



Department of
Housing Preservation
& Development
nyc.gov/hpd

VICKI BEEN
Commissioner

Office of the Commissioner
100 Gold Street
New York, N.Y. 10038

HPD Summer Internship Opportunities 2016

About HPD

Established in 1978, the New York City Department of Housing Preservation and Development (HPD) is the largest municipal housing preservation and development agency in the nation. The agency's mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

HPD is responsible for carrying out [Housing New York: A Five-Borough Ten-Year Plan](#), Mayor Bill de Blasio's initiative to build or preserve 200,000 affordable housing units and to help both tenants and landlords preserve the quality and affordability of their homes. HPD is leading the Mayor's charge, in partnership with over 13 sister agencies, advocates, developers, tenants, community organizations, elected officials, and financial institutions. For more information on HPD, please visit www.nyc.gov/hpd.

HPD Internships

Every summer, HPD invites students from colleges, graduate programs and law schools to spend the summer with us learning about affordable housing and experiencing public service. Interns provide valuable work on key agency initiatives. To complement the work experience, HPD interns are invited to meet with the agency's Commissioner and to participate in a group site visit, and are encouraged to participate in housing-related events hosted by partner organizations. *HPD Internships are unpaid.*¹

Attached is a list of the current internship opportunities at HPD. Each write-up includes a description of the work of the division sponsoring the position, as well as expected start-dates. For more information about our divisions, please refer to our website at www.nyc.gov/hpd. You can also learn more about us at www.facebook.com/nychpd and www.twitter.com/nychousing.

How to Apply

- Internships are administered by individual divisions: there is no centralized process for applying. If you are interested in more than one position, you must submit separate applications for each.
- Each unit requires that the applicant forward a *cover letter* and *resume* to the contact person.
- Applications are accepted on a rolling basis and positions are filled on a rolling basis.
- Please reach out to the listed contact person if you have questions about a position.

Duration of Internships

- Internships are generally available between May and September.
- There is no uniform start- or end-date for internship assignments; those are determined in discussion between the intern and his/her supervisor.

If you have any additional questions about the HPD Summer Internship Program, please contact Elizabeth Greenstein, HPD Director of External Affairs, at greenste@hpd.nyc.gov.

¹ Students of participating NYC colleges and universities who qualify for the Federal Work Study Program as part of their financial aid packages might be eligible to be paid through the Public Service Corps. More information can be found [here](#) or check with your financial aid office.



List of HPD Internship Placements

| <i>Office</i> | <i>Division or Program</i> |
|-------------------------------------|--|
| Asset & Property Management | Asset Management - DEP Pilot |
| Asset & Property Management | Asset Management - HDFC Co-Ops |
| Asset & Property Management | Housing Supervision - SCRIE Program |
| Asset & Property Management | Policy & Operations - Finance Unit |
| Asset & Property Management | Policy & Operations - Homeless Placement Services Program |
| Asset & Property Management | Property Management & Client Services - TIL Program |
| Development | Building and Land Development Services (<i>multiple positions</i>) |
| Development | Development Executive Office |
| Development | Housing Incentives - Tax Incentives/421a Program |
| Development | New Construction - Multifamily New Construction Program |
| Development | New Construction - Sandy 1-4 Family Rebuild Program |
| Development | Preservation Finance - Green Housing Preservation Program |
| Development | Preservation Finance - Multifamily Housing Rehabilitation Program |
| Development | Preservation Finance - Participation Loan Program |
| Development | Property Disposition & Finance - Affordable Neighborhood Co-Ops |
| Financial Mgmt & Tenant Resources | Tenant Resources - Continued Occupancy Unit |
| Financial Mgmt & Tenant Resources | Tenant Resources - Family Self-Sufficiency Program |
| Financial Mgmt & Tenant Resources | Tenant Resources - Quality Assurance and Special Programs |
| Legal Affairs | Procurement Services |
| Neighborhood Strategies | Coastal Resiliency Planning and Policy |
| Neighborhood Strategies | Community Partnerships |
| Neighborhood Strategies | Inclusionary Housing |
| Neighborhood Strategies | Neighborhood Planning |
| Neighborhood Strategies | Planning - Pre-Development Planning Unit |
| Performance Management & Analytics | |
| Strategy, Research & Communications | Communications - Graphic Design |
| Strategy, Research & Communications | Communications - Writing |
| Strategy, Research & Communications | Regulatory Compliance (<i>3 positions</i>) |

HPD's Organizational Chart can be found on our website at <http://www1.nyc.gov/site/hpd/about/organization-chart.page>

Descriptions may be revised after this guide has been published. Be sure to confirm all information when you apply for specific programs. Additional opportunities might be added as new needs arise.

