most suited to their needs.
- Internships are full or part-time during the session, typically over a 12-week period.
- Employers will provide a meaningful internship opportunity and mentorship opportunities for each intern.

- Upon completion of the internship, eligible employers will request a reimbursement from the REF for the stipend paid to the intern.
- Funding is reserved for clean energy employers to host interns on a first-come first-served basis until funding has been exhausted or the submission deadline is met.

4. How does an employer register to participate?

Potential Host Companies interested in hosting interns through this program should submit an application and a signed W-9 to ref@commerceri.com.

5. What are the eligibility requirements for organizations to participate in the program?

Completing the Host Company Application Form does not guarantee or entitle your organization to receive internship funds. In order for your organization to gain approval to participate, your organization must:

- Be an eligible clean energy company. For the purposes of this program, REF defines a clean energy company as “an employer engaged in whole or in part in goods and services, or advanced and applied technologies that significantly reduce or eliminate the use of energy from non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, biomass, alcohol, wood, fuel cells,” and “any renewable, non-depletable or recyclable fuel.” REF and OER staff in their sole discretion makes the determination of whether an employer is a clean energy employer.
- Be registered to do business in Rhode Island.
- Provide a meaningful internship (as defined in the General Terms and Conditions).
- Provide adequate proof that your organization is able to pay your intern(s) and all associated costs associated with employment.
- Successfully demonstrate that your organization has a formal office in Rhode Island.
- Not be an academic or government entity.
- Be in good standing with the REF. The Host Company must have submitted all completed paperwork relating to any prior internship, including the mandatory final survey, which has been received and approved by the REF.

Once you receive approval from program staff to participate as a Host Company in the program, your organization must complete the following tasks in order for your organization to gain approval for funding:

1. Select your intern(s) from the candidates provided.
2. Submit to REF an executed offer letter signed by both the Host Company and selected intern(s). We recommend that the offer letter issued by the Host Company clearly states that funding for

the internship is contingent on funds provided by REF. Once the offer letter is sent to REF, it will be reviewed for approval.

3. If approved, REF will issue an award letter to secure funding for your organization. Until this award letter is co-executed by the Host Company and the previous two steps have been completed, your organization will not be entitled to any funds. REF may, at its discretion, give conditional approval for an intern to work at a Host Company once a signed offer letter is received and your award letter is drafted. Failure to comply with this requirement may result in Host Company's disqualification from the program.

6. Can Government or Academic Institutions Apply to the Internship Program?

Not at this time.

7. How many interns may an organization employ?

Host Companies are allowed to select up to two interns. Please note: because funding for this program is limited, awards will be made on a first-come, first-served basis, and you may receive fewer than two interns if funding is fully committed by the time we receive your offer letters for additional interns.

8. How long can an intern stay at my organization?

An intern will be subsidized for one session of work in one calendar year. An intern may stay on after the conclusion of a session, but will not continue to be subsidized by REF.

9. What are the eligibility requirements for prospective interns?

Students will be required to meet the following eligibility requirements:

- 1) Must attend, or have attended:
 - a) A college or university located in Rhode Island; or
 - b) A college or university outside of Rhode Island, only if the student is a Rhode Island resident and is able to present proof of residency; and
- 2) Must meet one of the following:
 - a) Students must have completed or will complete at least their freshman year of college (24 credits) the semester before the internship.
 - b) If a student attends a community college (or 2-year associate program) the student must have completed at least 24 credits.
 - c) Graduate students must be currently enrolled in a master's degree program.
- 3) Any replacement intern must be approved by program staff. Certain individuals are not eligible to participate in the program:

- a) Law School students, Ph. D. candidates, or students who have been previously enrolled or matriculated in a Ph.D. program, are not eligible to participate in the program.
- b) Full or part-time employees, both those who have received compensation as well as volunteers, are not eligible to participate in this program at their current employers.
- c) Any full-time employee or existing intern that has been on payroll for greater than 12 weeks at a Host Company or has been continuously working at the Host Employer since their last participating session.

10. Is there a deadline for submitting signed offer letters to REF?

All signed offer letters must be received by REF no later than May 10, 2019.

11. What is the process for reviewing student candidates?

- Program staff will review each student application and determine whether the student meets the program requirements.
- Up to two students' applications will be made available to eligible Host Companies.
- REF will provide final approval to extend an offer to the intern, contingent upon availability of funds. Please note that all onboarding functions, including conducting interviews and offer letter submissions, must be performed by a permanent staff member at the Host Employer.
- Recent, current, or prospective interns are prohibited from serving in this capacity with the Host Employer.

