

**GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT**

This **AGREEMENT** is made and entered into by and between the **ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC.**, (the “**FOUNDATION**”), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and \_\_\_\_\_ County (“**COUNTY**”), having its principal office at \_\_\_\_\_.

In exchange for valuable consideration, the parties agree as follows.

**I. GENERAL TERMS.**

**A. Agreement Term:**

This Agreement shall be effective as of the last date of execution by the parties. Pursuant to O.C.G.A. § 36-10-1, approval by the COUNTY’S governing authority and entry on the COUNTY’S minutes is necessary before the parties may execute. Evidence thereof shall be provided to the Foundation from the **COUNTY** Clerk’s Office as requested and incorporated into this Agreement.

**B. Purpose of Agreement:**

The **FOUNDATION** is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter (“Grant Award Letter”) (**Exhibit A**) to reimburse certain costs to the **COUNTY** to employ interns to complete projects as described in the county grant application (“County Grant Application”) (**Exhibit B**) from May 1, 2024 until September 1, 2024. This Agreement provides the terms and conditions under which the **COUNTY** may receive reimbursement from the **FOUNDATION**.

**II. REIMBURSEMENT TO COUNTY.**

In exchange for the **COUNTY** hiring the intern(s) to perform projects as described in the approved County Grant Application and to learn about the operations of county government, the **FOUNDATION** shall provide reimbursement to the **COUNTY** as follows:

**A. Use of Grant Funds.**

**1. Amount of Reimbursement**

# ACCG Civic Affairs Foundation

- a. **Hourly Rate.** The **FOUNDATION** shall reimburse the **COUNTY** for the cost of wages at the rate of \$15.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$3000.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

The **COUNTY** may pay the intern at a higher rate than \$15.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the **COUNTY**. In either case, the **COUNTY** shall be responsible for payment for all the costs above the reimbursed hourly rate of \$15.00 per hour, including workers' compensation and FICA.

- b. **Workers' Compensation.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost to cover the intern under the **COUNTY'S** workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$30.00 per intern, per internship.
- c. **FICA.** The **FOUNDATION** shall reimburse the **COUNTY** for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$229.50 per intern, per internship.

2. **Additional Compensation for Intern.** The **COUNTY** may pay the intern(s) in an amount greater than \$15.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the **COUNTY** will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

### III. Obligations of COUNTY:

- A. **Use of Grant Funds.** Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2024 to September 1, 2024, for the Foundation approved internship project as described within the attached County Grant Application.
- B. **Compensation.** The **COUNTY** shall pay interns funded in whole or in part by this grant a minimum of \$15.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. **Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the **COUNTY** and be afforded the opportunity to learn about the operations of county government.
- D. **Required Information: Proof of Payment of Intern and Reporting Requirements.** Upon completion of the internship, the **COUNTY** shall provide the following information

# **ACCG** Civic Affairs Foundation

to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (E-Verify Usage and Acknowledgement Form”) (**Exhibit C**); (3) proof of payment for each payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement form (“Reimbursement Form”) (**Exhibit D**); and (5) completed Intern Evaluation Form (**Exhibit E**). All required information shall be submitted by the COUNTY and received by the FOUNDATION by October 11, 2024 in order to be eligible to receive grant reimbursement.

- E. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the **COUNTY** must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The **COUNTY** may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The COUNTY must submit to the FOUNDATION no later than July 15, 2024; intern consent form (“Intern Consent Form”) (**Exhibit F**); the intern information form (“Intern Information Form”) (**Exhibit G**); and an intern photograph.
- F. Tax Withholdings.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern’s earnings.
- G. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. Compliance with Applicable Provisions of Federal and State Laws and Regulations.** The **COUNTY** agrees to comply with all applicable federal and state laws, including, but not limited to:
- 1. The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
  - 2. Fair Labor Standards Act**
  - 3. Georgia Security and Immigration Compliance Act.** The **COUNTY** agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

# **ACCG** Civic Affairs Foundation

- I. **Duty to Notify FOUNDATION.** It shall be the duty of the COUNTY to notify the FOUNDATION if an intern quits or is terminated by the COUNTY within five (5) days of separation.
  