All interns work out of HPD's offices at 100 Gold Street in lower Manhattan. HPD cannot reimburse for travel expenses.



Office of Asset and Property Management
Division of Asset Management – DEP Pilot Project
Internship (unpaid)

Division of Asset Management (AP)

The Division of Asset Management is responsible for ensuring the longevity and affordability of units the agency has created and preserved. Its programs are geared to proactively identify at-risk buildings and portfolios and to stabilize struggling and mismanaged assets. The Division tracks information on the physical and financial condition of properties, as well as oversees compliance with regulatory agreements ensuring affordability. Working with owners, partners, and HPD's Office of Development, the division helps reposition projects using a variety of approaches including financial assistance, management changes, and ownership changes. More information is available at: <http://www1.nyc.gov/site/hpd/about/office-of-asset-property-management.page>

Project Description

The rising costs of water and sewer charges have increased at a rapid pace, and putting significant strain on the operating budgets of affordable housing projects, especially those that provide deep affordability. (More on this can be found at <https://www.unhp.org/publications/affordable-housing-research/affordable-water-for-affordable-housing>). To address this, HPD is working on a special pilot program with the Department of Environmental Protection (DEP) to test a more affordable water and sewer rate for housing projects that meet certain criteria. The summer intern will take the lead on coordinating and administering the application and vetting process of affordable housing projects within the AP portfolio for participation in this reduced water rate pilot program.

Internship Description

The Division of Asset Management is seeking an intern to coordinate and administer the application and eligibility vetting process of affordable housing projects for participation in our DEP pilot program to lower water and sewer charges for affordable housing buildings that meet certain criteria. Under general supervision, the intern will be responsible for reviewing applications, determining eligibility, and communicating and assisting Sponsors in understanding the affordability and conservation requirements of the pilot program. The intern will conduct outreach, disseminate information, and educate Sponsors on how to apply for the pilot program.

The intern will be responsible for:

- Coordinating and administering the application and vetting process for the water pilot;
- Conducting outreach to HPD Sponsors about the pilot;
- Reviewing and analyzing applications and determining whether applicants have met the specified pilot criteria;
- Tracking applications and producing reports on applications received and eligibility determinations;
- Working with Sponsors with incomplete applications or who require follow-up action before being found eligible.

The ideal candidate should have strong analytical, writing, and communications skills, as well as a strong interest in affordable housing, municipal government, and policy. Enrollment in a graduate degree program is required and a familiarity with Microsoft Excel and SharePoint is a plus.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Sheffin Joseph at josephs@hpd.nyc.gov with subject line marked "AM DEP Pilot Intern."



Office of Asset and Property Management
Division of Asset Management – HDFC Coops
Internship (unpaid)

Division of Asset Management

The Division of Asset Management is responsible for ensuring the longevity and affordability of units the agency has created and preserved. Its programs are geared to proactively identify at-risk buildings and portfolios and to stabilize struggling and mismanaged assets. The Division tracks information on the physical and financial condition of properties, as well as oversees compliance with regulatory agreements ensuring affordability. Working with owners, partners, and HPD's Office of Development, the division helps reposition projects using a variety of approaches including financial assistance, management changes, and ownership changes.

The Division of Asset Management has a wide range of buildings in its portfolio, both rental and cooperative. This internship will deal with cooperative Housing Development Fund Corporations (HDFCs) and the annual submissions that buildings must make under a Regulatory Agreement that has been executed with the City. HDFCs are limited equity cooperatives across the city in the Bronx, Manhattan, and Brooklyn. In addition to tracking and logging these annual submissions, the Division of Asset Management expects to make major policy changes over the course of the next year to address recurring issues in cooperative HDFCs.

More information is available on our website: <http://www1.nyc.gov/site/hpd/about/office-of-asset-property-management.page>

Internship Description

The Division of Asset Management is seeking an intern in our HDFC unit to assist in our record digitization process and our efforts to improve overall efficiency. Under general supervision, the intern will be responsible for reviewing, logging, scanning, and sorting of past annual submissions and making recommendations for procedural improvements. The intern will also review various documents, such as rent rolls, certificates of building insurance, and certification of annual elections to the Board of Directors, and report to staff members upon identifying problems. Additionally, with the rollout of new initiatives for cooperative HDFCs in New York City, the Division of Asset Management expects further responsibilities contributing to the preparation and execution of these initiatives.

