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Bay Area Housing Internship Program

Host Agency—Resources for Community Development

July 2020 – May 2021

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What is BAHIP?

Bay Area Housing Internship Program (BAHIP) is an one-year paid internship program run by Non-Profit Association of Northern California (NPH), which intends advance leaders of color in our sector and movement, while removing barriers for a robust pipeline of professional leaders to strengthen our industry. NPH created the Bay Area Affordable Housing Internship Program (BAHIP), one of several NPH initiatives to advance racial equity and inclusion.

This one-year, paid internship program trains low-income college students of color to jumpstart careers in affordable housing development and project management — by pairing each intern with an NPH member host agency, a leading nonprofit affordable housing developer.

Through hands-on experience, mentorship by leaders of color, and monthly cohort trainings, our impassioned interns come away with the hard skills of real estate development and the soft skills of navigating our industry as a person of color, making BAHIP unique among other programs.



About Me

As a woman of color interested in affordable housing, I am honored to be part of the BAHIP third cohort of 2020-2021. BAHIP placed me at my host agency, Resources Community Development, as well as provided me with the tools I needed to thrive in that environment.

As a full-time employee at Resources for Community Development, I was able to build skills in these target areas: understanding the financial proforma, development financing, understanding design process and project approval process, loan/fund closing, and leadership skills building. While working on projects at RCD, I also attended trainings through BAHIP, NPH, and ELPN that supplemented my knowledge of the field.

BAHIP has provided me with a strong foundation to work as an affordable housing professional and continue to build and advocate for affordable, ethnically diverse homes for those that need it in our community.

Mission and History

For 36 years, RCD has created and preserved affordable housing for those with the fewest options, to build community and enrich lives.

15 Communities in the City of Oakland





Creating & Preserving Affordable Housing

How We Build Communities



Real Estate Development

Creating properties that benefit residents and the broader communities



Community Development

Partnering with community organizations and residents to strengthen neighborhoods



