

**SUBJECT:**

**Community Development Agency - Grant  
Agreement for Intern.**

**MEETING DATE:**

February 21, 2023

**SUBMITTED BY:**

Kristi Bosch

---

**SUGGESTED ACTION:**

Consider adopting a grant agreement from ACCG for a summer intern in the amount of \$4,395.00 on behalf of the Community Development Agency.

---

**FACTS AND ISSUES:**

ACCG has awarded their annual intern grant agreement to the Community Development Agency for the May 2023 to September 2023 term. The intern will work with the Planning and Zoning Department on the Accessory Dwelling Unit (ADU) Project to research and development a Cherokee County approach to the provision of ADUs which will be presented to the Board of Commissioners for input and discussion this summer.

The maximum reimbursement from ACCG will be \$2,023.60 for the intern which will cover approximately 166 hours at \$12/hour plus \$23.60 for Worker's Compensation costs. The Department plans to hire an intern at \$14/hour and have them work 290 hours (29 hours/week for ten weeks). The General Fund will cover the hourly salary differential plus FICA/Medicare costs totaling \$2,371.00 for the intern.

The agency's FY23 budget includes funding for an intern and the ACCG grant leverages the funding to hire more than one intern, providing the opportunity to assist the agency and the departments to complete essential projects, while providing valuable experience to students interested in pursuing careers in planning, engineering, transportation, public management, or other community development-related disciplines.

A Budget Amendment is required to allocate the grant funds and General Fund support to the adopted FY2023 Budget. Approval of both the grant award agreement and budget amendment is requested.

---

**ATTACHMENTS:**

[Cherokee County 2023 GCIP Contract Package.pdf](#)

[ACCG Intern.v2.pdf](#)