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### Bay Area Housing Internship Program (BAHIP)

# **2019-2020**

## Intern Application

*Application Deadline: March 29, 2019*

# **program description and application form**

## (Please read carefully before applying)

The Non-Profit Housing Association of Northern California (NPH) is very excited to announce the **second cycle of our Bay Area Housing Internship Program (BAHIP)**. NPH is a 40-year old nonprofit membership organization working in the 9-county Bay Area to fulfill our vision of a future where everyone has a place to call home and where low-income communities and communities of color stay and prosper in the region. We do this by activating our members - over 750 affordable housing developers, advocates, community leaders, and businesses - and working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families, and neighborhoods. Through BAHIP, NPH aims to support growing the next generation of affordable housing professionals.

# **ABOUT THE PROGRAM’S OBJECTIVES**

BAHIP is a one-year **paid** internship designed to recruit and train housing development professionals who enhance inclusion and racial equity at leading nonprofit housing development organizations in the Bay Area. This internship will provide a launching pad for Bay Area college students from low-income, communities of color backgrounds into a career in affordable housing development/project management. We strongly encourage applications from students entering their last year of college who have an academic focus on/interest in urban studies, community development, and related subject matter. Students with bilingual/bicultural backgrounds are also encouraged to apply.

**HOW THE INTERNSHIP WORKS**

The program will consist of three pillars to form the foundation of a successful internship experience. The first is the intern, the second is NPH, and the third is the Host Agency (the Organization where interns are placed). **NPH** is the Program Administrator of BAHIP: NPH sponsors the program and coordinates all trainings and supplemental program activities. The **Host Agency** is a nonprofit or governmental agency where each intern carries out his/her day-to-day work. **Interns** are individuals from a low-income and/or minority backgrounds currently enrolled in a Bay Area college or university (preferably entering their final year of school in Fall 2019) who will commit to a one-year program of work and learning. Interns are selected via a competitive application process from across the San Francisco Bay Area and matched with a host agency based on many factors, including desired areas of focus, geographic location, etc. The intern will be supervised by a designated staff person at the host agency, who will work closely with the intern and also serve as a mentor. Interns will learn not only the how-to’s of project management, but also about the affordable housing and community development field. Interns and host agencies sign agreements with NPH to ensure understanding of the program terms and policies, and to ensure an optimal experience for the Intern and the Host Agency.

During the course of the year, the Intern will be actively involved in affordable housing and real estate development. The Intern will learn hands-on what it takes to create affordable homes in sustainable communities, and specifically learn the intricacies of developing and rehabilitating single-family homes or multifamily housing complexes from concept inception to construction completion for low-income and ethnically diverse communities following a real estate development process.

In addition, interns will further develop their leadership skills through the program’s supplemental activities described below.

## INTERNSHIP PROGRAM TIMELINE

All selected interns will 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 school term of the respective Intern). **Interns who cannot start their internship in June are not eligible 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. Concurrently, interns will also work with Host Agencies to coordinate start date of their internships and hours of work over the summer and school year. NPH anticipates interns to be available for full-time work over the summer months and part-time during the school year.

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. ***This is a mandatory training scheduled for the afternoon and evening of Tuesday July 16th, all of Wednesday July 17th, and most of Thursday July 18th. There is no option to reschedule.*** All lodging and meals are included. Interns must arrange their own travel to and from the site.

Beginning in September, 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.

**On-the-Job Training at Host Agencies**: Host Agencies will provide opportunities to gain hands-on experience in areas such as these:

* Participating and helping facilitate community meetings about proposed developments;
* Assisting with land and property acquisitions;
* Conducting an assessment or needs survey to determine the housing and  community development needs of low-income people;
* Participating in planning meetings with the architect and property management on the design of architectural drawings for affordable housing developments and community facilities such as child care centers and community recreation buildings;
* Assist with the financial applications and loan closings for developments; and
* Participating in construction meetings and preparing construction draw requests.

Interns will also be encouraged to attend and participate in NPH’s Annual Fall Conference in September/October.

**Final Session and Graduation:** To culminate the program year, interns will present a project portfolio detailing their key work assignments and products that can be shared with colleagues and prospective employers. 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.

## INTERNSHIP PROGRAM TERM AND PAY

The term of the program is for one year and the Internship starts as early as June 2019 and ends in May 2020. Interns are expected to start no later than June 30, 2019. The hourly wage for the internship will depend on the Host Agency, but will be a minimum of $17 per hour. Hours spent attending monthly BAHIP trainings, enrichment opportunities, and the 2-day Summer Training Institute are all considered work time and will be paid at the agreed upon rate.

## Who Should Apply

Priority is given to students enrolled full-time this academic year (2018-2019) and the following entire academic year (2019-2020). We strongly encourage students to apply who are entering their last year of college who have an academic focus on/interest in urban studies, community development, and related subject matter. Successful interns will have a strong understanding of math and calculations/formulas, have good college level writing skills, and who are familiar/skilled with spreadsheets (i.e. Microsoft Excel). Students who have a background in urban development and affordable housing are also encouraged to apply to the program, however, there are no parameters regarding interns’ majors. All majors are welcome to apply and we especially encourage all students who are interested in affordable housing. ***Students of color, bilingual/bicultural students are strongly encouraged to apply. A strong commitment to affordable housing and social justice is a must!***

## Send completed applications to: matt@nonprofithousing.org;

## OR

## Use the online form at [www.nonprofithousing.org/bahip/](http://www.nonprofithousing.org/bahip/)

**Bay Area Housing Internship Program**

###### 2019-2020 Intern Application Form

**(Important – Please read the Program Description prior to completing this application)**

Applications must be submitted by 11:59 p.m. PST March 29, 2019. You may use this Word doc application form or the online form available at [*www.nonprofithousing.org/bahip/*](http://www.nonprofithousing.org/bahip/). All answers must be completed for the application to be considered. Add space as needed to complete your answers. If using the Word doc application form, save your application as a PDF file and email it with needed attachments to: *matt@nonprofithousing.org*. To submit online, use the [online form](https://goo.gl/forms/fjOF4rLcv6Uvstwr1) and follow the instructions in the form to attach needed materials and submit.