Asset Management

Maintaining properties in top financial and physical condition



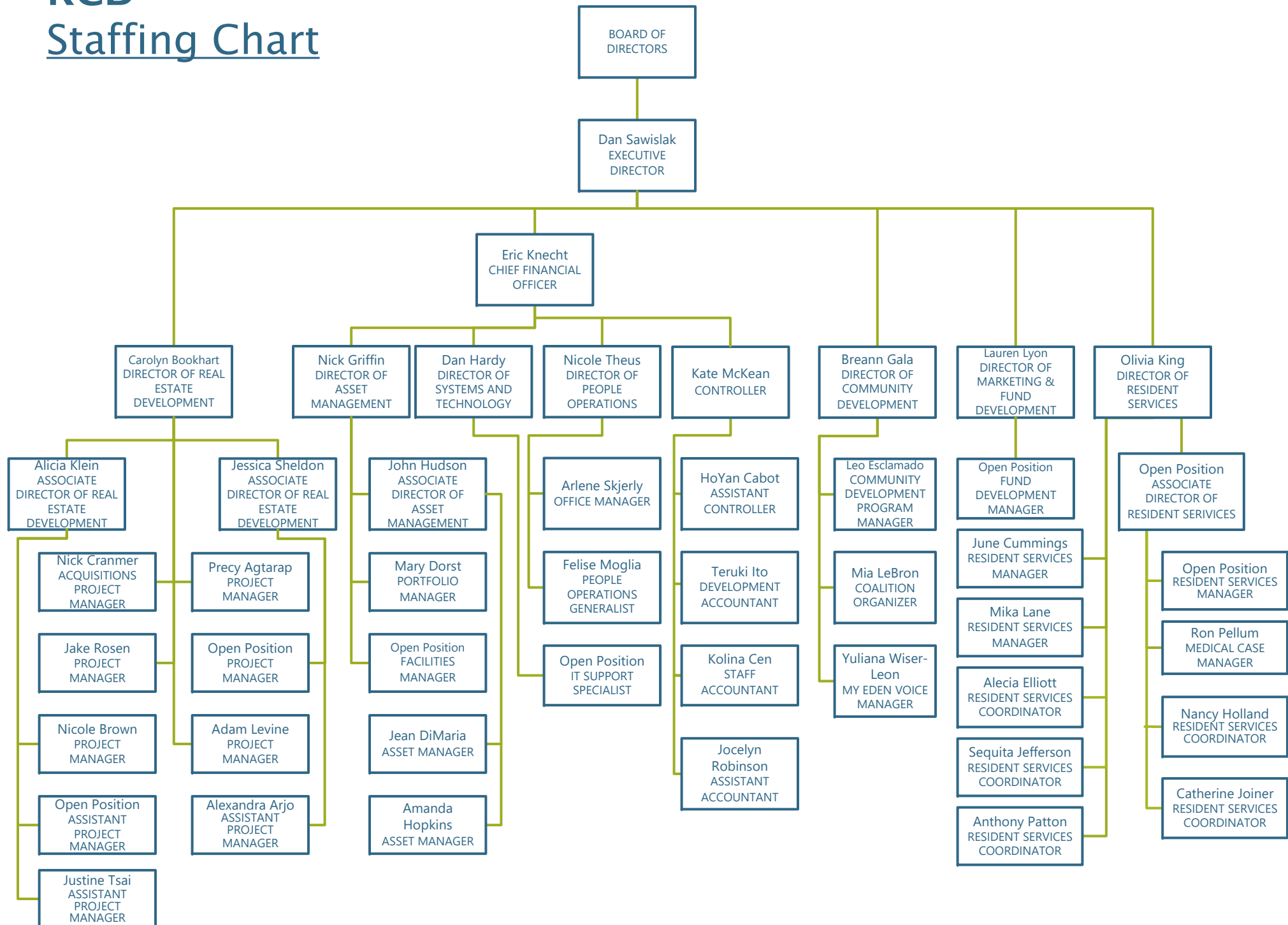
Resident Services

Providing on-site services to help our residents thrive

RCD

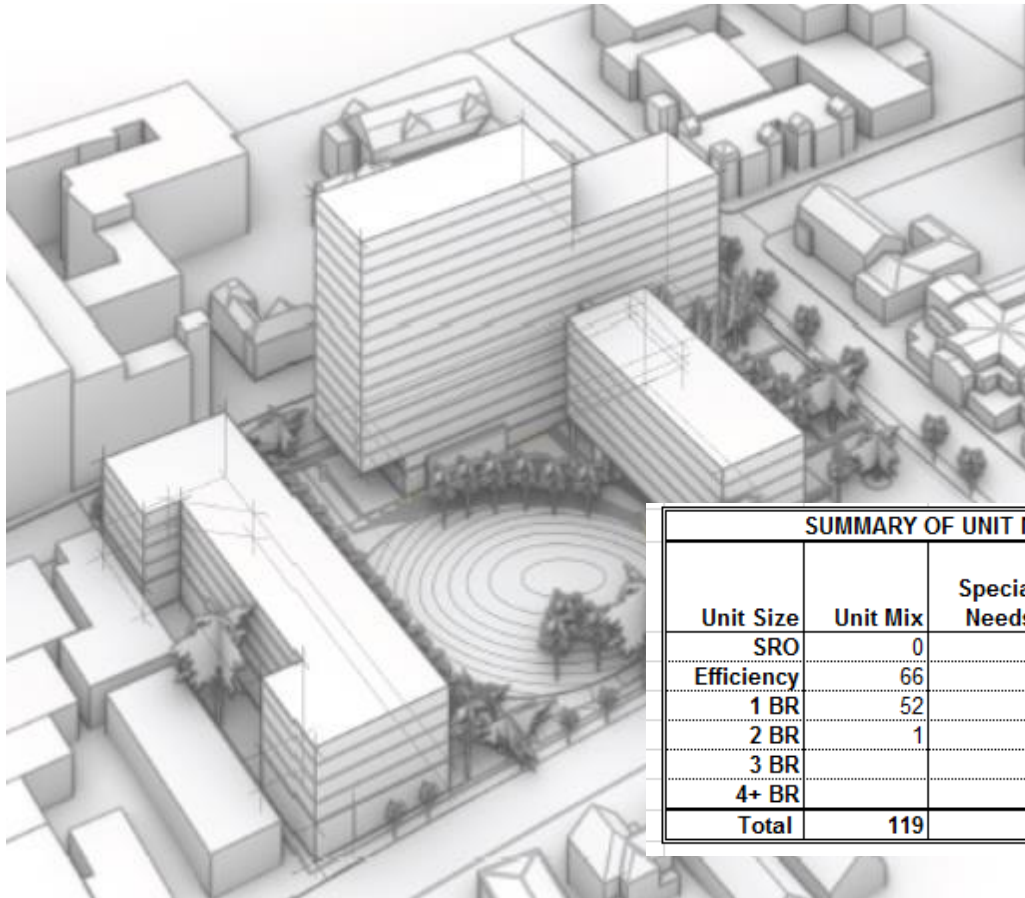
Staffing Chart

Last Updated: 9/8/2020



Understanding the Financial Proforma:

People's Park



RCD has been working on developing 119 units of affordable housing for formerly unhoused individuals in conjunction with UC Berkeley at People's Park. Besides one 2-bedroom manager's unit, People's Park plans on mostly studios and one-bedrooms for this development, as we are targeting housing for unhoused and formerly unhoused individuals.

During winter, I worked with the Associate Director of Real Estate Development to create a proforma that accounted for a couple changes that occurred during my time on that project. We had to account for project-based vouchers that was awarded from the Berkeley Housing Authority, as well as to remove a commercial first floor from the building. This exercise revealed to me the shifting nature of proformas and how to change numbers to account for changes to project. I was also able to experience translating proformas made by financial consultants to RCD's own proforma.

Development Financing

Berkeley Housing Authority Project Based Vouchers



Berkeley Housing Authority

Request for Proposals (RFP) 20-01

Project-based Section 8

When I joined RCD in August, the Berkeley Housing Authority released an RFP for Project-based Section 8 vouchers with an incredibly short turn-around time. Working with Alicia Klein, Carolyn Bookhart, and Nicole Brown, I was able to complete my first application funding application within my first month at RCD. I am proud to have drafted an initial narrative on the application, as well as put together required documentation. A few months later, Berkeley Housing Authority notified us that we were awarded 27 project-based section 8 vouchers for this project!

Provide a description of the neighborhood in which the project is proposed, including current poverty rate, vacancy rates, rent affordability, whether there is documented displacement occurring, employment/educational opportunities, historical context/relevance.

