



Massachusetts Clean Energy Internship Program Host Employer FAQ's 2014 Summer Session June 2, 2014 – August 29, 2014

1. What is the Massachusetts Clean Energy Internship Program?

The Massachusetts Clean Energy Internship Program is a workforce development initiative offered through the Massachusetts Clean Energy Center (MassCEC) and New England Clean Energy Council (NECEC) that focuses on enhancing the talent pipeline for Massachusetts employers engaged in the clean energy industry. The Massachusetts 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 MassCEC and NECEC's role as a catalyst 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 MassCEC will reimburse eligible employers for intern stipends.

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

The objectives of Massachusetts 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, transcripts and supporting eligibility documents (as discussed in the response to Question 10). Students will identify their academic background and the industry subsector in which they would prefer to intern. Representatives from employers looking to host interns will review these applications and select candidates with the qualifications that are most suited to their needs. Internships are full time over a consecutive 10-week period. Employers will provide a meaningful internship opportunity and a mentor for each intern. Upon completion of the internship, eligible employers will request a reimbursement from MassCEC for the stipend paid to the intern.

4. How does an employer register to participate?

Potential host employers interested in hosting interns through this program should send a signed W-9 and a completed Participating Host Employer Form posted at www.masscec.com/intern to internships@masscec.com. **Host Employer applications will be accepted on a rolling basis until funding runs out.** Please note that your organization must be registered to do business in the Commonwealth of Massachusetts in order to participate in the program. For more information on this process, please contact the Secretary of the Commonwealth's [Corporations Division](#).

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

Completing the Participating Host Employer Application Form does not 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 employer. For the purposes of this program, MassCEC defines clean energy employer as “an employer engaged in whole or in part in goods and services, or advanced and applied technologies that significantly reduces or eliminates 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, any renewable, non-depletable or recyclable fuel.”
- Be registered to do business in Massachusetts. If you are unsure if you are registered to do business in Massachusetts Please, consult the Secretary of the Commonwealth's Corporate Database.
- Provide a meaningful internship (as defined in the agreement).
- 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 Massachusetts.
- Not be an academic or government entity.
- **Be in good standing. Previous reimbursements must be submitted and completed and the final report has been completed.**

Once you receive approval from MassCEC to participate as a host employer in the program, in order for your organization to gain approval for funding, your organization must successfully complete the following tasks:

- Select your intern(s) from the internship database;
- Confirm intern(s) meet the eligibility requirements; (See response to Question 10 below)
- Submit to the MassCEC the Funding Approval Form with an executed offer letter **signed by both the host employer and selected intern(s)**. We recommended that the offer letter issued by the host employer clearly state that funding for the internship is contingent on funds provided by the Massachusetts Clean Energy Center. Once the Funding Approval Form and final offer letter is sent to the MassCEC, it will be reviewed for approval. If approved, MassCEC will issue an award letter to secure funding for your organization. **Until this award letter is co-executed by the host employer and each respective intern, your organization will not be entitled to any funds. Interns are not allowed to begin work at the host employer until an executed award letter has been signed by the MassCEC CEO and a designee of the host employer. 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?

Government and Academic institutions seeking interns for work that fits the above definition may use the applicant database and hire interns; however MassCEC will not subsidize these interns.

7. How many interns can an employer have?

Host employers are allowed to select up to three interns if one of the three interns attends a community college. Only two students are permitted if none attends a community college. Please note, because funding for this program is limited, awards will be made on a first-come, first-served basis, and you may receive less than three interns if funding is fully committed by the time we receive your application for additional interns.

There is also a restriction on related party organizations as defined below. If your organization owns other eligible organizations, or if your organization is owned by another, you are only allowed a maximum of 3 subsidized interns for ALL related organizations.

Related Party Organizations are defined as organizations having common ownership and/or management personnel (including but not limited to the Chief Executive Officer, Chief Financial Officer, or Chief Operating Officer). Related Party Organizations are also considered to be related if at any time one organization has the ability to Control (as defined below) the other organization or exercise influence over the other organization in making financial and/or operating decisions. Control is defined as:

1. ownership, directly or indirectly, of more than one half of the voting power of an organization, or
2. control of the composition of the board of directors, or other governing body of accompany organization, or
3. a substantial interest in voting power and the power to direct the financial and/or operating policies of the organization.

Please be aware that MassCEC will not honor any documents submitted by any entity that is not of the primary participating host employer.

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

An intern will be subsidized for only ten consecutive weeks of work.

9. Can we hire an intern from a previous session?

No, you must choose a new intern that has not worked at your company previously.