## I. PERSONAL INFORMATION

Name of Applicant:

Your mailing address while in school (Street/City/State/Zip):

Your home/best number to reach you:

E-mail Address:

Permanent Mailing Address (or other near relative address) (Street/City/State/Zip):

Permanent Telephone:

Date of Birth:

School Currently Attending:

Years of college completed:

Standing in School (i.e. Junior, Senior, etc.):

Expected graduation date:

Are you a first-generation University Student? (Your parents did not graduate from a 4-Year University) YES / NO



Do you speak another language? YES / NO

If YES, please specify language and level of fluency:

Are you a full-time student? YES / NO

If not, please explain here:

Will you be a full-time student in the fall? YES / NO

Current Major(s), Minor(s), Degree(s), and/or Areas of Study:

How did you learn about this internship program?

If selected to be interviewed for the internship program, which 3 Host Agencies would you prefer to be considered for placement? (The agencies are listed alphabetically below. We encourage you to visit the agency websites of each host agency to get more information before selecting.) Please select 3 only; you can rank order your selections as well.

* BRIDGE Housing, San Francisco
* EAH, San Rafael
* East Bay Asian Local Development Corporation, Oakland
* Eden Housing, Hayward
* First Community Housing, San Jose
* MidPen Housing, Foster City
* MidPen Housing, Santa Rosa
* Mission Housing Development Organization, San Francisco
* Palo Alto Housing Corporation, Palo Alto
* Tenderloin Neighborhood Development Corporation, San Francisco

If selected for the program, can you work full-time during the summer of 2019 (30-40 hours per week starting between June 1 – June 30, 2019) **and** part-time (approx. 16-20 hours per week) starting when your fall term begins and through May 31, 2020? YES / NO.

***If your answer is “NO”, you may not qualify for the program. Please contact the Program Manager for clarification before continuing with this application.***

## If selected for the program, can you show proof of identity and legal authorization to work in the U.S.? YES / NO

***Please note that all information provided in this application will be kept private and confidential. Proof of identity and legal authorization to work is for employment eligibility verification ONLY.***



## II. STATEMENT OF PURPOSE

## Please address the issues listed in the paragraph below to the best of your ability.

In the space below, concisely state your goals with respect to the program. Describe your background and why you are interested in this program. What do you intend to do with your training and experience after the internship ends? Please describe your interest in the community development field; interest in impacting diverse, low-income and urban communities (if applicable, use examples of how you have demonstrated this in the past, and indicate any experience living or working with new immigrant and/or ethnically diverse communities). Indicate whether you have lived in or have direct experience with government subsidized housing programs. Add anything else that may demonstrate your ability to be a good candidate for the program. **This statement should be typed in the space below and be no more than 500 words long. Applicants are strongly encouraged to review the Program Description starting on page 2 of this application prior to preparing their Statement of Purpose.**

[Type your statement here.]

\* \* \* \* \* \* \* \* \*

## III. EDUCATION

List colleges/universities attended:

 **School Location Dates Major(s)/Minor(s) Degree(s)**





\* \* \* \* \* \* \* \* \*

## IV. EMPLOYMENT/VOLUNTEER EXPERIENCE

Please attach a resume in your submission email that includes information regarding current and past employment or volunteer experience, including employer/volunteer organization, term, and your duties. Please include experience you have had working within the community or with low-income communities especially as it relates to housing. Please also include any special skills you may have acquired such as specific computer programs or language translation.

\* \* \* \* \* \* \* \* \*

**V. LETTERS OF RECOMMENDATION**

You are required to submit two letters of recommendation, with at least one being from a professor. Both letters should come from those persons most familiar with your community activities, employment, career interests and/or your academic work. **Letters must be written on letterhead and have original signatures**. *(It will help strengthen your application if you provide a copy of the program description to the persons writing your letters.)* The letters may be sent by the letter writer to the Program Manager or submitted via this [online form](https://docs.google.com/forms/d/e/1FAIpQLSeP1M3DgKZv_9MCPiuBBr_oY7KTWGONEfkeGKlXjqNVavr7WA/viewform?usp=sf_link). **It is your responsibility to follow up directly with those persons you have asked to write the letter to make sure they have sent it in on your behalf.**

To submit a hard copy original of the letter, please mail it to:

 Matt Huerta, BAHIP Program Mgr

 NPH

 369 Pine Street, Suite 350

 San Francisco, CA 94104

To submit a scanned original via email, send it to: matt@nonprofithousing.org with the subject line: [Student Name] BAHIP Recommendation Letter

***The deadline for receipt of recommendation letters is March 29.***

**APPLICATION CONTINUES ON NEXT PAGE →**

**VI. Transcripts**

A copy of a current college transcript must be submitted with your application as a separate attachment. We will accept unofficial or official copies - many universities allow you to download an unofficial transcript. **Please ensure that your transcript that is in a readable format – pdf preferred.**



**Applications will not be considered complete until all the above information is provided.** If there are circumstances that prohibit you from completing the application in a timely manner, **please contact Matt Huerta, Program Manager** at matt@nonprofithousing.org.

**I hereby certify that all of the information included in this application is complete and accurate.**



Signature/Name of Applicant Date

*All applicants will be notified by e-mail or by telephone regarding the status of their application by May 15th.*