The location of the proposed development, currently known as People's Park, is in the South Berkeley neighborhood in City Council district 7, immediately south of the UC Berkeley campus. The location has a long history as a place for social activism, stemming from its important role in the free speech movement in the 1960s. The Southside neighborhood has served as an area where students and community gather to support each other. This neighborhood is a place of refuge for unhoused individuals in need of shelter and space, but has attracted crime. This development seeks to carry the historic legacy forward in the form of permanent supportive housing as part of the UC Berkeley's master plan to create new student housing, a grab-and-go eatery and a landscaped, commemorative open space. The [most recent ACS data](#) reflects the concentration of students in this small (four blocks long by five blocks wide) census tract: the overall poverty rate is 62.5% while the poverty rate for residents 25 years and older is 25%; 78% of the census tract residents are aged 18-24 years. According to the Urban Displacement Project, this area is "at risk of Gentrification and/or Displacement," indicating that there need for affordable housing. Although the rental vacancy rate of this tract is at 7.7%, likely due to seasonal vacancy from the high student population, the average cost of rent is high, with a studio at \$1,363 per month and a 1-bedroom apartment at \$1,518 per month. These rental prices reflect older rental housing stock marketed and priced for students. Affordable housing in the area would give residents access to multiple places of employment concentrated around Telegraph Avenue, the UC campus, and Downtown Berkeley, and education in this area, including UC Berkeley and Berkeley City College, and various retail opportunities, as well as significant public transit infrastructure.

Will the project be located in:

- ☐ A low poverty census tract (< 20%); Census Tract: _____ Poverty Rate: _____
- ☐ A census tract in which the proposed PBV development will be located in a HUD- designated Enterprise Zone, Economic Community, or Renewal Community.
- ☐ A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition, disposition, or HOPE VI

Development Financing

HCD No Place Like Home Applications



STATE OF CALIFORNIA
UNIVERSAL APPLICATION FOR THE
DEVELOPMENT OF AFFORDABLE RENTAL HOUSING

GENERAL INFORMATION

Date of this Application or Update:

1/19/21

UA Version 9/11/2

699 YVR

I also worked extensively on HCD's No Place Like Home (NPLH) application, which are funds targeted towards the unhoused or previously unhoused population. RCD had three project apply in the most recent round of NPLH: **Nellie Hannon Gateway, Longfellow Corner, and 699 YVR**. Since I had worked on the non-competitive application issued by the Contra Costa County for **699 YVR**, I took on coordination of the NPLH application between 3 project managers and another assistant project manager. Alongside coordination, I focused mainly on **699 YVR**, successfully completing a long checklist of items needed for this application, including organizational documents and amenity maps. While NPLH awards have not been allocated yet, **699 YVR** did successfully receive a non-competitive allocation from Contra Costa County

CDLAC/TCAC Applications

After the NPLH application, I worked on joint CDLAC and TCAC applications, which are tax credits usually needed as the last round of funding for a project. I supported project manager Adam Levine with an application for **Bell St. Gardens** in my hometown Fremont in the February round of applications. Afterwards, I supported project manager Nicole Brown with an application for **Maudelle Miller Shirek Community** in Berkeley. These applications had 40 sections and required significant coordination to get all required parts together, including organizational documents, amenities maps and financial information.

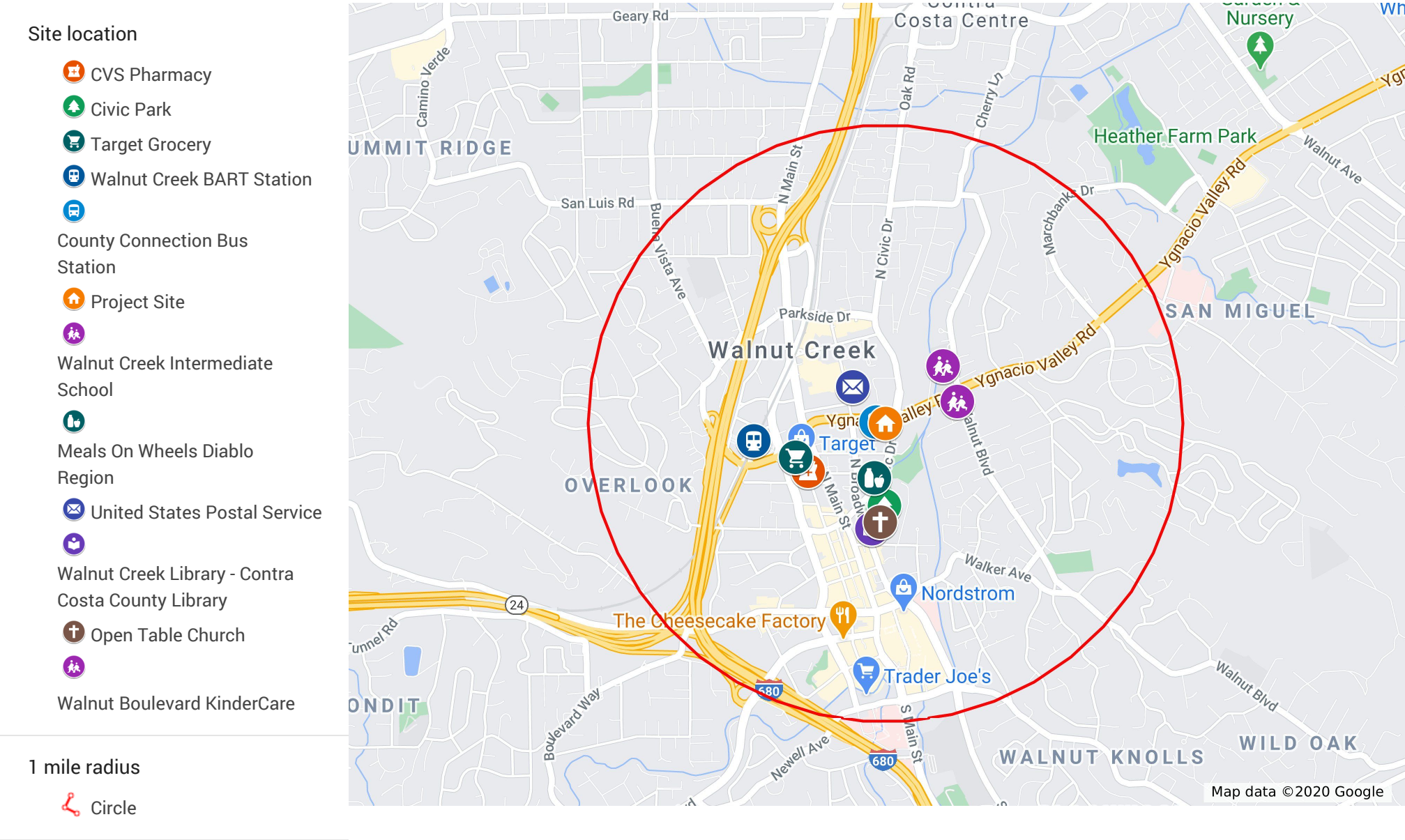
Additionally, given the changes in CDLAC and TCAC this year and the low award numbers in the Bay Area, I also supported Associate Director Jessica Sheldon in data analysis of recent CDLAC/TCAC awards. This analysis was used by Carolyn Bookhart, RCD's Director of Real Estate, to advocate for more housing funds to be allocated to the Bay Area.

