



Housing Development Consortium of
Seattle-King County's

Housing Development Internship Program Host Agency Application

Description and Form

2020–2021 Internship Program Year

The Housing Development Consortium of Seattle-King County (HDC) is currently accepting Host Agency Applications for the 2020 – 2021 Internship Program Year aimed at promoting an equitable, inclusive, and diverse talent pool to support the next generation of affordable housing professionals.

The Host Agency applications must be submitted by 11:59 p.m. PST June 12, 2020. Please answer all parts of the application. Add space as needed to complete your answers, save your application as PDF file, and email it with needed attachments to: aselefech@housingconsortium.org and loren@housingconsortium.org

PROGRAM OBJECTIVES

HDC's Housing Development Internship program is a 9-month paid internship designed to recruit, train, and retain racially and socio-economically diverse students who may not otherwise know about opportunities in the affordable housing sector. This internship aims to provide a launch pad for college and

graduate students from communities of color backgrounds into a career in affordable housing development/project management.

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 Program Administrator (HDC), and the third is the Host Agency (the Organization where interns are placed).

As the Program Administrator of the internship program, HDC will agree to convene the intern, as part of the program cohort, and coordinate additional trainings and supplemental program activities. The Host Agency is a nonprofit or governmental agency where each intern carries out his/her/their day-to-day work.

INTERNSHIP PROGRAM OVERVIEW

All selected interns will begin the internship program no later than October 2020 (as negotiated between the Host, HDC, and intern). Interns who cannot start their internship Fall quarter will not be eligible for this round of the program.

On-the-Job Training at Host Agencies: Host Agencies will provide opportunities to gain hands-on experience in areas such as, but not limited to:

- Attending community meetings about proposed developments;
- Assisting supervisors with land and property acquisitions, if possible/applicable;
- Helping to conduct assessments to determine the housing and community development needs associated with a particular neighborhood, service population, or project concept;
- Participating in project planning meetings
- Assisting with the financial applications and loan closings for developments, if/when applicable

An example job description is enclosed with this form. Please review both the expected intern responsibilities as well as the expectations of the Host agency.

Interns are placed with a Host Agency for nine months. The term of the program is September or October 2020- June 2021. Interns are expected to start no later than October 5th, 2020 and will commit to an agenda of work and learning consisting of 15-20 hours/week. The hourly wage for the internship will depend on the Host Agency but will be a minimum of \$15 per hour. Hours spent attending trainings and other assigned enrichment opportunities are all considered work time and will be paid at the agreed upon rate.

Working at the Host Agency and participating in HDC trainings and supplemental activities, interns learn hands-on what it takes to create affordable, healthy living communities, and specifically learn the intricacies of developing projects from concept inception to construction completion. Priority is given to hosts proposing to have interns actively engaged in affordable housing development/affordable housing for the entire duration of the intern program year.

All interns are expected to achieve basic competency skills in line with their development track over the course of the year (see page 4-5). In addition, interns will further develop their professional and leadership skills through supplemental activities associated with HDC.

HDC will convene all participating interns on at least a monthly basis, as part of a cohort learning community. Cohort convenings will include specific affordable housing curriculum, as well as space for discussion and reflection.

INTERNSHIP PROGRAM TIMELINE

Interns will be initially screened by HDC based on cover letter and resume responses, in addition to a standardized set of criteria created for this program in line with program goals. Two – three interview recommendations will be provided to each Host Agency, dependent on total number of intern candidates. The Host Agency will conduct the hiring process from this point and indicate their preferred intern candidate(s). Host Agencies and HDC will work together to make final intern placement decisions. An agreement is then signed by HDC, the host, and the intern, which outlines the terms, roles, and obligations of each signer.

All selected interns will begin the internship program by October 2020 (as negotiated between the Host, HDC, and Intern and based on completion of finals of the Fall 2020 term of the respective Intern).

In early October, all interns – as part of the program – will attend a full-day Orientation that provides background for their work, including the history of housing development and affordable housing, an introduction to development feasibility, and framing the housing problem with a focus on affordability, equity, and scale. Host agencies are also expected to commit to a half day orientation.

Beginning in September or October, HDC's Equity and Programs Manager will facilitate monthly meetings with interns for an opportunity to meet as a cohort for peer-to-peer networking and relationship building. These sessions will engage the interns to talk about challenges, and share learnings, and insights while building relationships and leadership.

Final Session and Closing Ceremony: To culminate the program year, interns will present a final project to the Recruiting Diversity Task Force, Executive Directors, and other leaders in the field. The final presentation is an opportunity to reaffirm intern learning throughout the year. Interns will be celebrated and recognized for their efforts and successful completion from the program at a joyous and festive event.