Support tasks can include

- Coordinating digitization process of past annual submissions;
- Analyzing current program procedures and recommending more efficient procedures;
- Identifying physical or financial issues in buildings after review of annual submissions; and
- Other special projects related to new policy rollout, as required.

The ideal candidate should have strong analytical, writing, and communications skills, as well as a strong interest in affordable housing, municipal government, and policy. Enrollment in an undergraduate degree program is required and a familiarity with Microsoft Excel and SharePoint is a plus.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Sophie Feldman at feldmans@hpd.nyc.gov with subject line marked "AM HDFC Coops Intern."



Office of Asset and Property Management
Division of Housing Supervision, SCRIE
Internship (unpaid)

Division of Housing Supervision, Senior Citizens Rent Increase Exemption Program (SCRIE)

The SCRIE Program administered under the jurisdiction of HPD provides exemption from increases in basic rent, carrying charges or major Capital assessments (equity increases) for low income senior citizens who reside in the following types of housing: Article II – Mitchell-Lama Housing Companies; Article IV – Limited Dividend Housing Companies; Article V – Redevelopment Housing Companies; Article XI – Housing Companies (for shareholders only); and 213 Co-operative developments.

More information is available on our website: <http://www1.nyc.gov/site/hpd/renters/scrie.page>

Internship Description

The SCRIE unit is seeking an enthusiastic, talented candidate with a strong interest in affordable housing and urban issues to provide critical support to SCRIE staff. Support tasks include:

- Assist with updating an appeals form;
- Update our tracking systems and contact lists;
- Conduct follow-ups to managing agents with regards to rent increases, rent rolls, commissioners' orders and Board of Directors' minutes;
- Update our budget spreadsheets and conduct minimal analysis; and
- Other special projects as required.

The ideal candidate should have strong analytical, writing, research, and communications skills. In addition the candidate must have a demonstrated proficiency in Excel. Both graduate and undergraduate level students welcome.

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Marla Collymore-Scipio at collymom@hpd.nyc.gov subject line marked "SCRIE Intern."



Office of Asset and Property Management
Division of Policy and Operations – Finance Unit
Internship (Unpaid)

Division of Policy and Operations – Finance Unit

The Division of Policy and Operations provides skilled technical assistance, including financial modeling, technology services, business analysis and program planning, to the other divisions of the Office of Asset and Property Management (over 200 full-time employees). Recognizing that these key services are essential to each of the office's business areas, this division centralizes shared resources to expand the overall capacity of each division while, at the same time, ensuring that strategies and operations are coherent and aligned across divisions.

More information about Asset and Property Management is available on our website:

<http://www1.nyc.gov/site/hpd/about/office-of-asset-property-management.page>

Internship Description

The Finance Unit within the Division of Policy and Operations plays a key role in the agency by calculating real property shelter rent tax exemptions on behalf of the Department of Finance. The agency uses tax exemptions as a tool to support affordable housing developments by lowering their real property tax liability. With a growing portfolio of over 580 developments, the Unit will be working on streamlining tax processing, implementing standardized procedures and tracking data to keep up with demand.

The Finance Unit is seeking an intern with an interest in finance, accounting and taxation issues to provide critical support to the team. Support tasks include

- Filing and record tracking essential to the processing of shelter rent taxes;
- Conducting due diligence research from a variety of sources;
- Tracking and maintaining spreadsheets on for analytical purposes; and
- Other special projects as required.

The ideal candidate should have good analytical, research and communications skills. Strong proficiency in spreadsheet applications (e.g., Excel) is preferred.

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Wanjiru Bila (bilaw@hpd.nyc.gov) with the subject line marked "Finance Intern".



Office of Asset and Property Management
Division of Policy and Operations / Homeless Placement Services Program
Internship (Unpaid)

Homeless Placement Services (HPS) Program Overview

The HPS program under the Division of Policy and Operations provides centralized services to sponsors with projects pursuant to an HPD or HDC regulatory agreement with a homeless restriction. We provide ongoing oversight of the regulatory agreement as it relates to the homeless restriction and monitor turnover of units in these projects. As vacancies are reported, we refer homeless clients from DHS, HRA and HPD shelters for placement.

More information about the Office of Asset and Property Management is available on our website:

<http://www1.nyc.gov/site/hpd/about/office-of-asset-property-management.page>

Internship Project Description

Sponsor Survey: The HPS program intends to create a customer satisfaction survey for our sponsors. The intern would support the project lead and assist in collating data and in drafting summaries on survey findings. The project provides an opportunity to learn how to organize and summarize information using different excel formulas and functions.