44. Amenities Map

Attached is a location map showing some amenities in a 1 mile radius of 699 YVR








- CVS Pharmacy—1875 N. Main street (0.4 mile from project site)
- Civic Park—1375 Civic Dr (0.3 mile from project site)
- Target Grocery—1875 N. Main street (0.4 mile from project site)
- Walnut Creek BART Station—200 Ygnacio Valley Rd (0.5 mile from project site)
- County Connection Bus Station—WWAR + J2 (164 ft from project site)
- Walnut Creek Intermediate School—2425 Walnut Blvd (0.4 mile from project site)
- Meals on Wheels Diablo Region (senior center)—1300 Civic Drive (0.2 mile from project site)
- United States Postal Service—2070 N. Broadway (0.2 mile from project site)
- Walnut creek Library (Contra Costa Library)—1644 N Broadway (0.5 mile from project site)
- Open Table Church—1375 Civic Dr (0.3 mile from project site)
- Walnut Boulevard KinderCare—2521 Walnut Blvd (0.3 mile from project site)

699 YVR Amenities Map






Maudelle Miller Shirek - Amenities Map






Amenities CDLAC/TCAC

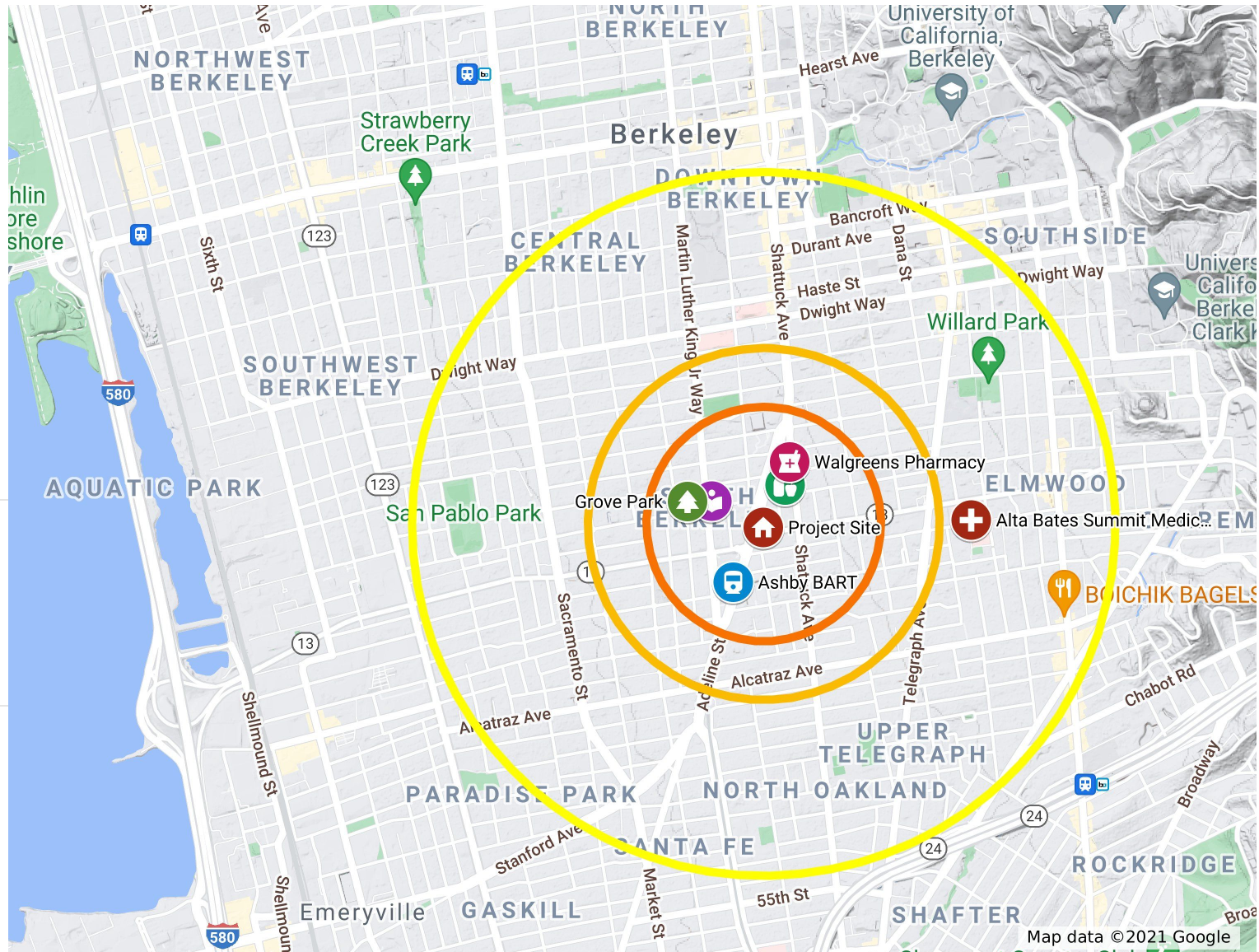
-  Berkeley Bowl (Grocery)
-  Berkeley Public Library - South Branch
-  Alta Bates Summit Medical Center | Alta Bates Campus
-  Grove Park
-  Ashby BART
-  Walgreens Pharmacy
-  Project Site

