

Subject: Updates to NYSERDA's Clean Energy Internship Program

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Workforce Development & Training Clean Energy Internship Program Update



NYSERDA is appreciative of the significant stakeholder feedback received on the potential solutions we can advance to help re-start the clean energy economy upon the COVID-19 pandemic subsiding. While on-site work may be on PAUSE, our commitment to New York's climate goals and clean energy workforce remains stronger than ever. We recognize the actions we take now will lay the foundation for a successful restart of our economy as soon as possible. Therefore, NYSERDA has updated its Clean Energy Internship Program to offer flexibility and increased funding for clean energy businesses to hire interns.

Changes to the Program include:

An increase in reimbursements

- Percent of intern wage funded by NYSERDA for businesses with fewer than 100 employees: 90%.
- Percent covered for businesses with 100 or more employees: 75%.

Reimbursement for longer internships and flexible schedules

- Maximum internship term for reimbursement is up to 12 months or 960 hours, whichever comes first, in any combination of full-time and part-time hours.
- Maximum weekly hours for students while attending school remains at 18 hours per week. Eligible interns not taking classes can work up to 40 hours per week.
 - Minimum internship duration set at 8 weeks, minimum number of hours for an eligible internship is 80 hours.

Removal of business hiring limits

- Businesses no longer have a set cap on the number of interns they can hire.
- NYSERDA may establish a limit, if necessary, based on funding availability and/or business performance.

Increased flexibility for intern eligibility

- Extension of eligibility window for recent graduates from one-year post-graduation to two-years post-graduation.
- Expanded program eligibility to include individuals with recent military service, economic hardship, or other disadvantaged population criteria, for review on a case-by-case basis.

Increased flexibility in wage reimbursement

- Businesses can request reimbursement for wages paid to interns at the end of the internship or for progress reimbursement payments (no more frequently than every 12 weeks of intern work).
- Previously all reimbursement requests were submitted one time at the end of the internship.

The updated Funding Opportunity, a summary of revisions, and the complete details of program requirements are [available online](#).

The increased reimbursement rates are effective for new internships with start dates after April 15, 2020. If you would like to extend the duration of an internship currently in progress, please email CleanEnergyInternship@nyserda.ny.gov with details of the requested extension.

If you would like to hire an intern, please submit a job description to CleanEnergyInternship@nyserda.ny.gov for NYSERDA review and approval and then submit a completed intern offer letter to reserve funds. For more information on the process, refer to the "Host Business Program Participation Steps" outlined in the [Funding Opportunity](#) and contact CleanEnergyInternship@nyserda.ny.gov with any questions. If your business' application to the program was submitted more than one year ago, please [resubmit a Business Application](#) to verify your current number of employees and other information.

All wage subsidies, length of internships, and COVID-19 specific provisions will be revised on December 31, 2020.

Please note, even though on-site non-essential work is paused through Governor Cuomo's Executive Orders, the clean energy internship program is accepting applications at this time. NYSERDA will continue to review and approve submitted applications through the regular process established for this program. Businesses submit remote work plans for interns working remotely to NYSERDA for approval to ensure the internships are a meaningful internship experience. Any resulting on-site work required will not be able to commence until further

guidance is issued by New York State.

Please contact CleanEnergyInternship@nyscrda.ny.gov with any questions.

Your resolve and determination during these difficult days has been truly inspiring and remarkable. While this situation is still evolving, our teams are here to assist you in navigating our programs and any related changes along with providing information about available state and federal resources. To view the latest information including resources and program changes, we encourage you to visit nyscrda.ny.gov/ny/COVID-19-Response.

Thank you,

The NYSCRDA Workforce Development and Training Team

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