- Assist in distributing a customer satisfaction survey by mail/online
- Assist in creating a sponsor distribution mailing list and tracking of survey responses
- Assist in tallying survey results in excel spreadsheets and charts
- Assist in summarizing survey responses and presenting findings to HPS staff and the Division of Policy and Operations Assistant Commissioner and HPD senior staff

Reports/Analysis: The HPS program is interested in reviewing historical housing placement data on clients. The intern would shadow the project lead. The project provides an opportunity to learn how to consolidate data files and match data from various sources using excel formulas including V Lookup and pivot tables.

- Assist the program lead in analyzing historical program data
- Assist in drafting a report on the data findings of the historical analysis and identify any trends or patterns

The HPS program is also interested in gathering information about homeless set aside programs in other cities and municipalities.

- Assist the project lead in researching homeless placement service programs in other major municipalities to learn about best practices
- Assist the project lead in drafting a report based on research findings to share with HPS staff and the Division of Policy and Operations Assistant Commissioner and HPD senior staff

Requirements/Skills

- Have an interest in affordable housing and homeless issues
- Potential candidates should have basic knowledge of Microsoft office suite, particularly Excel. Knowledge of Access is an advantage but not required.
- Ability to work independently, attention to detail, good writing and communications skills

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Yong Ju Kim (kimy@hpd.nyc.gov) with the subject line marked "Homeless Placement Services Intern."



Office of Asset and Property Management
Division of Property Management and Client Services - Tenant Interim Lease Program
Internship (Unpaid)

The Division of Property Management and Client Services (PMCS) provides assistance and training in building management, maintenance, and financial recordkeeping to organized tenant associations to develop economically self-sufficient, low-income tenant owned cooperatives.

More information about the Office of Asset and Property Management is available on our website:
<http://www1.nyc.gov/site/hpd/about/office-of-asset-property-management.page>.

Internship Description

The Division of Property Management and Client Services is seeking an enthusiastic, talented candidate with a strong interest in affordable housing and urban issues. The intern will be responsible for providing critical support to staff working in our Tenant Interim Lease (TIL) Program. Support tasks may include:

- Assist with special projects in support of our program
- Assist tenant support staff in providing tenant services
- Assist in program records maintenance and organization

The ideal candidate should have good organizational, writing, and communications skills. Knowledge of Excel and Word are preferred.

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Rick Echevarria at echevarr@hpd.nyc.gov with subject line: TIL INTERN.



Summer Internship Program 2016 (Unpaid)
Office of Development
Division of Building and Land Development Services (BLDS)
Internships (unpaid)

Division of Building and Land Development Services (BLDS)

The Division of Building and Land Development Services (BLDS) provides architectural, engineering, environmental, cost valuation, and construction support services for HPD new construction and preservation projects. BLDS provides an array of technical services commencing in the pre-construction phase and continuing through the post-construction close-out period. Services include:

- Environmental assessment;
- In-house scope development;
- Architectural, engineering, and/or cost-estimating reviews of scopes of work and designs—prepared by external consultants—for substantial rehabilitation and new construction programs;
- Bid review and award recommendations for moderate rehabilitation programs;
- Construction monitoring for all loan programs; and
- Requisition review and change order processing for Article 8A, Year-15, supportive housing, and other programs, if requested.

BLDS works closely with developers/sponsors, consultant architects, and engineers to assure that HPD-assisted projects comply with all applicable laws, regulations, codes, rules, and standards governing the agency's activities, and the HPD Design Guidelines, while ensuring thoughtful design, cost reasonableness, and integrity during the entire project life-cycle. More information is available on <http://www1.nyc.gov/site/hpd/developers/plan-and-design.page>.

Internship Descriptions

HPD is seeking enthusiastic and talented candidates for summer internships in the following bureaus/units within Building and Land Development Services (BLDS). The ideal candidate(s) should have backgrounds in Architecture, Engineering, Environmental Planning, Construction Management, Urban Planning, or a related field, and possess a strong interest in affordable housing development. S/he should possess strong technical, analytical, communication, writing, and research skills. Experience with AutoCAD, GIS, Excel and/or PowerPoint is a plus. The intern should demonstrate an interest and ability to assist and engage in various types of tasks, which may include data and performance analysis, design and engineering reviews, scope review/ preparation of intake reports, fieldwork/inspections at construction and post-construction sites, data organization/file management, and/or policy development and research. Qualified interns will be placed in one of the following bureau/units within BLDS that best matches his/her academic background, experience, and skillset:

The **BLDS Executive Office** is seeking one (1) intern with a background in Planning, Architecture, or related field, to assist in a variety of tasks and special projects, which may include data and performance analysis, organizing training opportunities and materials for staff and external partners, file management and organization, and/or research on various topics/policies on affordable housing.