Radius

-  1/3 mile
-  1/2 mile
-  1 mile

other amenities

-  Alta Bates Summit Medical Center | Herrick Campus
-  Berkeley High School
-  Bus Stop
-  Sylvia Mendez Elementary School
-  Longfellow Middle School



Development Financing

Affordable Housing Sustainable Communities Application

The last funding application I've worked on during my time as a BAHIP intern was for HCD's Affordable Housing Sustainable Communities program—which focuses on creating sustainable housing and transit in California. While the NPLH and CDLAC/TCAC application did need coordination between services and local jurisdictions, the AHSC application required coordination and communication between not only the city and county in which our project was located, but also with transit agencies. For **699 YVR**, I sat in many zoom meetings to coordinate transit projects between the city of Walnut Creek and BART with our development. I'm excited that I was able to work on solutions that not only provide more housing for those who need it, but also sustainable transit solutions for our future residents. RCD was fortunate enough to work with an Enterprise consultant on our three AHSC projects applying, who I also interfaced with. Alongside project coordination and documentation, I also worked on the climate matrix for AHSC and used the Cal-Adapt snapshot tool for the first time.

📍 SELECT A NEW LOCATION

Local Climate Change Snapshot for 699 Ygnacio Valley Road

Walnut Creek, California 94596, United States



TEMPERATURE



PRECIPITATION



WILDFIRE

Overall temperatures are projected to rise in California during the 21st century. While the entire state will experience temperature increases, the local impacts will vary greatly with many communities and ecosystems already experiencing the effects of rising temperatures.

SELECT CLIMATE INDICATOR: Annual Average Maximum Temperature ▼

Average of all the hottest daily temperatures in a year.

Understanding Design Process and Project Approval Process

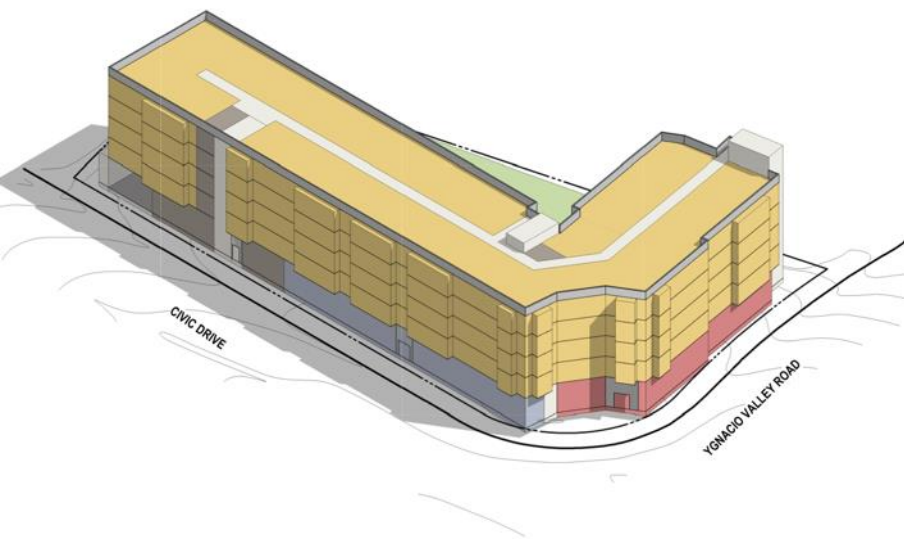
699 YVR

Alongside funding applications, I also worked on the design and project approval process for 699 YVR. Obtaining the project site relatively quickly, I worked with Nick Cranmer, our acquisitions manager, and Alicia Klein, in the early stages of this project to put it in a position ready for SB35 streamlining. I worked with our architect, Pyatok and a SB35 consultant to position our development to pass objective standards. During this time, I also ran technical support and planned a virtual community meeting, designing and mailing out 60 postcards to neighbors of the property.