- J. **Nepotism.** If the COUNTY has a nepotism policy for new hires, that policy shall apply to the hire and engagement of any intern reimbursed in whole or in part through this grant. In the absence of such a policy, the COUNTY shall refrain from hiring interns who are closely related by blood or marriage to COUNTY employees or officials who have a hiring or supervisory role over the intern. The COUNTY shall apply its personnel policies on dating in the workplace to any intern hired through this grant. If the COUNTY fails to follow these requirements, the COUNTY will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the FOUNDATION.
  
- K. **Campaign and Other Impermissible Activities.** Interns hired through the Georgia County Internship Program and paid through grant funding are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the COUNTY. Interns are further not permitted to run personal errands for COUNTY officials and staff or work on projects that are unrelated to county government. If the COUNTY fails to follow these requirements, they will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the FOUNDATION.

## **IV. CONTRACT MODIFICATION**

No amendment, modification, or alteration of this AGREEMENT shall be valid or effective unless such modification is made in writing and signed by both parties.

## **V. TERMINATION**

This Agreement may be terminated in the following circumstances:

- A. **Due to default or for cause.** The FOUNDATION may terminate this AGREEMENT at any time if the COUNTY fails to perform any of its obligations under this AGREEMENT and fails to cure any breach within 10 days of a notice of breach and intention to terminate by the FOUNDATION. The COUNTY shall be required to submit all required information identified in Section III (D) not later than 20 days after the date of written notice of termination. The COUNTY shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied.
  
- B. **Due to Early Separation of Intern.** Should the intern funded by this grant be separated from the COUNTY'S employment prior to the expiration of their internship period, this AGREEMENT shall terminate within 20 days of the separation unless another

# **ACCG** Civic Affairs Foundation

undergraduate student, graduate student, recent graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, is hired to continue and complete the approved internship within the grant period and at least 100 hours are remaining of the internship.

- C. **Natural Termination.** Unless otherwise terminated, this Agreement shall terminate December 31, 2024.
- D. **Survival.** The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

## **VI. Access to Records, Records Retention, and Investigation**

- A. The **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for seven years from submission of the required information. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has the authority to investigate any allegation of misconduct made by the **COUNTY** pertaining to this Agreement. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** reasonable access to its records and any other resources as necessary to investigate the allegation.

## **VII. Hold Harmless**

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION**, Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

## **VIII. Program Publicity and COUNTY Participation**

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, video, or audio, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.

# **ACCG** Civic Affairs Foundation

- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program, or internship, conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

## **XI. Miscellaneous Provisions**

- A. The intern is an employee of the county. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION**, or the Association County Commissioners of Georgia.
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

## **XII. CONTRACT EXHIBIT INCLUSION:**

This contract includes the following exhibits, which are attached and incorporated herein by reference:

|           |   |
|-----------|---|
| Exhibit A | Grant Award Letter                      |
| Exhibit B | County Grant Application                |
| Exhibit C | E-Verify Usage and Acknowledgement Form |
| Exhibit D | Reimbursement Form                      |
| Exhibit E | Intern Evaluation Form                  |
| Exhibit F | Intern Consent Form                     |
| Exhibit G | Intern Information Form                 |

# ACCG Civic Affairs Foundation

COUNTY:

ASSOCIATION COUNTY COMMISSIONERS OF  
GEORGIA CIVIC AFFAIRS FOUNDATION, INC.:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Dave Wills  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title:

Secretary-Treasurer  
\_\_\_\_\_  
Title:

This \_\_\_\_ day of \_\_\_\_\_, 2024

This \_\_\_\_ day of \_\_\_\_\_, 2024

## COUNTY CLERK CERTIFICATION:

The undersigned Clerk of the governing authority of \_\_\_\_\_ County, DOES HEREBY CERTIFY that the Georgia County Internship Program Grant Agreement with the Association County Commissioners of Georgia Civic Affairs Foundation, Inc. was adopted by the \_\_\_\_\_ County Governing Authority in a meeting that was properly advertised and open to the public on \_\_\_\_\_, 2024, and that the original of said agreement appears of record in the minute book of the County, which is in my custody and control.

WITNESS my hand and the official seal of the governing authority of County.

