



CRMB Workforce Development (WFD) Internship/Fellowship FAQ for host organizations

The CRMB grant will offer 350 paid internships/fellowships as part of the workforce development component of the grant. Our CRMB workforce development partners are Watsonville Wetlands Watch, Hartnell College, California State University Monterey Bay (CSUMB), and University of California Santa Cruz (UCSC). This FAQ provides answers to questions about internships/fellowships for organizations who may be interested in providing internship/fellowship opportunities with our workforce development partners. Funding for interns/fellows will be provided by the grant.

You can read more about each program and their expected timeline [here](#).

Whom should I contact if I have a possible internship/fellowship opportunity with my organization?

1. Please Fill out this [Intake form](#). The information collected will be used to assess if it would be eligible for the Climate Resilient Monterey Bay (CRMB) grant funds and would also help identify which institution program will be the best fit.
2. Prior to bringing on an intern/fellow, the opportunity needs to be approved by the paired college and by CMSF Grant Team ([Susan Robinson](#) and [Jesse Traller Ojeda](#)) to ensure the opportunity fits the objectives of the NOAA grant and that environmental compliance can be completed by NOAA.

Who are the CRMB Workforce Development (WFD) partners?

The WFD partners are Hartnell College, California State University Monterey Bay (CSUMB), University of California, Santa Cruz (UCSC), and Watsonville Wetlands Watch.

What are the different intern/fellow programs available?

Please refer to [this document](#) for further information. As part of CRMB, Hartnell College, UCSC, and CSUMB all have programs that are looking to outside organizations to act as hosts. This grant is currently in operation and is scheduled to run until September 2029.

After submitting the intake form, what's next?

CMSF Grant Team and WFD partners will review the information to determine next steps. We are reviewing for 3 things:

1. Climate adaptation and resilience in focus
2. Will there need to be an environmental compliance NEPA review¹?
3. Does the opportunity fit within the WFD partners' programs?

What type of insurance do the interns/fellows have to protect them from working on a host site? Do I have to have insurance to cover interns/fellows?

CSUMB: [CSUMB UAAPS Agreement](#) UAAPS guides risk management and addresses potential liability issues. With the UAAPS in place, participating students will be covered by CSU's Student Academic Field Experience for Credit Liability Insurance Program (SAFECLIP) or Student Professional Liability Insurance Program (SPLIP). SAFECLIP and SPLIP provide indemnity, including legal defense costs for students, faculty, campus, and host institution (when required by contract/agreement) if there is a claim or lawsuit involving injury to others or damage to property in connection with service learning or other academic fieldwork experiences.

The Learning Site shall procure and maintain General Liability insurance, commercial form with \$1,000,000 minimum limit for each Occurrence and minimum limit of \$2,000,000 General Aggregate, as mutually agreed upon for this placement agreement. This requirement can be met with a certified program of self-insurance. The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority. The State of California has elected to be self-insured for its vehicle liability and property exposures.

As a State Learning Site, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program.

Hartnell: Hartnell students are placed in a work experience class making their learning site an extension of the classroom. We also have an MOU for placement partners where both parties are required to maintain general liability insurance with combined single limit coverage of not less than One Million Dollars (\$1,000,000).

Once your organization is moving forward with an intern, you should connect more specifically with the WFD institution to ensure all proper agreements and insurance provisions are in place.

UCSC: UC Regents require every student to have access to health insurance that works locally while attending UCSC. Students are required to provide documentation to prove that they are enrolled in a health insurance plan that meets the UC requirements.

UCSC will develop MOU or other agreements with partner organizations. Typically UCSC requires both parties to maintain general liability insurance with combined single limit coverage of not less than One Million Dollars (\$1,000,000).

Once an organization is moving forward with an intern, the organization should connect more specifically with the UCSC team (either Center for Agroecology [undergraduate students] or Coastal Science and Policy Program [graduate students]) to ensure all proper agreements and insurance provisions are in place.

What is the latest I can submit an internship/fellowship opportunity?

