

# 2022 Clean Energy Internship Host Company Program Process

## 1. How to Apply

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**Step 1:** Complete the online application through the internship portal at <https://refinternships.commerceri.com/>. A W9 and financial capability document describing the payroll system utilized must be uploaded. All employers who submit applications are subject to review by program staff. If approved, employers will receive an acceptance letter and be notified on the portal. If you have previously been a Host Company in the program, please provide an updated W-9 upon application.

**Step 2:** Once your company has been approved for the program, you will be able to post an internship position with the associated job description on the Internship Board. You will also be able to review all eligible student applicants during a session's enrollment window, including their resumes, transcripts, cover letters, and preferred field of work. Host Companies are able to contact any eligible applicant to set up an interview. Interviews are not required but are encouraged.

**Step 3:** Upon selection of your candidates for the program, hire them via the portal and also have them sign an offer letter. **You must submit these signed offer letters to program staff at [energy.resources@energy.ri.gov](mailto:energy.resources@energy.ri.gov) no later than January 7, 2022** 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

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September 20, 2021	Student intern & host company applications open.
December 10, 2021	Student intern & host company applications due.
December 24, 2021	Program staff intern & host company selections complete.
January 7, 2022	Deadline for signed offer letter submissions to program staff. <b><u>We will not accept any offer letters past this date.</u></b>

January 17, 2022	Spring 2022 session begins.
April 29, 2022	Spring 2022 session ends.
May 13, 2022	Deadline for Fall 2021 session reimbursement packages. <b><u>We will not accept any reimbursement packages past this date.</u></b>

### 3. Program Participation Steps

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- 1) **Register** to participate by completing the online employer application at <https://refinternships.commerceri.com/>. Registration is required only for the first program session you participate in. After that, Program Staff will email you at the start of future sessions to inquire about your interest in participating.
- 2) Once you have submitted your application and have been approved, you will be able to post an internship job description on the Internship Board. You will also be able to review all eligible student applicants, including their resumes, transcripts, cover letters, and preferred field of work. Host Companies are able to contact any eligible applicant to set up an in-person or online interview. Host Companies are required to interview 3 candidates for one position, or 5 candidates if filling two internships, before final selections can be made.
- 3) Once you have **selected a student** (Up to 2 interns per company), have them sign an offer letter for the Spring 2022 session and hire them on the portal.
- 4) The **offer letter** must, at a minimum, state their name, expected start and end dates, how many hours per week they are expected to work, and wage/hour. You must submit your signed offer letters no later than the **January 7, 2022** 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 [energy.resources@energy.ri.gov](mailto:energy.resources@energy.ri.gov) before the submission deadline.
  - b) When program staff have 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.
- 5) Sign and return your **Award Letter**.
  - When you receive your award letter, sign the document and return it to [energy.resources@energy.ri.gov](mailto:energy.resources@energy.ri.gov) 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 **May 13, 2022**. We will not provide any reimbursements for packages submitted past this date. Program staff reserve 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) Program staff will provide you with reimbursement materials and instructions. Please fill out these materials and send back to them.
  - b) In order for program staff to reimburse you, we will need:
    - 1) An Offer Letter: countersigned and returned to program staff (step #4 above).
    - 2) A completed 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

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OER and REF have reserved funding for the interns participating in the Spring 2022 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

While the Spring session may be longer than 12 weeks, the program will only reimburse Host Companies up to the maximum amount of \$5,760. Failure to pay the minimum amount may result in program staff denying a Host Company's reimbursement request. Program staff will only reimburse a Host Company up to its cap of \$5,760/intern for the Spring session.