The **Bureau of Preservation Design Review** is seeking two (2) interns with a background in Architecture, Engineering, Construction Management, or a related field. For projects undergoing moderate rehabilitation, the bureau conducts preliminary inspections, prepares intake reports, develops and/or reviews scopes of work, and reviews contractors' cost proposals based on the scope of work. For projects undergoing substantial rehabilitation, they review construction documents, including architectural, structural, mechanical, electrical,



plumbing, and sprinkler design, for compliance with applicable federal, state, and local rules, codes, and regulations.

The **Bureau of New Construction Design Review Services** is seeking two (2) interns with a background in Architecture or a related field. The bureau reviews architectural plans and conducts accessibility inspections for new construction projects to assure compliance with various federal, state, and local laws, regulations, codes, and HPD *Design Guidelines for New Construction*.

The **Bureau of Engineering** is seeking one (1) intern with a background in Engineering or a related field. The bureau provides engineering-related services, including structural design review; mechanical, electrical and plumbing (MEP) design review; cost valuation services (estimating and change order review); and MEP installation inspections.

The **Environmental Planning Unit** is seeking one (1) intern with a background in Environmental Planning, Urban Planning, or a related field. The unit conducts environmental reviews in conformance with federal, state and city regulations. Environmental reviews are performed for projects which require federal, state or city discretionary actions, including construction funding, disposition approval, or approval of zoning changes.

The **Bureau of Construction Services** is seeking three (3) interns with a background in Construction Management, Architecture, or a related field. The bureau provides construction monitoring services for projects in both new construction and preservation loan programs to assure that projects are constructed according to the approved contract documents, and are completed with quality workmanship in a safe, cost-effective and timely manner.

The **Codes and Standards Unit** is seeking one (1) intern with a background in Architecture or related field to assist in preparing training materials, conducting research, and preparing drawings on AutoCAD. The unit provides support to the other bureaus and units in BLDS on federal, state, and local codes, regulations, and standards, including the NYC Building Code, Zoning Resolution, and accessibility regulations.

Dates: Flexible; 8-12 week commitment is expected.

Hours: Flexible within Monday-Friday, 8am-5pm

To apply please send resume and cover letter to Rona Reodica, Director of Policy and Operations, at reodicar@hpd.nyc.gov.



Office of Development
Office of the Deputy Commissioner
Development Executive Office Internship (unpaid)

HPD's Office of Development plays a key role in implementing *Housing New York* (HNY), the Mayor's plan to create and preserve 200,000 housing units. The Office of Development, led by Deputy Commissioner Eric Enderlin, administers a broad range of programs anchoring HNY, including new construction and preservation financing, development pipeline planning, and tax and other housing incentives.

More information about the Office of Development is available on the HPD website:

<http://www1.nyc.gov/site/hpd/about/office-of-development.page>

Internship Description

The Development Executive Office seeks an enthusiastic, talented candidate with strong analytic skills and an interest in affordable housing and urban issues. The intern will work in coordination with the Deputy Commissioner's Chief of Staff, Deputy Chief of Staff, and various program areas on a range of priority initiatives. In particular, the intern will help to design, develop, and implement a new tracking, reporting, and workflow management system, called HPD Works. The intern will be responsible for:

- Researching and documenting Development business processes in preparation for new technology development;
- Conducting research and stakeholder outreach to inform recommendations on policies and procedures, especially related to the new technology; and
- Other special projects as required.

Preferred Skills

The ideal candidate should:

- Have excellent organizational, analytical, and problem solving skills with the ability to initiate and apply creative solutions
- Have strong project management, research, and communication skills
- Be detail-oriented, collaborative, and dependable
- Be a self-starter with an ability to work independently
- Have or be working towards an advanced degree in a relevant field (e.g., Public Administration, Public Policy, Urban/Regional Planning, Business Administration, or Management/Organizational Science)

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 10am – 5pm

To apply, please send your resume and a cover letter to Meghan Smith at smithmeg@hpd.nyc.gov with subject line marked "Development Executive Office Intern."



