## NON-PROFIT HOUSING ASSOCIATION OF NORTHERN CALIFORNIA

## BAY AREA HOUSING INTERNSHIP PROGRAM

## HOST AGENCY APPLICATION

## Description and Form

***2019–2020 Internship Program Year***

The Non-Profit Housing Association of Northern California (NPH) is proud to announce the second year of the Bay Area Housing Internship Program (BAHIP) aimed at creating a more inclusive and diverse talent pool of housing development project managers. NPH has modeled this program after the California Coalition for Rural Housing’s successful Rural West Internship Program now in its 21st year.

NPH is currently accepting Host Agency Applications for the 2019-2020 Program Year. **Host Agency applications are due Friday, December 21, 2018 by 5:00pm.** The application form is on pages 6-8 of this document and the online form is available here. **We prefer that all applications are submitted via the online form.** If you are not able to utilize the online form, you may use this Word doc form to fill in the application. **Completed Word doc forms must be emailed to Matt Huerta, NPH’s consultant and Program Manager of BAHIP, at** [**matt@nonprofithousing.org**](mailto:matt@nonprofithousing.org) **with the subject line: [Your Agency Name]’s BAHIP application.**

Host Agency applicants *who have not already participated in the Program* must have at least one representative participate in the Application Webinar Conference on Wednesday, November 28th, 1:00-2:00pm at http://bit.ly/BAHIPwebinarNov28 (Current Host Agencies are exempt from attending the Webinar)

# **PROGRAM OBJECTIVES**

The Internship Programis a one-year paid internship designed to increase the staff diversity within the Affordable Housing and Community Development field and assist in meeting the diverse needs of the communities served throughout the San Francisco Bay Area. This includes recruiting, training and retaining students who may not otherwise know about affordable housing finance and development as a viable and rewarding career. We strongly encourage students who come from low-income, urban neighborhoods, people of color backgrounds, and/or people who reflect the Bay Area’s diverse cultural and linguistic demographics to apply. We give high priority to students entering their final year at four-year universities so that upon graduating from college, they may be able to be employed in entry level professional positions in the field.

## HOW THE PROGRAM WORKS

Up to (12) Host Agencies will be selected by the end of January 2019, NPH will recruit potential Intern participants from 4-year universities across the Bay Area. Our primary recruitment partner universities will be CSU East Bay, San Francisco State University, and San Jose State University where we will hold a series of outreach presentations. Interns must attend universities within commuting distance to the Host Agency in order to qualify for the internship. Student applications will be due by April and interns are then screened and interviewed by NPH. Recommendations for interviews are then provided to the Host Agencies. The Host Agency and NPH’s Program Manager will make the final intern selection decision. At this point, an agreement is signed between NPH, the host, and the intern, which outlines the terms, roles, and obligations of each signer.

Interns are placed with a Host Agency for one year, beginning work in the summer (full-time; 40 hours per week) and then transition into part-time work starting in August-September depending on students’ academic schedules, when interns reduce their hours to 16-20 hours per week for the remainder of the Program year. A maximum of 1,200 hours at $17/hour must be budgeted for this internship by the host agency. The intern works closely with their assigned supervisor and follows a scope of work and learning plan agreed upon by NPH and the Host Agency. Approximately once per month, interns will be asked to participate in training and other NPH program-related activities; hosts and interns will be informed of this with ample advance notice.

Working at the Host Agency and participating in NPH summer training and supplemental activities, interns learn hands-on how to impact and build healthy communities primarily through the development of affordable housing. Priority is given to hosts proposing to have interns actively engaged in affordable housing development/rehabilitation projects for the entire duration of the intern program year. All interns are expected to achieve basic competency skills in line with their community development track over the course of the year (see page 4). Intern competency skill development is assessed regularly over the course of the year, and will culminate with Intern Final Project Presentations and a graduation event.

During the year, the intern will be exposed to the following community development tracks:

**Affordable Housing and Real Estate Development:** Learn hands-on what it takes to create affordable, healthy living communities, and specifically learn the intricacies of financing and developing single family homes or multi-family housing complexes for low-income and ethnically diverse communities from concept inception to construction completion.

All Interns will participate in **Community Development Leadership Shadowing**: Executive Directors of the Host Agencies invite Interns to accompany them to key meetings to observe community leadership activities that expose the Intern to big picture community development issues such as policy development, advocacy, community collaboration, etc. as a part of the leadership shadowing component.

All Interns will also have an opportunity to engage in and learn about **Affordable Housing Advocacy** and what it takes to advocate effectively for affordable housing at the local, regional and state level.