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 \$15-20 per hour, with the option to exceed this amount. Interns shall be paid for any hours they are participating in internship-related trainings, including HDC-hosted trainings and supplemental activities.

HDC recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. Any employees who need reasonable accommodation should notify their supervisor. The need for accommodations is determined on a case-by-case basis. Please consult with your human resources department to ensure accessibility, accommodations, and Americans with Disabilities Act(ADA) compliance.

COMPETENCY SKILLS FOR 2020–2021 PROGRAM YEAR

Interns in real estate and housing development positions are expected to gain basic skills in the following areas (HDC may modify this list as it continues to develop the program prior to starting the 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:

- calculate rents for various income affordability levels
- 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

II. Development Finance Application Competency

The intern will play a hands-on role in the preparation of at least one complete financing application, *if possible*.

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 have basic familiarity with construction plans, civil drawings, and subdivision process.

IV. Loan Closing Competency

The Intern should directly work on the closing of at least one development loan during the internship period, *if possible*.

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 (at least once every 3 months). Examples include invitations to meetings with elected officials, speaking engagements, or community meetings.

HOST APPLICATION FORM FOR THE 2020–2021 INTERN PROGRAM YEAR

General Application Guidelines

Any Host Agency that 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 HDC** and have a successful track record in the development and operation of affordable housing (if you are not sure 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 and/or government agencies.

Please review Pages 1-5 above prior to completing this form. **Applications must be submitted via email by Friday June 12, 2020, by 11:59pm.**

Organization

Org Website (if applicable)

Mailing Address

Email for Main Contact

Main Contact Name and Title

Direct Line for Main Contact

(The Main Contact should be the person HDC can contact 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. Please provide a brief paragraph about your organization and its mission, history, affordable housing development expertise and capacity, geographic focus.
4. Please provide a brief paragraph about the department that the intern will be a part of.
5. Based on your review of the program description above, are you willing to fully support the Intern in his/her/their learning at your host agency and support the intern's participation in HDC supplemental activities?
6. Based on your current staff capacity and your projections for October 2020 – July 2021, 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.)
7. 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 King County. Providing an inclusive work environment is key to a positive learning

experience. To ensure accountability, committed supervisors will need to attend at least two HDC-sponsored events or initiatives that relate to race, equity, and inclusion. Below are the listed options. Please check off at least two options that sound appealing to you, and that you will commit to for the duration of the 9-month internship:

- Register for a to be determined HDC 2020-2021 sponsored training.
Interns will be able to attend the training for free or at a discounted rate
- Sign up for a Race-based Caucus meeting (occurring monthly-quarterly)
- Engage in a facilitated discussion with other HDC Host Agencies with
HDC's Equity and Programs Manager
- Commit internally to hiring a consultant or trainer for staff equity training
of your choosing

8. Please provide the name and title of the main supervisor for the intern. (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. It is the role and responsibility of the immediate supervisor at the Host Agency to act as a coach/ mentor to the HDC intern.

9. 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.)
10. 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.
11. The department and team members of which the intern will be a part 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?
12. In addition to the main and immediate supervisor, a third staff person may assist the intern with transition into the new learning environment. This could

be done by answering general questions related to job duties, sharing knowledge about affordable housing, and providing a unique opportunity for the intern to build a relationship with an office staff person who is a great communicator, advocate, and bridge builder. Please include the individual that could support the intern.

13. Do you hope/intend to hire an intern at the close of this program? If no, are you willing to act as a reference and help the intern network within the sector? Please explain.
14. HDC is committed to the full inclusion of all qualified individuals. To perform HDIP successfully, reasonable accommodations may be made to qualified individuals with disabilities to perform essential job functions. Does your organization, in the hiring process, provide language on reasonable accommodation? If so, please include the statement below. HDC highly encourages organizations to include language on accessibility in the onboarding process.
15. 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? Also, will you be able to offer the prospective intern an OCRA card and/or other non-salary benefits?
16. To support the program and to bring an equity lens into the hiring process, HDC would like to be a part of the in-person interview process. Would you be okay with that? If no, please provide a written statement.
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.).

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: _____

Signature: _____ Date: _____

Executive Director Name: _____

Signature: _____ Date: _____

Thank you for your interest in hosting an Intern for our 2020–2021 Intern Program year! Please send your application in PDF format by email to Aselefech Evans, Equity and Programs Manager, at **with the subject line: [Your Agency Name]’s HDCIP Application**. Please call (206)-636-1254 if you have any questions about the application or the program. **Host Agencies will be selected by the end of June 2020.**

Host Applications will be assessed based on the content of information provided in the application. HDC 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. HDC maintains the right to deny applicants based upon our review of information provided.