You can submit an internship/fellowship opportunity anytime, but the timing for when an intern/fellow will actually be placed will depend on several factors: whether one of the WFD institutions has students suitable and available for that internship/fellowship, and whether the internship/fellowship is required to complete the environmental compliance process. The latter will depend on whether the internship/fellowship involves "earthwork or engagement in the environment." If it does, then environmental compliance will be required, **and that process can take up to six months for federal agency review.**

Who is paying for the interns/fellows?

Interns/fellows are paid by the NOAA Climate Resilient Monterey Bay grant from the WFD institutions out of their own subaward budgets. Payroll or financial assistance funding is administered by the WFD institution.

Are there any other funds available for mentorship, supplies budget etc?

No, unfortunately not at this time. The funds are only available to pay the intern/fellow for their participation in the work.

Who will be mentoring the intern/fellow?

Each institution has a coordinator or other points of contact who serve as resources to the intern/fellow for questions. However, the host organization will be responsible for mentoring and managing the performance and activities of their intern/fellow(s).

Who should we contact for administrative or other questions related to our intern/fellow (eg, payroll)?

Hartnell College: Shannon Bliss and Andrea Tinajero

UCSC: Undergraduate interns: xmoura@ucsc.edu

Graduate fellows: Sarah Eminhizer

CSUMB: Stephanie Spross (cc Jimmy Guilinger and Gerick Bergsma)

Watsonville Wetlands Watch: Jonathan Pilch

What types of internships/fellowships does the Climate Resilient Monterey Bay NOAA grant fund?

Positions need to have a focus on climate adaptation and climate resilience work. Here are some good examples:

- Native plant restoration work on a living shoreline
- Modeling work to assess flooding vulnerability along a river channel
- Assist CBO in the planning and communications outreach of a climate-focused public workshop
- Photomonitoring work of a prescribed burn unit
- Administrative work such as planning, permitting or environmental compliance.
- Policy analysis for enhanced nature-based solutions implementation

[Click here](#) for more information on the different programs.

If you are unsure if your proposed internship/fellowship idea matches the goals of the CRMB grant, please reach out to Jesse Traller Ojeda and Susan Robinson .

How does the NOAA environmental compliance (EC) approval process for an intern/fellow work?

1. Once you submit the [Intake Form](#), CMSF grant team will review to understand if EC is needed for this proposed internship/fellowship.
 - Basically, if the internship/fellowship involves “earthwork or engagement in the environment,” then it will need to undergo review by the NOAA EC team.
 - Internships/fellowships that involve entirely classroom/lab work, or other desktop work (e.g., administrative or policy-type work, modeling, etc.), or community organizing/outreach, or other activities that clearly do not impact the natural environment will not require EC.
 - Internships/fellowships with CRMB partners on CRMB project sites will be covered by the separate EC completed for those sites and will not have to undergo additional EC. **(No on-the-ground field-work for**

internships/fellowships can begin until those projects have completed EC.)

2. Note that the EC process can take 6-8 months for review by the NOAA EC team.
 - The reason for the lengthy review period has mainly to do with potential consultations with other federal agencies, such as USFWS and CA SHPO. The NOAA EC team has no (or little) control over how long an external agency may take to complete their review or respond to NOAA inquiries. Therefore, a 6-8 month window is considered a conservative amount of time to allow for these consultations.
 - Note that the NOAA EC team is generally able to complete EC in less than 6 months; but if you have an internship/fellowship that “must” begin September 1, for example, be sure to get that internship/fellowship description to Susan Robinson for submission to the NOAA EC Team no later than March 1, and ideally by January 1.
3. If EC is needed, the NOAA EC team will send you an EC Checklist to fill out, where you’ll describe methods, location, timing, etc. Please fill that out and return the form as quickly as possible. That will begin the EC process. In any correspondence with NOAA EC team, please always cc Susan Robinson .

Footnotes:

1. As part of this NOAA Climate Resilient Monterey Bay grant, the funding to pay for an intern/fellow is tied to a restriction that it needs an environmental compliance review. This review is to ensure the project meets the National Environmental Protection Act (NEPA) requirements this is required for Federally funded projects that involve earthwork or engagement with the environment (field work).