## INTERNSHIP PROGRAM TIMELINE

All selected interns begin the internship program as early in June 2019 as possible (negotiated between the Host, NPH, and Intern and based on completion of finals of the Spring 2019 term of the respective Intern). Interns who cannot start their internship in June will not be allowed to participate in the program.

In June, the interns will attend two half-day Orientations that provide background for their work, including the history of community development, fair housing laws and practice, introduction to basic real estate fundamentals, introduction to development feasibility, and framing the housing problem with a focus on affordability, adequacy, and availability.

In mid-July, all interns will be brought together to participate in the California Coalition for Rural Housing’s (CCRH) Intern Program **Summer Training Institute at UC Davis.** NPH interns will participate in 2 days of training taught by industry professionals on a variety of affordable housing and community development topics geared toward providing them with key tools to be able to undertake their internship responsibilities more effectively.

Interns will also have free access to NPH’s 2019 Annual Fall Conference as a participant and attendee as well as free access to all NPH hosted trainings, including Brown Bag workshops and ELPN trainings and events.

Beginning in October, the Program Manager will conduct/coordinate monthly classes on relevant topics ranging from neighborhood engagement strategies, navigating the project approval process, and transit-oriented development. These monthly sessions will also be an opportunity for interns to meet as a cohort for peer-to-peer networking and relationship building. These sessions will be facilitated by the Program Manager to talk about challenges and share learnings and insight, while building relationships and leadership.

**Final Session and Graduation:** To culminate the program year, interns will present a final affordable housing development project to a Mock City Council or Loan Fund Committee comprised of Internship Advisory Committee Members, Executive Directors, and other leaders in the field. The final presentation is an opportunity to reaffirm their learning throughout the year. Interns are celebrated and recognized for their efforts and successful graduation from the program at a joyous and festive Graduation event.

**Enrichment Opportunities:** Host Agencies and NPH will regularly inform interns of various housing and community development events, resources, training opportunities, and job announcements via NPH member emails. Host Agencies will encourage interns to participate in trainings as appropriate. Interns are alsoencouraged to apply for scholarships to attend housing conferences of their interest.

## INTERN PAY

The intern will be an employee of the Host Agency, per the Internship Agreement. Host Agencies must commit to an hourly wage for interns of $17.00 per hour, with the option to exceed this amount. Host agencies must commit to payment of 100% of the cost of the net hourly pay rate, plus applicable health, dental, fringe benefits, taxes, and insurance that may apply for the 2019–2020 program year. The cost of the Summer Training Institute at UC Davis is also covered by the Host Agency at $800/intern. CCRH (who is the coordinating agency for the Summer Training Institute) will invoice host agencies directly for this cost. Interns shall be paid for any hours they are participating in internship-related trainings, including NPH-hosted trainings and supplemental activities.

**COMPETENCY SKILLS FOR 2019–2020 PROGRAM YEAR**

(Interns in real estate and housing development positions, which is our priority community development track, are expected to gain basic skills in the following areas – NPH retains the right to provide more detail and minor changes to this list prior to starting the 2019–2020 Program Year.)

1. **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:

→ calculate rents for various income affordability levels

→ fully understand what makes up the specific line items within various pro forma worksheets

→ calculate construction and other loan interest

→ manipulate income and rents

→ calculate cash flow or if land deal, must be able to calculate the land loan(s) payoff schedule

## Development Finance Application Competency

## 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 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 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.

1. **Loan Closing Competency**

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

###### V. Leadership Skill Building Competency

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.

**VI. Mentorship Building Competency**

The Intern will be exposed to a mentorship model developed by NPH in order to understand the value and positive impact mentors can have in his/her professional and personal development. The intern will be encouraged to seek out and secure a mentor in the field, sometimes approaching direct supervisors, colleagues, leaders outside their own host agency or program alumni to engage in a mentorship relationship.

# **HOST APPLICATION FORM FOR THE 2019–2020 INTERN PROGRAM YEAR**

## General Application Guidelines

Any Host Agency who would like to host an intern for the 2019–2020 Program Year must complete this application. All agencies interested in participating as a Host Agency **must be a current member of NPH** and have a successful track record in the development and operation of subsidized affordable housing (if you are not sure if this applies to you, feel free to email or call to clarify before completing this form). We will prioritize mission-driven, non-profit affordable housing development organizations. Please review Pages 1-5 above prior to completing this form. **Applications must be submitted via email by Friday December 21, 2018, by 5pm.** We will begin recruiting applicants in January as soon as hosts are selected.

Questions about your membership? Please contact [Hilda@nonprofithousing.org](mailto:Hilda@nonprofithousing.org).