Office of Development
Division of Housing Incentives
Tax Incentives Program, 421-a Program
Internship (Unpaid)

Division of Housing Incentives

The Tax Incentive Programs unit, within the Division of Housing Incentives, administers a wide variety of tax abatement and exemption programs to facilitate private and publicly-subsidized rehabilitation and new construction projects throughout New York City. Tax incentive programs administered by HPD may reduce or eliminate the amount of real property taxes an owner must pay. Incentives are typically awarded in exchange for investment that benefits the public, and are used by developers and property owners to offset the cost of investment in the property.

The 421-a Program provides partial tax exemption for new multiple dwelling units. The 421-a benefits can either be granted as-of-right for projects outside the Geographic Exclusion Area (GEA) or for a longer benefit term if onsite affordability is provided. Projects that are within the GEA must provide affordable units to be eligible for tax benefits. Projects that meet the eligibility requirement are granted benefits pursuant to the statutes and regulation of the program.

HPD administers the program and determines the eligibility of all applications. The Department of Finance implements the benefits.

More information is available on our website: <http://www1.nyc.gov/site/hpd/developers/tax-incentives.page>

Internship Description

The 421-a Program is a high-profile program with many interested stakeholders requesting data on affordability on a regular basis. The Division of Housing Incentives is seeking an enthusiastic, talented candidate with a strong interest in affordable housing and tax incentive programs to complete the data collection inventory of the affordable units generated by the 421-a Program and help create a concrete picture of the contribution of the 421-a Program to affordable housing for New Yorkers. Working closely with the Director of Operations of the Housing Incentives Program, the Director of Tax Incentive Programs, the Assistant Commissioner of Housing Incentives and other divisions in HPD, the intern will be responsible for gathering and analyzing affordability data of the 421-a program. This will be a great opportunity to acquire a comprehensive understanding of a very complicated program with exposure to high-level staff and agency leaders. Support tasks include:

- Research, gather, track and analyze 421-a affordability data;
- Create/manage database to track 421-a affordable Units;
- Present data in Intra-agency meetings with other Divisions
- other special projects as required.

The ideal candidate should have strong analytical, writing, research, and communications skills. Fluency with Excel, Access, and GIS preferred. Open to both graduate and undergraduate level students.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Meilan Chiu at chium@hpd.nyc.gov with subject line marked "421-a Program Intern."



Office of Development
Division of New Construction
Multifamily New Construction Programs (MFNC)
Internship (Unpaid)

Division of New Construction Finance

The Division of New Construction Finance provides financing for the new construction of affordable housing through its loan programs for low-income, moderate-income, and middle-income developments. Projects range from small multifamily buildings (25-35 units) to large scale, high-density projects consisting of multiple buildings across multiple phases with several hundred units.

More information about New Construction Finance programs can be found on our website:

<http://www1.nyc.gov/site/hpd/developers/private-site-new-construction.page>

Internship Description

HPD's Division of New Construction Finance seeks a graduate student summer intern to serve as a junior project manager on projects in various stages of the predevelopment, construction, and conversion process. The summer intern will work alongside project managers under the general supervision of the Executive Director, Director of Mixed-Income Programs, and Director of the ELLA (Extremely Low and Low-Income Affordability) Program to review and analyze project proposals, project budgets, and due diligence

Duties may include, as needed:

- Perform financial analysis and underwriting
- Manage, monitor and track projects' progress
- Serve as a liaison to external partners, including for-profit and non-profit developers, banks, tax credit syndicators and investors, general contractors, and other government agencies.
- Coordinate with internal divisions; working with HPD Planning to obtain necessary land use and mayoral approvals, with Building and Land Development Services (BLDS) on design review, with attorneys in Legal on the drafting and review of closing documents, with Marketing on the lease-up of units, etc.
- Prepare, maintain, and circulate written correspondence, documents, reports, and files regarding assigned projects.
- Other special projects, as required.

Preferred Skills:

The ideal candidate should have taken at least one course in real estate finance, affordable housing finance, or economic development finance. Strong fluency in Excel required. Excellent verbal and written communication and strong interpersonal skills preferred.

Graduate students in urban planning, real estate finance, business administration, public administration/policy or related fields strongly preferred. Will also consider accomplished undergraduate students pursuing degrees in the above referenced fields of study with strong quantitative analysis skills.

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 6pm, at least 28 hours a week

To apply please send resume and cover letter to Brian Cheigh at cheighb@hpd.nyc.gov with subject line marked "MFNC Intern" by **April 15th, 2016**.