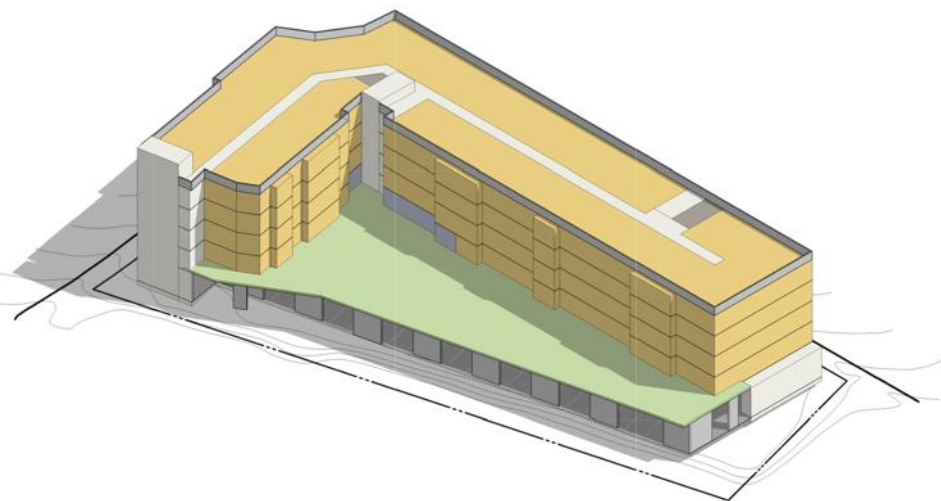
Hayward-Foothill Parcel 8

Similarly, I also worked on the project approval process on one of RCD's newest acquisitions in Hayward and unincorporated Alameda County. Working with Nick Cranmer and Carolyn Bookhart, I organized 3 community meetings, two that were in person with current tenants of the parcel. Unlike the other projects I have worked on at RCD, the Hayward-Foothill project gave me experience working on a rehabilitation project. While we worked with architects on a new building, a large part of my interactions was also focused on talking to and understanding current tenant needs and discussing this with our architects. Part of this community engagement process included creating a community profile on the area to better understand community needs.





AXO - CORNER 4

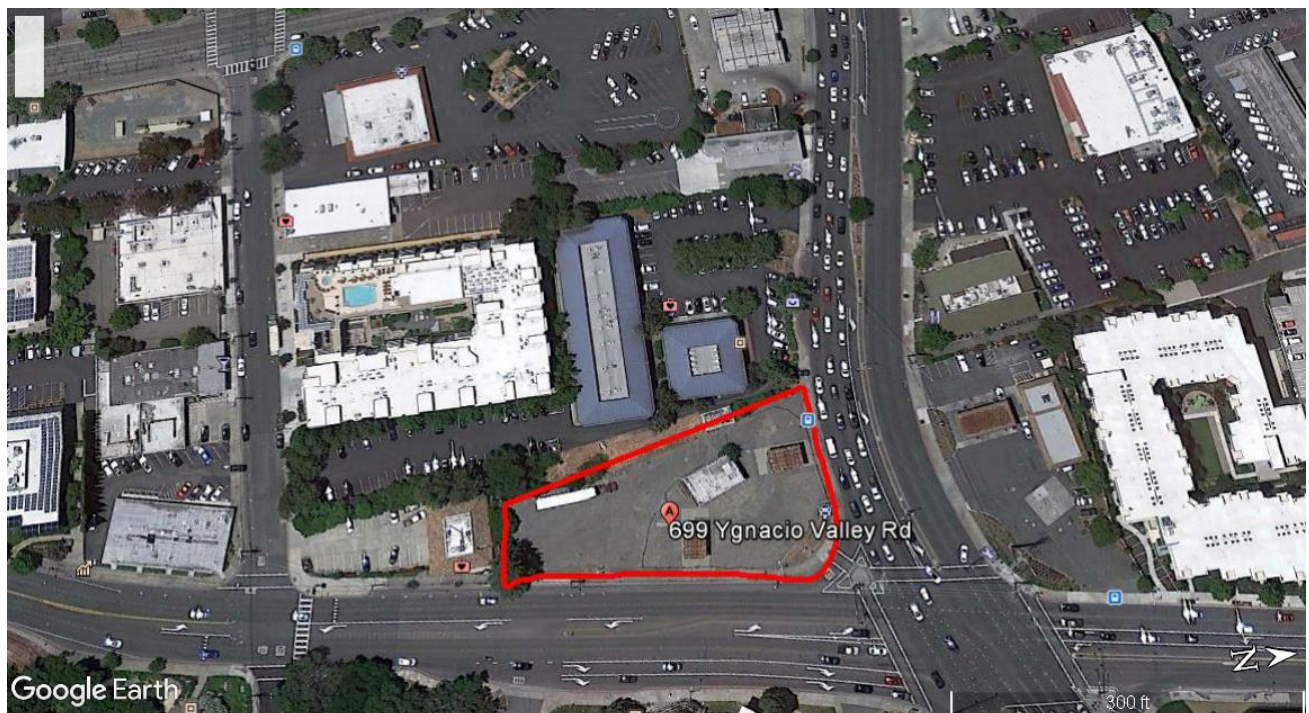


AXO - COURTYARD 3

Resources for Community Development invites you to join us for an

Virtual Community Meeting on Tuesday, October 20th at 6 p.m

regarding the proposed plans for new affordable rental homes at 699 Ygnacio Valley Road in Walnut Creek. We are proposing a new apartment complex that provides ~96 affordable homes for low-income and formerly homeless individuals and families. A community non-profit or business will have a home in the ground floor commercial space of this building.



