

2014 NYC SUMMER INTERNSHIP PROGRAM

NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Development
Division of Special Needs Housing
100 Gold Street
New York, NY 10038

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AGENCY DESCRIPTION

The NYC Department of Housing Preservation & Development (HPD) is the nation's largest municipal housing preservation and development agency. Our mission is to promote quality housing and viable neighborhoods for New Yorkers. We are responsible for implementing the Mayor's housing plan to create or preserve 200,000 in the next 10 years. HPD also actively promotes the preservation of affordable housing through education, outreach, loan programs and enforcement of housing quality standards. For more information, visit www.nyc.gov/hpd.

UNIT DESCRIPTION

The Division of Special Needs Housing creates affordable housing for the growing low-income population in New York, particularly homeless/disabled individuals and seniors. Staff members work closely with City and State Agencies, nonprofit intermediaries, and advocacy groups to help nonprofit developers and their social service provider partners succeed in their mission to create affordable housing. Our developments are referred to as permanent supportive housing: apartment buildings with affordable rents which offer on-site supportive services to help residents maintain independence. Supportive housing is an innovative and proven way to combat the root causes of homelessness.

More information is available on our website: <http://www.nyc.gov/html/hpd/html/developers/shlp.shtml>

POSITION TITLE

Summer Intern

INTERNSHIP RESPONSIBILITIES

The Division of Special Needs is seeking an enthusiastic candidate with an interest in supportive housing and urban issues. The ideal applicant should have strong analytical, writing, research, and communications skills. Working under the daily supervision of the Director of Planning and Development and the overall supervision of the Assistant Commissioner, the intern will assist in both expansion of housing production and evaluation and monitoring of projects and funding contracts.

On housing production, the intern will support the development staff in bringing individual projects from the initial proposal stage through closing and construction, including:

- Evaluation of initial proposals: review of underlying assumptions, comparison against Division development standards, and determination of feasibility.
- Review and analysis of documentation of proposed or actual additional funding, including City funds, State funds, federal funds and tax credits.

- Communication with developers and consultants to acquire proper documentation and work through issues.

In evaluating on-going projects, the intern will assist in contract compliance, rental assistance applications, and site monitoring. Tasks include:

- Management of rental assistance contracts.
- Research and monitoring of HUD funding allocations and deadlines.
- Communication with sponsors to maintain documentation for Shelter Plus Care, HOME, and other funding contracts.

S/he may also perform a wide variety of tasks at the discretion of the Director of Operations or Assistant Commissioner including matters relating to project closings, demographic research, asset management and rental assistance, and researching the plans and programs of other City agencies.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The ideal candidate should have strong analytical, writing, research, and communications skills. Working knowledge of Excel, and Powerpoint are preferred.

APPLICATION PROCESS

To apply please send resume and cover letter to Jennifer Jacobs Guzmán at guzmanj@hpd.nyc.gov with subject line marked "Special Needs Housing Intern."

SALARY RANGE

unpaid

ADDITIONAL INFORMATION / COMMENTS

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 5pm