12. What are a Host Company's contractual obligations?

- Host Companies will be required to accept the General Terms and Conditions upon qualifying for the program and must also acknowledge the Award Letter with REF that sets forth additional funding requirements.
- There is no explicit or implicit commitment on the part of any Host Company to provide future employment for any intern. By participating in the Internship Program, the Host Company and REF do not form a partnership, employment relationship, joint venture, or principal and agent relationship.
- At no time is any Intern deemed or otherwise considered to be an employee, intern, contractor, subcontractor or agent of REF for any purpose. The terms and conditions of the Internship shall be set by an intern and the Host Company and REF shall have no responsibility, liability or oversight authority whatsoever with respect to Intern or the

Internship.

- The Host Company and its agents, employees and Interns may not hold themselves out as REF employees and shall not be deemed an employee of REF for any purpose.

13. The Cleantech Industry is really competitive. I'd like to have my intern sign a non-compete agreement. Is there a policy for non-compete agreements?

The goal of this program is to increase opportunities for students entering the clean energy workforce and improve their prospects for future employment in the industry. A non-compete agreement goes against the spirit of the program and therefore at no point shall an intern sign a non-compete agreement. Any employer found executing a non-compete agreement with a subsidized intern will result in the inability to receive reimbursement through the Clean Energy Internship Program. A confidentiality agreement is, however, permissible.

14. My intern left mid internship. Can I still hire someone?

Yes. If a hired intern terminates employment during the internship, REF may at its discretion allow a Host Company to hire an additional intern to take their place and use up the remaining funding allocated to their previous intern. REF will make an attempt to identify an intern from the previous pool of applicants available during the program period. Intern availability is not guaranteed. Please be aware that any new intern selected must sign an offer letter and the Host Company would then need to submit a signed offer letter for that individual before REF could issue a final approval.

15. How much can I pay my intern?

Host Companies may pay their intern(s) more than the subsidy rate (\$12/hr.), however, REF will only reimburse up to the full award amount. Host Companies may not pay an intern less than \$12 per hour.

Failure to pay the minimum amount may result in REF denying a Host Company's reimbursement request. REF will only reimburse a Host Company up to its cap of \$5,760/intern in the summer session.

16. How does an employer request reimbursement?

Upon completion of the internship(s), your organization must submit a Reimbursement Certification package. The reimbursement request must be supported with adequate proof that each intern was paid during the internship along with all applicable taxes. Proof of payment must include at least a year-to-date earnings report at the internship's conclusion. In order to help REF process your invoice quickly, REF strongly encourages you to submit the following documentation when seeking reimbursement:

- Provide backup documentation of payment of wages to the intern and payment of any necessary taxes in the form of paycheck stubs and/or a payroll summary relating to an intern's worked hours over the approved session. REF reserves the right to request additional documentation from Host Employer to ensure compliance.

- Show all hours the intern(s) worked throughout the session. REF will provide you with the necessary forms to help you provide this information. If REF is unable to match hours with year-to-date earnings, a delay in payment will occur while we procure this additional information from you.
- 1099 employees are not eligible for reimbursement under this program. If an intern was paid as a 1099 employee, the employer must retroactively pay all taxes associated with being a W-2 employee. We must be able to verify proof of taxes paid on your backup documentation.
- Please clearly outline how your backup documentation relates to your timesheet summary. (include this in reimbursement forms) for a timely reimbursement.
- The Reimbursement Certification package will be provided to the Host Company in an email from REF with their award letter. Completed Reimbursement Certification packages must be submitted to ref@commerceri.com no later than September 20, 2019. REF reserves the right to deny reimbursement funding for a Host Company's session if a complete reimbursement package is not received by the session's reimbursement package submission deadline.
- Please Note: REF will mail a reimbursement check to the Host Company within 45 business days of receipt of the Reimbursement Certification form and all completed supporting documentation. If the Host Company's address changes, they must: 1) Send a notification letter of address change to ref@commerceri.com ; AND 2) Send an updated W-9 to ref@commerceri.com . Failure to properly notify REF in the aforementioned manner may result in a delay in payment of reimbursement or inability to provide a reimbursement payment.

17. I'm a small organization and I don't have a payroll system. What should I do?

If you are a smaller-sized organization and need assistance with your payroll services, please review the resource list below. Please note; without adequate proof of payment of the internship's wages and taxes in the form of paycheck stubs and/or a payroll summary, reimbursement will not be issued to your organization. REF will not reimburse a Host Company for the costs of using a payroll service. Below are some examples of payroll services that are acceptable:

- ADP
- Ceridian
- Paychex

Please do not hesitate to email the program team at ref@commerceri.com with any questions not covered in this FAQ. Someone will respond to you as quickly as possible.