10. 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 Massachusetts, or
 - (b) A college or university outside of Massachusetts, if the student is a Massachusetts resident and is able to present proof of residency; and
2. Eligible students 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, or have graduated within the past year. Therefore, your year of graduation must be 2013, 2014, 2015, 2016 or 2017.
 - (b) If a student attends or attended a community college (or 2-year associate program) the student must have completed at least 24 credits by May 31 of 2014. If a student has attended a training program that program must have a certificate complete date between May 31, 2013 and May 31 of 2014.
 - (c) Graduate students must have completed or will complete a Master's Degree program after 2013.
3. 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.
4. Host employers cannot hire the same intern(s) from a previous session.
5. MassCEC cannot fund employees, or existing interns that have been on payroll for greater than ten weeks at a host employer. All interns under the Internship Program must be approved before work can be carried out under the program and a signed award letter by the MassCEC CEO and the host employer must be completed before work can begin. Failure to comply may result in expulsion/disqualification from the program.
6. Any replacement intern must be approved by the MassCEC.

11. I've selected my student intern(s). Why do you need to conduct an eligibility check? I thought since they are in the database you had already been in touch with them.

While most students in the database are eligible, subsidy amount for wages may incentivize some students to enter incorrect information. In order to ensure a student's application is accurate, we must implement an eligibility check on each student you select.

12. What is the process for reviewing applications?

Each host employer interested in participating will be assigned a password that allows access to the database of applications. The review of candidates for internships is done exclusively by the host employer and they will proceed to reach out directly to candidates with the qualifications that are most suited to their needs. It is highly suggested that host employers notify MassCEC prior to conducting interviews and when/if they are interested in hiring an intern. MassCEC will provide final approval to extend an offer to the intern, contingent upon verification of the applicant's eligibility and the availability of funds.

13. What are a Host Employer's contractual obligations?

Host Employers hosting interns will be required to accept the Internship General Terms and Conditions when applying to become a participating host employer and must also acknowledge the Award Letter with MassCEC that sets forth additional funding requirements. There is no explicit or implicit commitment on the part of any host employer to provide future employment for any intern.

Host employers are able to receive funding for up to three paid interns as outlined in the response to Question 7. Additional interns acquired through the program are encouraged; however, they will not be subsidized.

By participating in the Internship Program, the Host Employer and MassCEC 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 MassCEC for any purpose. The terms and conditions of the Internship shall be set by Intern and the Host Employer and MassCEC shall have no responsibility, liability or oversight authority whatsoever with respect to Intern or the Internship. The Host Employer and its agents, employees and Interns may not hold themselves out as MassCEC employees and shall not be deemed an employee of MassCEC for any purpose.

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

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 Internship Program.

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

Yes. If a hired intern terminates employment during the internship, MassCEC may allow a host employer to hire an additional intern to take their place. Please know any new student selected must be approved by the MassCEC.

16. How much can I pay my intern?

Host Employers may pay their intern(s) more than the subsidy rate, however, MassCEC will only reimburse up to the full award amount. Host Employers may not pay an intern less than ten dollars

(\$10.00) per hour. Failure to pay the minimum amount set by the Internship Program may result in MassCEC unable to reimburse a host employer for the work carried out over the 10 week program.

17. 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 ten consecutive weeks of the internship. Proof of payment must include at least a year to date earnings report at the internships 10 week mark. In order to help MassCEC process your invoice quickly, MassCEC strongly encourages you to submit the following documentation when seeking reimbursement:

- Show a year to date earnings report at the internships 10 week mark.
- Show all hours the intern(s) worked throughout the ten consecutive weeks of the program. MassCEC will give you with the necessary forms to help you provide this information. If MassCEC is unable to match hours with year to date earnings, a delay in payment will occur.
- If paid as 1099, the employer will be forced to retroactively pay intern all taxes associated with being a W-2 employee.
- If you want to be paid as quickly as possible, please outline as clearly as possible how your year to date summary relates to your timesheet summary (include this in reimbursement forms)

The Reimbursement Certification package will be provided to the host employer with the award letter. **Completed Reimbursement Certification packages must be submitted to internships@masscec.com by September 30, 2014.**

Please Note: the reimbursement request **must be supported with adequate proof of payment** to the intern(s). This must be in the form of a year to date earnings report at the internships 10 week mark. MassCEC will mail a reimbursement check to the host employer within 30 business days of receipt of the Reimbursement Certification form and all supporting documentation.

18. 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 list below. Please note, without **adequate proof of payment of the internship, reimbursement will not be issued to your organization. Mass CEC will not reimburse a host employer for the costs of using a payroll service.**

- [ADP](#)
- [Ceridian](#)
- [Paychex](#)
- [MassPay](#)

19. How do you define a ten week internship?

Each intern subsidized under the Massachusetts Clean Energy Internship Program must complete their internship within ten consecutive weeks after their first day. Any vacation taken during the internship

will count toward the ten consecutive weeks. Internships may begin on June 2, 2014 and all internships must end by August 29, 2014.

Example:

If an intern is to start working on June 2, 2014, the last day of their internship must be no later than August 29, 2014.