(SEAL)

\_\_\_\_\_  
Clerk

# ACCG Civic Affairs Foundation

February 6, 2024

Ms. Sommer Green  
2875 Browns Bridge Road  
Gainesville, GA 30504

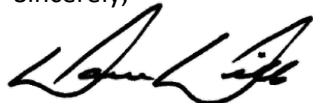
Dear Ms. Green,

I am pleased to inform you that Hall County has been awarded a **Georgia County Internship Program (GCIP) grant** from the Association County Commissioners of Georgia Civic Affairs Foundation (“ACCG Civic Affairs Foundation”) contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the “Agreement”) that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2024 summer program in the amount of **\$2,259.50** for the **Administrative Intern** project to cover **one internship**. The grant provided must be used to fund costs associated with the intern’s salary, FICA, and worker’s compensation as specified in the Agreement.

Please contact Michele NeSmith at [mnesmith@accg.org](mailto:mnesmith@accg.org) or at 404-922-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the County to recruit, interview and hire the intern. In the event the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2024 grant program.

Sincerely,



Dave Wills  
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Chair Richard Higgins  
Brent Holloway  
Jennifer Rivera  
Zach Propes





## Georgia County Internship Program Grant Application Summer 2024

Applicants should read the entire GCIP Application Packet prior to completing this form.

**This application has three sections. Section I requires the applicant to indicate the grant category for the application. Section II requires the applicant to provide answers to a series of questions and Section III requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.**

The application deadline for the 2024 GCIP grant program is **Monday, December 18, 2023**

Applications should be sent to **Michele NeSmith** at the Foundation via email to [mnesmith@accg.org](mailto:mnesmith@accg.org).

**Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.**

**Reminder: Interns should be currently enrolled in college as undergraduate or graduate students or have recently graduated from college within one year of the grant period. High school students 16 years of age or older who are dually enrolled in a college or university are also eligible. Interns cannot work more than 200 total hours during the grant period unless the county agrees to pay for all expenses beyond the 200-hour period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.**



## Section I: Grant Category

Select (X) the grant category for this application.

|  |   |
|--|---|
| General GCIP Grant                     | X |
| Kundell Environmental Grant            |   |
| Garner Health and Human Services Grant |   |
| Verizon Grant                          |   |

## Section II: General Grant Information

|                              |             |
|------------------------------|-------------|
| County Name:                 | Hall County |
| County E-Verify Number:      | 46833       |
| Number of Interns Requested: | 1           |

|   |   |                              |  |
|---|---|------------------------------|--|
| Are you submitting an application that includes a partner?  |   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| List partners:  |   |                              |  |
| Is your partner a nonprofit, college, or university?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                              |  |
| List contribution level   | ___ \$600 (25%) ___ Other   |                              |  |
| <i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities. )</i> |   |                              |  |

|   |  |        |              |
|---|--|--------|--------------|
| Name of Grant Coordinator or other Primary Contact: | Sommer Green                                   |        |              |
| County:   | Hall County                                    |        |              |
| Department:   | Finance Department                             |        |              |
| Position:   | Grants Manager                                 |        |              |
| Address:  | 2875 Browns Bridge Road, Gainesville, GA 30504 |        |              |
| Email:  | sgreen@hallcounty.org                          | Phone: | 770-297-5503 |

|  |   |                             |
|--|---|-----------------------------|
| Is the county providing partial funding of the amount needed to fund the Internship? (Total cost of the internship is \$3,000 plus FICA and WC supplement) | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| What amount?   | \$:                                     | 1000.00                     |



|  |  |        |   |
|--|--|--------|---|
| <b>OR</b>  |  |        |   |
| Is the county providing additional funding? (on top of the grant amount)   |  |        | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| What amount?   |  |        | \$: <input type="text"/>  |
| Who will be the supervisor for the intern?<br><input checked="" type="checkbox"/> Same as grant coordinator or other primary county contact<br><input checked="" type="checkbox"/> Other |  |        |   |
| Name:  | Brent Holloway                                 |        |   |
| Department:  | Parks & Community Services                     |        |   |
| Position:  | Director                                       |        |   |
| Address:   | 2875 Browns Bridge Road, Gainesville, GA 30504 |        |   |
| Email:   | bholloway@hallcounty.org                       | Phone: | 678-997-5823  |
| Has this individual previously supervised interns?   |  |        | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |

