



Local Government Academy
1501 Preble Avenue, Suite 202
Pittsburgh, PA 15233
412.586.5659
www.localgovernmentacademy.org

2018 Municipal Intern Program Placement Site Guidelines

Program Description:

The purpose of the Municipal Intern Program is to provide a service to communities by placing local graduate and undergraduate students in municipalities to complete summer internships. The students work full-time for a twelve-week period focused on a particular project that could concentrate on financial management, human resources, personnel, geographic information systems, preparing for comprehensive planning, economic development, capital improvement planning, intergovernmental cooperation, planning and zoning, code enforcement, etc. - virtually any project you need assistance with.

Through an Intern Fair and targeted outreach, the Academy will facilitate a match between the placement site and a qualified student to fulfill the requirements of the project. The placement site will interview potential interns, offering the internship to the best match. **Eligible placement sites include municipalities, councils of governments and municipal authorities in Allegheny, Beaver, Butler and Washington Counties and all Act 47 Distressed Municipalities.**

This program is made possible through the leadership of: Allegheny County, Beaver County, the Redevelopment Authority of the County of Washington, the Butler County Council of Governments and the Department of Community and Economic Development/Governor's Center for Local Government Services.

Application Process:

- **Potential placement sites must submit a detailed project description by February 28, 2018.** [Click here to view the application.](#) Each organization may submit up to two different project applications. Accepted projects will be notified on March 12, 2018.
- Project applications will be reviewed anonymously by a committee of local government officials, past interns, municipal and government support staff.
- Attendance at the Municipal Intern Fair **is required** by a representative from each chosen placement site. **The Municipal Intern Fair will be held March 28, 2018 between 12 PM and 2:30 PM at Carnegie Mellon University's Heinz College.**

Requirements of Selected Placement Sites:

- The placement site is responsible for selecting and hiring an intern that best matches the skills necessary to complete the project. While the Academy will assist in facilitating a match through the Municipal Intern Fair and targeted outreach, the Academy is not responsible for making final selections.
- Only currently enrolled students are eligible for internships.
- The internship can begin as early as 5/14/18 and no later than 6/11/18.
- Interns must work between 400 – 480 hours during the internship.
- Provide appropriate workspace and environment so that the intern can complete the project successfully.
- Interns must be excused from your work site to attend a full-day intern development session hosted by LGA (7-13-2018).
- Interns must be excused to attend two (2) LGA educational programs during their internship.
- Intern and supervisor must complete the online Sustainable Pennsylvania Community Certification application (hosted by Sustainable Pittsburgh). Interns will review the certification criteria and provide LGA with a current point total for the placement site. Interns in communities that have previously completed the online certification will review the certification and provide a summary of their current point total. Point totals will be submitted with a final intern report.
- Midpoint and final evaluations of the intern's performance are required. Forms will be provided by the Academy.
- A midpoint and final payroll summary must be submitted to the Academy when requested.
- The intern and supervisor are required (at no charge) to attend the Academy's Annual Recognition Luncheon on August 9, 2018.

Financial Obligation:

- Graduate students will be paid an hourly wage of \$10.00, undergraduate students will be paid \$9.00 per hour, and ACT 47 municipal interns will be paid \$11.00 per hour.
- Placement sites will place the intern on their payroll for the summer. A grant administered by the Academy will cover 50% (66% for Act 47) of the intern's wages for up to 480 hours of work.
- At the internship midpoint, the Academy will distribute a grant of ¼ of the intern's total projected wages. After the Academy receives the final payroll summary, the Academy will award funds to satisfy the 50% or 66% grant obligation.
- The placement site is responsible for hiring the intern, collecting payroll taxes, and providing workers compensation coverage.

Projects Not Chosen for Inclusion in the Program:

After the intern selection process is complete, the Academy will furnish unselected project applicants with a list of unselected interns. These interns are not eligible for Academy grant funding.