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**Organization Org Website (if applicable)**

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**Mailing Address Email for Main Contact**

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**Main Contact Name and Title Direct Line for Main Contact**

(The Main Contact should be the person NPH can contact with any questions about the application.)

**Please keep answers short and concise.**

1. Briefly explain why your organization would like to participate in the program.
2. Does your organization have a formal organizational diversity, equity and inclusion plan, policy or statement? If so, please attach a copy.

3. Are you willing to pay the required pay rate and any fringe that would apply? What net hourly pay rate do you propose to pay if higher than the minimum rate?

4. Please provide a brief paragraph about your organization and its mission, history, affordable housing development expertise and capacity, geographic focus, and your organization’s current year operating budget.

5. Please provide a brief paragraph about the department that the intern will be a part of.

6. Based on your review of the program description above, are you willing to fully support the Intern in his/her learning at your host agency and support the intern’s participation in NPH supplemental activities?

7. Based on your current staff capacity and your projections for June 2019 – May 2020, do you believe you will have the staff capacity and pipeline of projects at your organization to support an intern in their learning based on the program’s competency areas? Please explain. (To review competencies, see page 4.)

8. The Internship Program was created to diversify the field of affordable housing development by creating a pipeline of professionals of color representative of the communities our organizations serve across the San Francisco Bay Area. Providing an inclusive work environment is key to a positive learning experience. How will your organization provide and ensure an inclusive and welcoming work environment for the NPH Intern?

9. Please provide the name and title of the main supervisor for the intern and attach their resume to the application email. (This should be a senior level supervisor who can make decisions regarding the workload and time commitment of the intern. This does not have to be the same as the immediate supervisor who supervises the day-to-day work.)

If the immediate supervisor is different from the main supervisor, please list their contact name,   
 and title and also attach their resume.

10. It is the role and responsibility of the immediate supervisor at the Host Agency to act as a coach/ mentor to the NPH intern. Describe how the immediate supervisor selected is qualified to play this role.

11. How does the immediate supervisor plan to support the intern in his/her learning and success? (Please provide specific examples, i.e. plan weekly check-ins, encourage intern to ask questions, celebrate accomplishments.)

12. Please provide a copy of your organizational chart or something comparable that specifically shows the department and team members of which the intern will be a part of that includes job titles and proposed job title of the intern, if you are selected as a host.

13. The department and team members of which the intern will be a part of are a major influence in the intern’s experience. How does your organization plan to ensure all team members understand the goals/mission of the program and how they will contribute to the intern’s learning?

14. Provide a brief description of the project(s) that the intern will work on and indicate the proposed responsibilities within the project(s). **This can be in bullet format but be specific enough so that we understand what you are envisioning.** For example, if you propose that the Intern “assist with the development of a 75-unit rental development,” tell us how, specifically). NPH understands that this scope of work may change by June 2019. If you are selected as a Host Agency, we will ask you for an updated scope of work shortly prior to the start of the internship. An example scope of work can be made available if necessary, please email the Program Manager.

15. Provide a list, chart, or something comparable that shows your overall department projects in the pipeline.

16. If you are awarded an Intern, would you be willing to invest in training the intern in a manner that will enable the intern to achieve the skills needed to be highly competitive for an entry level position in their community development track (to review tracks see page 2) either at your organization or other comparable agency?

Please add any information that may help us understand your intentions in this area *(for   
 example “yes, we fully intend to hire this person if all goes well during the year”)*

17. Please provide any additional information that you think we should consider when evaluating your application, including experience participating in similar internship programs, hiring of internship graduates, and requirements you may have for a prospective intern (i.e. access to their own vehicle for work, ability to work irregular hours, etc.).

18. **This application must be signed by the Director/Manager of the department overseeing the work of the intern and the Executive Director of the Organization.**

**Name: Job Title:**

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**Signature Date**

**Executive Director Name:**

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**Signature Date**

Thank you for your interest in hosting an Intern for our 2019–2020 Intern Program year!

Please send your application in PDF format by email to Matt Huerta, Program Manager, at [matt@nonprofithousing.org](mailto:matt@nonprofithousing.org) **with the subject line: [Your Agency Name]’s BAHIP application.** Please call (831) 809-4279 if you have any questions about the application or the program. Final Host Agencies will be selected by end of January 2019.

*Host Applications will be assessed based on the content of information provided in the application. NPH may decide to contact you, if information provided in this application is not clear or if we believe it is necessary to request additional information. NPH maintains the right to deny awarding an applicant as a Host Agency for the year based upon our review of information provided.*