|  |   |   |
|--|---|---|
| Is adequate space available to support an intern?  |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?  |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Will outside technical assistance be required for the intern to complete the project?  |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| If Yes, who will provide it:   | Hall County Management Information Systems Department |   |
| Has your county previously had an intern?  |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Has your county ever had an intern in this field?  |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Has your county previously received a Georgia County Internship Program (GCIP) grant for interns?  |   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Is there a college or university located in your county?   |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a technical college located in your county?   |   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)   |   |   |
| <i>Candidate would aid in developing historical reports on our financial data (monthly revenue/expenditures for each department and account, year after year), as well as other data collection and analysis tasks. It's something that would be extremely useful in the administration of our operating budget, but not something that falls under the job duties of any current staff.</i> |   |   |
| <i>We would need someone with an intermediate skill level in Excel and some level of comfort compiling and analyzing data.</i>   |   |   |
| Will any special training be provided to the intern?   |   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If Yes, please describe:   | <input type="text"/>                                  |   |
| Please describe how your county plans to recruit and advertise the internship position:  |   |   |





Ability to communicate tactfully and courteously with the public and staff members.

Clerical skills include light typing and word processing, filing, and recordkeeping.

Problem solving skills.

Ability to work independently.

**ADA Minimum Qualifications**

**Physical Ability:** Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, printer, telephone. Incumbents must continuously be able to think analytically, handle stress and emotion; concentrate on tasks. Remember names, and other details; examine and observe details; make decisions and adjust to change. Incumbents must also continuously direct others, meet deadlines, stay organized, use math/calculations, use a keyboard/type.

Essential functions frequently require the ability to move about inside the complex and move and transport items up to 20 lbs.; ability to bend body downward and forward by bending spine and legs. And twisting at the waist, hips, or knees; reach overhead, push, pull, and repetitive use hands, arms, legs. Incumbents are frequently required to be on-call and work irregular hours.

**Sensory Requirements:** Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

**Environmental Factors:** Essential functions of this position continuously require the ability to work with others or work alone.

This class specification should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

**Section III: Project Description and Intern Position Title**

**Project Information**

|                            |                       |
|----------------------------|-----------------------|
| Internship position title: | Administrative Intern |
|----------------------------|-----------------------|

**In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary**



---

**intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship.** More information can be found in the GCIP Application Process and Guidelines document.

**Hall County believes in supporting our local universities and technical colleges by assisting their students with the opportunity to apply their knowledge and skills within a real-world environment and on-site job experience. Hall County can offer interns experience with hands on day-to-day functions of county government, community service, and analytical experience that can be added to their resume. Working with interns allows Hall County to not only invest in the future of the intern, but also the future and success of Hall County as a whole. Interns offer the ability to take some of the day-to-day tasks off administration while freeing up time for colleagues to address other larger pressing responsibilities that face our administration. Hall County also appreciates a new perspective on business procedures, creative marketing ideas, and suggestions for addressing the needs that our community. Hall County Board of Commissioners is always watching for future talent and long-term employment retention rates. By working with internships Hall County is given the possibility of finding the best new member of our team.**

**For questions, email [mnesmith@accg.org](mailto:mnesmith@accg.org) or call (404) 992-8737**



---

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of our donors and supporters. The Foundation is a nonprofit 501 (c) (3) organization. For more information, visit [www.civicaffairs.org](http://www.civicaffairs.org).



**Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form**

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted along with a copy of the offer letter to complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver’s license, passport, or social security card to satisfy this requirement.

I, \_\_\_\_\_, acknowledge that \_\_\_\_\_ County used the E-Verify program to verify the employment eligibility of \_\_\_\_\_, GCIP summer intern, on the \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
County Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Verify Number

\_\_\_\_\_  
Date of E-Verify Authorization





**Georgia County Internship Program (GCIP) Grant Reimbursement Request Form**

Grant reimbursements will be mailed to the County before the end of the contract period, upon proper completion and submission of all required information and obligations pursuant to this Agreement.