We are excited to share our plans for the development and look forward to community feedback and input on these new homes in North Downtown Walnut Creek.

Video Link: <https://zoom.us/j/4112667104>
Call in phone number: +1(669)-900-6833
Meeting ID: 411 266 7104

If you are not able to attend but would like more information or a copy of the presentation, please contact Alicia Klein at 510-841-4410 x. 336 or via email at aklein@rcdhousing.org.

YOUR INPUT IS VALUABLE & WE LOOK FORWARD TO HEARING FROM YOU!

Hayward | Community Profile

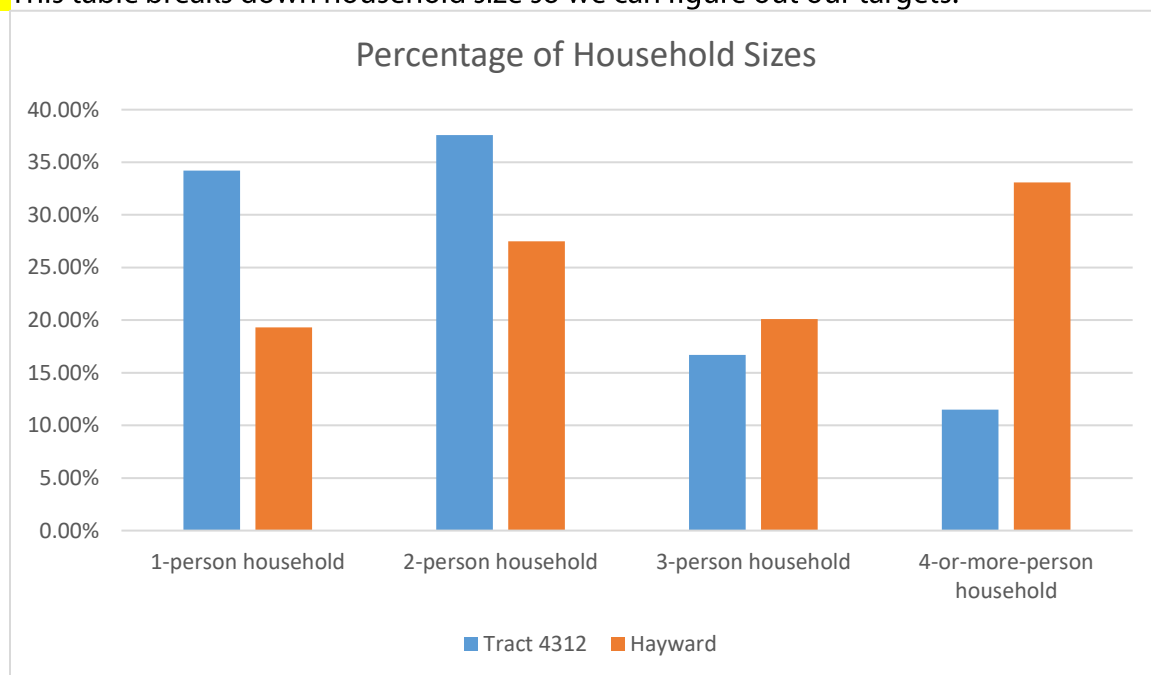
Overview: RCD plans to develop on parcel 8 on Foothill and Grove in the city of Hayward and unincorporated Alameda County (Castro Valley).

- Zip code: 94541
- Census tract: 60014312

Demographics

The total population of Hayward is 159,203, it is the third largest city in Alameda County. While the below chart gives further detail, here are a few summary points:

- Hayward's population has been growing steadily since 2010, from 144,187, an increase at about 10.2%. This is commensurate with the rest of the County. Compared to the rest of Alameda County, Hayward has a much larger Hispanic/Latino population and much smaller White population.
- More than twice the percentage of workers in this census tract take public transit to work than the city as a whole, 23% in the tract compared to 9% in the city.
- When it comes to our community engagement, we should note that 60% of the city residents speak a language other than English at home, with 30% speaking Spanish.
- This table breaks down household size so we can figure out our targets.



- According to CalEnviroScreen, the neighborhood is at high-risk of lead from housing, diesel particulate matter, groundwater threats, and asthma.

	Tract 4312	Hayward	Alameda County
Under 18 years	14.5%	21%	20.3%
19-64 years	66.8%	60.5%	65.4%
Over 65 years	18.7%	12.1%	14.3%
Race-White	60.9%	35.1%	38.8%
Race-Black	11.4%	9.6%	10.7%
Race-American Indian	0%	0.8%	0.8%
Race-Asian	13.9%	27.2%	31.1%
Race- Other PI or Hawaiian	0%	2.2%	0.8%
Race- Two or More	6.8%	7.2%	6.3%
Ethnicity- Latino or Hispanic of any Race	23.3%	40.3%	22.3%
Poverty Rate	7.8%	8.4%	8.9%
Median Household Income	\$97,833	\$86,744	\$108,322
Percentage of people speaking a language other than English at home	31.8%	59.3%	45.7%
Housing Cost Burden- Renters	41.8%	38.1%	47.9%
Overcrowded Housing (more than 1.01 per room)	3.4%	11.8%	7.2%
Owner-occupied	49.6%	52.8%	53%
Renter-occupied	50.4%	46%	47%
Unemployment Rate	1.1%	2.6%	
Rate of uninsurance (healthcare)	1.2%	4.8%	4.4%
Preschool Enrollment	0%	0.8%	6.7%
Percent of those over 25 y.o with less than a high school degree	6.5%	16.1%	10.4%
Percent of high school graduates	93.5%	83.1%	89.6%
Percent with some college education	72.2%	56.3%	72.3%
Percent with bachelor's degree or higher	44.4%	27.9%	50.6%
Percent with masters/professional degree	16.3%	7.6%	21.3%

