COMTO CITY INTERNSHIP HOST FAQ

1. How long is the COMTO CITY Internship Program?
    a. 10 weeks starting in June. The 10-week program also includes interns attending a one-hour weekly professional development seminar held by COMTO Headquarters.

2. How much do I have to pay an intern?
    a. A minimum of $18/hour.

3. How do I apply to be a host agency?
    a. The first step is to complete a host agency application. When completing the application, please provide as much information as possible about your internship opportunity and any onboarding requirements (i.e. required background checks) so that we can help find your agency the best match.

4. Is there a limit to the number of interns my agency can host?
    a. No, there is no limit to the number of interns your agency can host. We just want to make sure that each intern has a project or enough work to have a full intern experience.

5. Can my agency have interns placed at multiple locations?
    a. Yes, as part of your application submission, you will specify each of the locations that you'd like an intern for.

6. Do I have to send my intern to COMTO's National Meeting and Training Conference?
    a. Yes, each host agency must send at least one intern to the conference. Ideally, we would like every intern to attend but understand that may not always be possible.

7. Am I allowed to interview intern candidates?
    a. As part of the process, based on your responses on the host agency application, COMTO Headquarters will identify potential intern candidates from the pool of applicants. Information on the candidate we think will be the best fit will be sent to the host agency contact. Upon review, the host agency can choose whether or not they'd like to take part in the interview portion of the process.

8. When are host agency applications due?
    a. We accept host applications on a rolling basis, but please try to submit yours as early as possible. Submitting early will help assist COMTO Headquarters in selecting an applicant that will best suit your internship needs.

9. Does my internship have to be held on-site?
    a. No, your internship can be on-site, virtual, or hybrid.

10. My agency already has an internship program. How would the COMTO intern fit into this?
    a. Many of our host agencies either fold their COMTO intern into their general internship program or they may identify a student who has applied for the agency program and also have them apply as a COMTO intern. The COMTO intern is able to participate in any additional programming you may have. The only activities and events they must attend are the weekly professional development calls and attendance at the annual conference.

11. As a state agency, how would I fund a COMTO CITY Intern?
    a. We understand that funding sources or authorized headcount can sometimes be a barrier for participation in the CITY Internship program. However, you are able to leverage FHWA 504(e) for participation. Please see note below from a state DOT agency that has participated in our program:

"As a state agency –we sought approval with our FHWA State Division Civil Rights Liaison to use 504(e) funds for our COMTO intern. We shared the COMTO CITY Internship Host Agreement (Full Support), which supported all costs – including salary, "Participant Support Services" for lodging/travel, COMTO conference and COMTO's administration costs as the statement of work. Internally, we treated payment to COMTO as a Purchase Order, not a contract. Our CITY Intern was issued state badge/email/access like a consultant that is embedded in the agency, and our COMTO intern was included in all Department internship program activities with state employees hired as Summer Workers and CO-OP interns."