**County Requesting Reimbursement:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

**Intern Information**

**Name:** \_\_\_\_\_

**Department Hired:** \_\_\_\_\_

**Number of Hours Worked:** \_\_\_\_\_

**Cost of Wages:** \_\_\_\_\_

**Cost of FICA:** \_\_\_\_\_

**Cost of Worker's Compensation:** \_\_\_\_\_

**Total Amount of Reimbursement Requested:** \_\_\_\_\_

For illustrative purposes, the County may request up to the maximum reimbursement amount of \$3259.50 as follows and pursuant to the Agreement. Where any conflict arises between this exhibit and the terms and conditions of the Agreement, the terms and conditions shall control.

Intern wages are paid through the grant at a rate of \$15.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$3000.00 for wages per intern, per internship, unless the **COUNTY** has agreed to pay a percentage of the costs as described within the County Grant Application.

Reimbursement for Worker's Compensation may be requested at a rate of \$1 per \$100 salary for a maximum reimbursement of \$30.00.

Reimbursement for FICA may be requested at a rate of .0765% multiplied by salary for a maximum reimbursement of \$229.50.

All interns are required to be covered under the County's Workers Compensation Plan. The funds provided for Workers Compensation and for FICA must be used for those purposes. Any wages paid at a rate higher than \$15 per hour shall be paid by the county as well as the cost of FICA and Worker's Compensation associated with wages above that rate.

I, \_\_\_\_\_, swear and attest that the information provided in this request is accurate to the best of my knowledge. I further understand that I am required to submit proof of payment by submitting pay stubs and any additional documentation that confirms the funds were properly administered by **October 11, 2024**.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Georgia County Internship Program (GCIP) Intern Evaluation Form

Please answer the following questions thoroughly to help the GCIP learn about the details of your internship. When completed, submit to Michele NeSmith at [mnesmith@accg.org](mailto:mnesmith@accg.org).

Name: \_\_\_\_\_

County: \_\_\_\_\_

1. Before this internship, were you familiar with county government operations?
2. What have you learned about county government from your internship?
3. What were your major internship responsibilities as you understood them? Please specify.
4. What do you believe were your most significant successes during the internship? Please specify.
5. What was the favorite part of your internship?
6. What specific skills, experiences or knowledge did you gain during the internship? Do you believe these will be useful in helping you meet your future career goals and, if so, how?
7. What advice would give your peers who are considering a county internship?
8. Based on your internship, would you consider a career in county government?





**Georgia County Internship Program (GCIP)**

**INTERN CONSENT FORM**

I, \_\_\_\_\_, authorize the Association County Commissioners of Georgia Civic Affairs Foundation, Inc., and \_\_\_\_\_ County to use my name, college or university, year in school, major, terms of employment, image, audio, video, quotations, internship evaluation, interviews and any other pertinent information related to my internship in the Georgia County Internship Program for reporting, promotional, and data collection and analysis purposes, which may include, but is not limited to social networking sites, website, brochures, publications, press releases, videos, photographs and other forms of print and digital media.

\_\_\_\_\_  
Signature of Intern

\_\_\_\_\_  
Date



| <b>GEORGIA COUNTY INTERNSHIP PROGRAM<br/>INTERN INFORMATION FORM</b> |                         |                              |
|--|-------------------------|------------------------------|
| <b>COUNTY INFORMATION</b>  |                         |                              |
| Name of Supervisor:  | Title:                  |                              |
| County:  | Department:             |                              |
| Street Address:  |                         |                              |
| City:  | State:                  | ZIP Code:                    |
| Phone Number:  | Email Address:          |                              |
| <b>INTERNSHIP POSITION INFORMATION</b>                               |                         |                              |
| Full Name of Intern (Hired):   |                         |                              |
| Street Address:  |                         |                              |
| City:  | State:                  | ZIP Code:                    |
| Phone Number:  | Personal Email address: |                              |
| College/University/ Highs School Student Attends:                    | Program or Major:       | Expected Year of Graduation: |
| Post Graduation Plans:   |                         |                              |
| Intern Position Title:   | Department:             |                              |
| Start Date:  | End Date:               | Hours Worked Per Week:       |
| <b>SIGNATURES</b>  |                         |                              |
| Signature of County Supervisor:                                      |                         | Date:                        |
| Signature of Hired Intern:   |                         | Date:                        |

***This form must be completed in full for each intern the county has hired who is being paid through Georgia County Internship Program grant funds. No funding will be granted without this form.***