The data above is sourced from compilation of 2019 ACS 5-Year Estimates via data.census.gov

Landscape of Community Organizations

There are an abundance of community-based organizations working in Hayward but there are a few key people and organizations that we should connect with, including:

- Community Childcare Council of Alameda County
- Tiburcio Vasquez Health Clinic
- La Familia Counseling Center
- Hayward Area Recreation Center
- Cal State East Bay
- Hayward Adult School
- Soulciety
- Eden Youth and Family Center
- Kidango Early Childhood Education
- Chabot College
- Eden Land Trust
- Hayward Collective
- My Eden Voice (RCD sponsor)
- Eden United Church of Christ
- Eden Interfaith Coalition

Land-Use and Corridor Assessment

The Walk Score for this site is 58 (somewhat walkable). Below is a list of amenities in the surrounding neighborhood:

- Schools: The [assigned schools](#) for the site are:

School	Distance (mi)	GreatSchools Rating (Test Scores/Progress)
Strobridge Elementary	0.4	1 / 2
Bret Harte Middle School	1.3	3 / n/a
Hayward High School	1.4	4 / 4

- Grocery: Safeway Grocery is 0.4 miles away and Lucky's Grocery is 1.1 miles away
- Parks: Carlos Bee Park is 0.5 miles away, Cherryland Park is 1.1 miles away.
- Transit: Hayward BART Station is about 1 mile away. AC transit bus line 93 (Castro Valley/Hayward/Bayfair) is right at the doorstep. 0.3 miles away there are bus lines 801 (downtown Oakland/Hayward/Fremont BART) and 10 (San Leandro/Hayward BART)

**Preservation and New Construction of
Affordable Rental Homes on Parcel Group 8
Virtual Community Meeting on Thursday, April 22nd at 5:30 PM**



2220 Oxford Street
Berkeley, CA 94704
www.rcdhousing.org

**Register for the virtual meeting @ <http://bit.ly/rcd-hayward>
Call in option will be emailed upon registration
Spanish interpretation will be available**



Creating & Preserving Affordable Housing

Dear Community Members and Neighbors,

Resources for Community Development (RCD) invites you to a community meeting on **Thursday, April 22nd at 5:30 PM** regarding the preservation and new construction of affordable rental homes on Parcel Group 8. The proposed project includes rehabilitation of 11 units of low-income rental housing at Bridge Court Apartments in unincorporated Alameda County, and new construction of approx. 96 units of rental housing for low-income and formerly homeless individuals and households at the corner of Foothill Blvd and Grove Way in the City of Hayward.

RCD is a non-profit affordable housing developer and owner that was started by Berkeley community members in 1984. RCD currently houses over 5,000 low-income residents across 62 properties throughout the Bay Area.

Community members can join either through our video link on a computer or mobile device, or dial-in through the phone using the call-in number.

**Register for the virtual meeting @ <http://bit.ly/rcd-hayward>
Call in option will be emailed upon registration
Spanish interpretation will be available**

For any questions related to this development, please contact Nick Cranmer at 510-841-4410 x 309 or email at ncranmer@rcdhousing.org

Loan/Fund Closing

Sango Court, Victory Village



Despite best efforts, it was difficult for me to work extensively on loan, fund, and construction closings at RCD this year. Since COVID caused extensive delays on a few funding sources and CDLAC/TCAC severely underfunded Bay Area projects in the last rounds, the projects I worked on that were slated for construction, Bell St. Gardens and Sango Court were not able to begin their closing processes. However, I did work on a little pre-construction loan closing for Sango Court, which consisted of pulling together environmental documents to show due diligence. I also helped out with Victory Village, a project RCD has recently finished construction on. In order to release performance bonds from the city of Fairfax of about 2 million dollars, I had to contact our project engineer to prove that RCD did make subdivision improvements. Despite the difficulty in actively working on a loan/fund closings this year, I still learned parts of the process, and I look forward to working on this in the next year, as more of RCD's projects get fully funded.

Leadership Skill Building

Diversity, Equity, and Inclusion in Contracting

Beyond the specific projects I worked on at RCD, I am also incredibly involved in our DEI efforts in contracting. During the last year, I compiled DEI information on our general contractors by minority and section 3 status. This data will lead to efforts to contract with more women-owned, POC owned, low-income, and local constructions crews. I also worked extensively with Dan Hardy, Director of Technology, to streamline our approval process on Salesforce, including a new data collection system to collect DEI information from our vendors. Alongside Carolyn Bookhart, Alicia Klein, and Nicole Brown, I presented our RCD DEI in contracting work to the rest of RCD and plan to continue this work across our entire organization and with NPH working groups.

Current RCD baseline data				
*Based off last 5 new construction developments				
Project Name	%MBE	%WBE	% Section 3 new hires	% Section 3 hours
1701 MLK	5.7%	0.0%	0.0%	0.0%
Stargell Commons	1.0%	0.0%	n/a	n/a
Ashland	5.9%	0.04%	21.4%	n/a
St. Paul's Commons	5.9%	14.3%	80.0%	n/a
Embark	5.9%	8.0%	0.0%	0.0%
Victory Village	1.9%	1.5%	0.0%	0.6%