Office of Development
Division of New Construction / Sandy 1-4 Family Rebuild Program
Project Management Intern (unpaid)

Division of New Construction

The Division of New Construction seeks 1-2 interns for its Sandy 1-4 Family Rebuild Program. The Rebuild Program assists homeowners whose homes were demolished, destroyed, or severely damaged by Superstorm Sandy reconstruct new homes. Working closely with the Mayor's Office of Housing Recovery Operations, the Rebuild Program assists homeowners who have been determined eligible for assistance from predevelopment, to closing, through construction and construction completion. The Rebuild Program works closely with Development Teams who have been selected by the City to assist homeowners rebuild, as well as work directly with homeowners who are electing to choose their own contractor to rebuild.

Internship Description

HPD is seeking an enthusiastic, talented candidate experienced in real estate project management with a strong interest in affordable housing, community development, and real estate development. The intern will be responsible for providing critical project management support to staff working on the Rebuild pipeline.

Support tasks may include:

- Assisting in project management tasks
- Conducting quantitative analysis of the rebuild pipeline
- Conducting assessments of individual project cases
- Drafting and reviewing of project documents
- Analysis of projects compliance with program terms
- other special projects as required.

The ideal candidate should have strong analytical, writing, research, and communications skills, knowledge of NYC government and housing issues, and facility with Microsoft Word, Excel, and Access. Familiarity with real estate construction, green building, storm recovery, real estate finance and local building and zoning code is a plus.

Dates: Flexible; 10-12 week commitment expected from any period between May to September

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

To apply please address your resume and cover letter addressed to Evan Seiler at seilere@hpd.nyc.gov with subject line marked "Rebuild Program – Project Management Intern."



Office of Development
Division of Preservation Finance
Green Housing Preservation Program
Internship (Unpaid)

Division of Preservation Finance

The Division of Preservation Finance administers multiple programs including the Multifamily Housing Rehabilitation Loan Program (HRP), the Participation Loan Program (PLP), the HUD Multifamily Program, the LIHTC Portfolio Preservation (Year 15) Program, and Green Housing Preservation Program. These programs facilitate the rehabilitation of privately-owned multifamily buildings throughout New York City. More information is available on our website: <http://www1.nyc.gov/site/hpd/about/office-of-development.page>.

Internship Description

The Green Housing Preservation Program (GHPP) is a new financing program created in response to the Mayoral initiative to create an energy and water utility cost-reduction program to maintain affordability in the small- to mid-sized multifamily building stock, as described in [Housing New York](#) and [One City Built to Last](#). The GHPP launched in the Spring of 2015 and provides small- to mid-size residential building owners with low- or no-interest loans to finance energy and water improvement projects, as well as low-interest loans for additional capital needs to ensure physical and financial health for long-term affordability. HPD established this program in partnership with the Mayor's Office of Sustainability, whose Community-Based Retrofit Accelerator initiative, launching this year, will provide dedicated outreach to building owners through a third-party consultant. Working in specific neighborhoods, the Consultant will pilot new outreach models and make direct referrals to the GHPP.

HPD is seeking an intern to support the new outreach efforts and assist in establishing and managing the Community-Based Retrofit Accelerator (CBRA) referral process.

HPD is seeking an organized, enthusiastic candidate with strong interest in affordable housing and sustainability issues. Working with the GHPP team, tasks include:

- Assisting with the development and implementation of a referral strategy with the CBRA outreach firm and other HPD outreach efforts;
- Tracking, researching and managing potential applications, including providing property and financial research and performing analysis for potential financing;
- Reviewing market research recommendations for outreach proposals;
- Project management duties for 1-2 real estate transactions (schedule permitting); and
- Other special projects as required.

The ideal candidate should have strong operations, organizational, data analysis, and communications skills. Fluency with Excel is required. Fluency in financial analysis and Power Point preferred. Graduate student in real estate, planning or business preferred.

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 5pm, at least 3 days a week expected

To apply please send resume and cover letter to Laura Slutsky at slutskyl@hpd.nyc.gov with the subject line marked "Green Housing Preservation Intern".



Office of Development
Division of Preservation Finance / Multifamily Housing Rehabilitation Program
Internship (Unpaid)

Division of Preservation

The Division of Preservation Finance administers multiple loan programs including the Multifamily Housing Rehabilitation Program, the Participation Loan Program program, the HUD Multifamily Loan Program, the Green Housing Preservation Program, and the LIHTC Portfolio Preservation (Year 15) Program. These programs facilitate the rehabilitation of privately-owned multifamily buildings throughout New York City. The Multifamily Housing Rehabilitation Program, provides direct rehabilitation loans for the replacement of major building systems in order to improve living conditions and preserve safe affordable housing for low- and moderate-income households in New York City. Rehabilitation is generally limited to the upgrading or replacement of major building systems with an emphasis on energy items. Loans are available in amounts of up to \$35,000 per dwelling unit with no maximum per building, subject to the availability of funds.

