



2019 Clean Energy Internship – Host Company Program Process

1. How to Apply

Step 1: Complete the online [employer application](#) and provide a W-9. All employers who submit applications are subject to review by REF and OER. If approved, employers will receive an acceptance letter.

Step 2: Once your company has been approved for the program, program staff will send you up to three student resumes for review. All students sent to you for review will have met program eligibility. You may select candidates from the student list for an in-person or phone interview. Interviews are not required.

Step 3: If your candidates are eligible to participate, have them sign an offer letter. **You must submit these signed offer letters to program staff at ref@commerceri.com** no later than April 1, 2019 in order to have your funding reserved. Funding is reserved on a first-come first-served basis until funding has been fully allocated or we have reached the submission offer letter submission deadline.

Step 4: Sign and return your award letter and submit your reimbursement package before the session’s reimbursement deadline.

2. Program Timeline

March 22, 2019	Student Intern Applications Due
April 12, 2019	Host Company Applications Due
April 30, 2019	Program Staff intern and host company selections complete
May 10, 2019	Deadline for signed offer letter submissions to program staff. <u>We will not accept any offer letters past this date.</u>
May 27, 2019	Summer 2019 session begins
September 20, 2019	Deadline for spring 2019 summer session reimbursement packages. <u>We will not accept any reimbursement packages past this date.</u>



3. Program Participation Steps

- 1) **Register** to participate by completing the online employer application.
- 2) Once you have submitted your application and have been approved, program staff will send you up to three student **resumes for review**. All students sent to you for review will have met program eligibility. You may select candidates from the student list for an in-person or phone interview. Interviews are not required.
- 3) Once you have **selected a student** (Up to 2 interns per company), have them sign an offer letter for the Summer 2019 session.
- 4) The **offer letter** must, at a minimum, state their name, expected date range to be worked, and wage/hour. You must submit your signed offer letters no later than the April 30, 2019 deadline. Program staff will not place any additional interns past this date.
 - a) Once you receive the signed offer letter back from the student you must countersign it and send it to ref@commerceri.com before the submission deadline.
 - b) When program staff has received your fully countersigned offer letter for your eligible candidate, we will reserve funding for that intern for the session providing that funding is still available. We are not able to reserve your funding before we receive this signed document.
 - c) Program staff may communicate to you that your intern is approved to start working for you while your award letter is being drafted.
- 5) Sign and return your **Award Letter**
 - When you receive your award letter, sign the document and return it to ref@commerceri.com as soon as possible. This serves as your official agreement with the program for the session. We will not provide reimbursement for interns without it.
- 6) Submit your **Reimbursement Package**. You must submit your fully completed reimbursement packages before the session deadline of September 20, 2019. We will not provide any reimbursements for packages submitted past this date. 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.
 - a) REF will provide you with reimbursement materials and instructions. Please fill out these materials and send back to REF.



b) In order for REF to reimburse you, we will need:

- 1) An Award Letter: countersigned and returned to program staff (step #4 above).
- 2) A completed REF reimbursement sheet.
- 3) Backup documentation in the form of paycheck stubs and/or a payroll summary showing YTD wages and applicable taxes paid for each intern.
- 4) A completed mandatory survey (link found in reimbursement instructions).

4. Program Funding

OER and REF have allocated funding for 10 interns to participate in the 2019 Summer Clean Energy Internship program. 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.

Hourly Rate	Weekly Rate	Program Cost per Intern
Up to 2 interns per company	Up to 40 hours	12 weeks
\$12.00	\$480.00	\$5,760.00

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.