

**NON-PROFIT HOUSING ASSOCIATION OF NORTHERN CALIFORNIA
BAY AREA HOUSING INTERNSHIP PROGRAM (BAHIP)
FREQUENTLY ASKED QUESTIONS FOR HOST AGENCIES
*2020–2021 Internship Program Year***

1. Why host a BAHIP Intern?

NPH has committed to advancing racial equity and creating a more inclusive and diverse affordable housing development industry. Our members have recognized that the staff creating affordable housing does not reflect the communities most affected by housing issues. BAHIP is designed to provide member developer organizations with the opportunity to train young talent and shape the next generation of housing development project managers. By hosting and training BAHIP Interns, organizations across the Bay Area are addressing the need to create diverse leadership and to remove barriers for people of color to enter and advance in our industry. Previous Host Agencies have also expressed how helpful BAHIP has been in supporting their own recruitment and retention efforts and in giving them much needed support on their development teams.

2. What is the expected pay from the host agencies and what does it cover?

The Host Agencies should budget for a maximum 1,200 hours at minimum \$18/hour for the program year. A Host Agency can choose to pay the Intern at a higher rate. Any applicable health, dental, fringe benefits, taxes, and insurance that may apply for the 2020–2021 program year is the responsibility of the Host Agency. The Host Agency will cover the Intern's salary for the program year, which will include all hours spent at the Host Agency as well as supplementary trainings during working hours. This includes time spent at the monthly BAHIP trainings, the NPH Annual Conference, BAHIP orientations, the UC Davis Summer Training Institute, and the 3-day mid-Winter Retreat/Training in Sacramento. The Host Agency also pays the costs (room and board) for the Intern's participation in the UC Davis Summer Training Institute (approximately \$850), which will be invoiced by (and payable to) the California Coalition for Rural Housing (CCRH), who organizes the Institute. NPH will cover the registration cost for all Interns to attend the NPH Annual Fall Conference and any NPH Brown Bags or ELPN-related trainings as well as refreshments and materials for supplementary trainings. NPH

3. How long is the program period and what are the intern hours?

Interns are placed with a Host Agency for one year, beginning work in June 2020 for full-time during the summer (40 hours per week) and then transitioning into part-time work (16-20 hours per week) starting in August-September depending on students' academic schedules. They will remain part-time for the remainder of the program year. The program year will conclude at the end of May 2021.

Throughout the program year there are also key events to note:

June 2020: BAHIP Intern Orientations

July 2020: UC Davis Summer Training Institute co-hosted with CCRH

September 2020: NPH Annual Conference (all Interns will attend for free)

Ongoing: Monthly Supplemental Trainings hosted by NPH

January 2021: Mid-Winter Retreat co-hosted with CCRH

April 2021: Peer Portfolio Review Session

May 2021: BAHIP Graduation

Other events include NPH-Sponsored gatherings throughout the program year, including Brown Bag workshops and ELPN trainings and events.

4. What kind of support will Host Agencies receive from NPH?

NPH will provide general program management to ensure a positive and enriching experience for both Interns and Host Agencies. NPH will conduct regular check-ins with Host Agencies to provide any necessary troubleshooting or assistance to improve the program experience. NPH will also provide supplementary training for the Interns at monthly gatherings to cover any topics or materials that the Interns are not already learning at their Host Agencies. NPH will also convene the Host supervisors several times throughout the program year for peer-to-peer support and troubleshooting.

5. What are you looking for when selecting Host Agencies?

We look for agencies that have a robust pipeline of affordable housing projects at differing stages of development. This will ensure that the Intern gets the exposure and experience they need to develop the competency skills of the program. To demonstrate that the Intern will get the necessary support for them to succeed, Host Agencies must identify a supervisor for the Intern who will be the Intern's primary source of support and will manage the Intern's hours. Lastly, Host Agencies that have expressed a commitment to advancing racial equity and have demonstrated an understanding of the program's objectives will also be prioritized.

6. What are you looking for when selecting Interns?

The program objective is to increase diversity within the affordable housing and community development field in the San Francisco Bay Area and to advance racial equity and inclusion across our industry. As such, we prioritize students of color when selecting Intern applicants. We also look for students who have a personal connection to affordable housing and look for applicants with a background of their own housing instability or unaffordability. First generation college students are highly encouraged as well. In addition to these traits, we also look for strong writing skills, an expressed interest in affordable housing/community development, previous knowledge or experience in the field through employment or volunteering, and strong letters of recommendation.

7. How does the Intern selection process work?

The Intern application will open in January 2020 and close in March 2020. Applicants are then ranked, screened, and interviewed by NPH with assistance from the BAHIP Advisory Committee. NPH will then provide recommendations of groups of applicants to the Host Agencies. Applicants are able to indicate on their application which Host organizations they are most interested in, which will be a factor in sorting the applicant pools for each Host Agency. The Host Agencies conduct their own interviews of their candidate pool and work with the Racial Equity and Inclusion Program Manager to make their final Intern selection decision by the end of May 2020. Once selection occurs and the Intern formally accepts, a Tri-Party agreement is signed between NPH, the Host, and the Intern, which outlines the terms, roles, and obligations of each signing party. The Intern begins working at the Host Agency in June 2020.

8. What kinds of tasks and projects would an Intern work on?

The internship is designed to prepare college students for a career in affordable housing development through five competency skill areas:

- I. Financial Pro Forma
- II. Development Finance Application
- III. Development Plans and Project Approval Process
- IV. Loan Closing
- V. Leadership Development

The Host Agency supervisors create a work plan for the program year to arrange tasks and projects centered around these skill areas, broken down by each quarter. The Intern should have as much exposure to the various components of affordable housing real estate development as possible throughout the program year. For more detail on each of these competency areas, please see below.

COMPETENCY SKILLS FOR 2020–2021 PROGRAM YEAR

I. Financial Pro Forma

The intern will be able to understand and identify the various component parts of the Host Agency's development financial pro formas (single- or multi-family), including:

- Calculating rents for various income affordability levels
- Understanding what makes up the specific line items within various pro forma worksheets
- Calculating construction and other loan interest
- Manipulating income and rents
- Calculating cash flow or if land deal, must be able to calculate the land loan(s) payoff schedule

II. Development Finance Application

The intern will play a hands-on role of responsibility in the preparation of a minimum of two complete financing applications (i.e. TCAC, CDLAC, AHSC, HCD, CDBG, AHP, etc...). This competency can be carried out by most interns with appropriate guidance, direction, materials/samples, and computer software/hardware.

III. Development Plans and Project Approval Process

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 be able to decipher 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.

IV. Loan Closing

The Intern shall directly work on the closing of a minimum of one development loan during the internship period.

V. Leadership Skill Building

The Host Agency's leaders will support the intern in understanding what leadership is and looks like, not just at the organizational level, but also in the greater affordable housing sector/community. The Host Agency's Executive Director and/or senior staff will be expected to invite intern to "shadow" or accompany them at key leadership activities expectation (at least once every 3 months). Examples include invitations to meetings with elected officials, speaking engagements, or community meetings.