
Non-Profit Housing Association of Northern California

Bay Area Housing Internship Program

YEAR 4 (2021-2022)

Project Portfolio

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Host Agency

Allied Housing



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Introduction

BAHIP Program Introduction

The Bay Area Internship Housing Program (BAHIP) is a one-year paid program developed by the Non-Profit Association of Northern California (NPH). The program is one of the several successful initiatives of NPH to advance racial equity and inclusion.

The development of the internship program is intended to advance leaders of color into the Affordable Housing and Real Estate Development industry through exposure of opportunity and preparation of necessary skills to be successful innovators of the industry.

BAHIP Learning Competencies

Over the course of the one-year internship program, the intern and their supervisor are expected to use the Five Learning Competencies as guide to develop the necessary skills for the intern to master in preparation of entering the industry. The following Five Learning Competencies includes:

1. Financial Proforma Competency- The intern will be able to understand and identify the various component parts of the Hosts Agency's development financial proformas.
2. Development Finance Application Competency- The Intern will play a hands-on responsible role in the preparation of a minimum of two complete financing applications (ie. MHP, AHSC, TCAC, CDLAC, NRC, HCD, CDBG, HOME, AHP,).
3. Design and Project Approval Process Competency- The Intern will be able to generally understand the Process for obtaining Project Approval. They should know how to interpret schematic designs and site plans and should be able to know what is included within construction drawings. They should also know the basic

process for obtaining an approved set of Construction Plans OR if working on self-help housing land deals, must be able to generally understand civil drawings, and should be able to describe the process for subdivision approval, including tentative map, CC&R's, final map, and Public Improvement Dedication.

4. Loan Closing Competency- The Intern shall directly work on the closing of a minimum of one predevelopment, construction, or permanent development loan during the internship period.
5. Leadership Competency- The Intern will be required to understand the importance that leadership plays in the field.

Abode Services/Allied Housing

This mission of Abode Services is to end homelessness by assisting low-income, un-housed people, including those with special needs, to secure stable, supportive housing; and to be advocates for the removal of the causes of homelessness.

Abode Services was founded in one of the most popular counties of the Bay Area, Alameda County in 1989. The agency was developed and established to address homelessness in the founding area and has successfully expanded to serve more than 10,500 people across neighboring countries including: San Francisco, Santa Clara, Santa Cruz, San Mateo and Napa.

Allied Housing is the Housing Development sector of Abode Services that is responsible for the construction and conversion of buildings to achieve the mission of providing housing for those in need and battling housing insecurity.



Intern Introduction



I am a Bay Area native, born in San Francisco and raised in Berkeley. As an African American raised in a single-parent home under Section-8 housing, in my early adolescence years I understood the divide in America between people of color and the lack of resources and wealth within our communities. Passionate to make a change within my community and ensuring that no other child of color would experience the struggle and lack of opportunity being raised with government supplements and resources, I vowed to myself that I would complete my higher education learning in a major that would allow me to make a difference. After graduating Berkley High School, I spent two and a half years at Berkeley City College preparing to transfer in which I earned four Associates Degree for earning my Bachelors in Business Administration from San Diego State University.

Through my studies and understanding the importance of financial literacy and how historical events, specifically Red Lining created the Wealth Gap in communities of color throughout America, I understood that the housing disparities we are witnessing in the Bay Area is a descending result of Red Lining. This sparked my interest in Real Estate Development and developing my own Non-Profit Organization that would offer After-School and Summer services while incorporating a Financial Literacy educational component for K-12.

When presented with the BAHIP Internship I discovered that there was an entire field dedicated to the changes I always aspired to make. My experience with BAHIP has strengthened my motivation and has directed me toward my path of becoming a leader I once sought for as a adolescence.

Overview of Projects

Fremont Family Apartments :

The Fremont Family Apartments is considered a Pipeline Project. The development will be located in the Northgate area of Fremont, on 1.37- acre of property. The apartment complex will offer 54 units of one, two, three-bedroom units in addition to a manager's unit. This project is intended to serve and provide permanent housing for families on the verge of or already experiencing homelessness. The property will allow tenants to access onsite amenities which includes, a community room, laundry room, electric-vehicle chargers, recreation area, outdoor patio and a social services office.

Intern Responsibilities:

1. Assisted in the Tax Credit Allocation Committee Application(TCAC) for Project Funding through gathering and organizing supporting documents as part of the application requirements.
2. Assisted with creating the Operating Expense Comparison for the 9% TCAC
3. Attended Pre-Construction Bi-Weekly Meetings
4. Attended Architectural and Electrical Planning Meeting
5. Community Outreach to Local Businesses in preparation of Engagement Meeting



Parkmoor Avenue/Parkmoor (HUB):

The Parkmoor (HUB) is considered a Pipeline Project. The development will be located in San Jose, on 1.62-acre of property. The HUB will offer 81 units of studios, one, two, and three-bedroom apartment homes. This project is intended to serve and provide affordable housing for transitional youth. The property will include a 17,000 square feet on the ground floor, serving as the HUB, a community center led by youth who are current and former foster youth.

Intern Responsibilities:

1. Assisted in the Tax Credit Allocation Committee Application(TCAC) for Project Funding through gathering and organizing supporting documents as part of the application requirements.
2. Attended OCAC Weekly Meetings
3. Attended HKIT Parkmoor Engagement Meeting
4. Create Anemineites Package

**Depot Community Apartments:**

The Depot Community Apartments is considered a Pipeline Project. The development will be located in Mt. Eden area of Hayward, on 3-acres of property. The apartment complex will be the city's first all-electric development, offering 125 studio units in addition to a manager's unit. This project is intended to serve and provide permanent support for individuals on the verge of or formerly experiencing homelessness. The property will allow tenants to access onsite amenities which includes a community room, bike storage, electric-vehicle chargers, dog park, BBQ area, computer lab, half-basketball court, laundry room, private lockers, community garden, art commissioned by local artists, and an outdoor patio.

Intern Responsibilities:

1. Attended OCAC Weekly Meetings
2. Prepared Invoices for Third Party Contractors using Yardi
3. Assisted in Measure A Project Loan Closing through reaching out to consultants and gathering required supporting documentation

4. Completed Environmental Site Assessment Questionnaire as a Project Funding Requirement



Additional Projects

1. Create Anemineites Package for 8452 Edes Ave, Comfort Inn Oakland Project
2. Conducted Informational Interviews with Staff Members in Abode Services/Allied Housing to broaden my exposure in various fields of the Affordable Housing Industry

Closing Remarks

I would like to extend my utmost gratitude to Monica Joe, Macy Leung and Jon White, who saw my potential and passion to make a difference, in which they decided to present me with this life-changing opportunity. This internship experience has been truly humbling and the skills I have gained will not go unused. I am appreciative of everyone who works hard to make this internship experience successful and meaningful. I also would like to thank everyone at Abode Services and Allied Housing who welcomed me with open arms and always provided me with genuine help and guidance both personally and professionally. Everyday I was blessed to learn something new to help me along my journey as a student, and someone who aspires to enter in the Affordable Housing Industry. I would also like to extend a personal thank you to my mentor April Talley who has been a great support system and has offered kind words and helpful advice through my experience. To fellow intern peers who have been apart of Year 4, I wish you all success and I hope you all have ended your internships with everything you sought out to learn, achieve and more.