More information is available on our website: <http://www1.nyc.gov/site/hpd/developers/private-site-preservation.page>

Internship Description

The Intern will be responsible for supporting the Director, Deputy Director and Project Managers as required. Primary responsibilities will include but will not be limited to:

- Review new applications performing preliminary analysis and gathering historical information
- Monitor Division Email to ensure prompt response
- Perform policy analysis, research and other special projects as needed.

The intern will be responsible for providing critical support to staff working in our Multifamily Housing Rehabilitation Program programs. Support tasks include

- Assist in performing financial analyses and underwriting
- Assist in loan closings with other HPD divisions and programs as well as with other agencies and external development partners;
- Assist in coordinating with agency construction monitoring staff during construction; and if necessary, determines course of action to resolve project issues and/or to propose alternate solutions

The ideal candidate should have strong analytical, writing, research, and communications skills. Fluency in Excel, PowerPoint, and Word is preferred.

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Raveen Seaton at seatonr@hpd.nyc.gov with subject line marked "Multifamily Housing Rehabilitation Program Intern."



Office of Development
Preservation Finance – Participation Loan Program (PLP)
Internship (Unpaid)

Division of Preservation

The Division of Preservation Finance administers multiple loan programs including the Multifamily Housing Rehabilitation Program, the Participation Loan Program program, the HUD Multifamily Loan Program, the Green Housing Preservation Program, and the LIHTC Portfolio Preservation (Year 15) Program. These programs facilitate the rehabilitation of privately-owned multifamily buildings throughout New York City.

The Participation Loan Program was created to provide low-interest loans to private residential building owners for the moderate or substantial rehabilitation of housing for low-to-moderate income households. As part of a public/private partnership, the program operates in conjunction with a group of pre-qualified participating lenders and provides second mortgages in the form of City Capital funds. Combined with bank or tax-exempt bond financing, the blended financing cost is below the market rate. The program also seeks to identify, monitor and create a pipeline comprised of properties that are showing signs of financial and physical distress including residential properties that are in foreclosure or mortgage default where there is an opportunity for a new qualified purchaser to purchase the debt and/ or the deed.

More information is available on our website: <http://www1.nyc.gov/site/hpd/developers/private-site-preservation.page>

Internship Description

The Intern will be responsible for supporting the Director, Deputy Director and Project Managers as required. Primary responsibilities will include but will not be limited to:

- Review new applications performing preliminary analysis and gathering historical information
- Monitor Division Email to ensure prompt response
- Monitor Completion Report
- Perform policy analysis, research and other special projects as needed.

The intern will be responsible for providing critical support to staff working in our Participation Loan Program programs. Support tasks include

- Assist in performing financial analyses and underwriting
- Assist in loan closings with other HPD divisions and programs as well as with other agencies and external development partners;

The ideal candidate should have strong analytical, writing, research, and communications skills. Fluency in Excel, PowerPoint, and Word is preferred.

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Raveen Seaton at seatonr@hpd.nyc.gov with subject line marked "Participation Loan Program Intern."



Office of Development
Division of Property Disposition and Finance
Affordable Neighborhood Cooperative Program Intern (unpaid)

Division of Property Disposition and Finance

The Division of Property Disposition and Finance (PDF) develops and operates programs which provide alternatives to direct City management of occupied *In rem* residential buildings by disposing of the properties to private and not-for-profit ownership. The goal of these disposition programs is to provide for the rehabilitation and sale of the properties to tenants, not-for-profit, and locally based for-profit organizations.

PDF consists of the following areas: Homeownership Programs, Multi-Family Disposition Programs and the Affordable Neighborhood Cooperative Program. PDF's programs work toward rehabilitating city-owned and distressed housing with City Capital funds while leveraging private funding sources.

More information is available on our website: <http://www1.nyc.gov/site/hpd/developers/public-site-financing-preservation.page>

Internship Description

The Assistant Commissioner of Property Disposition and Finance seeks an enthusiastic, talented intern with a strong interest in affordable housing and urban development. The intern would be immersed in some of the PDF programs and develop a deeper understanding of how NYC produces and finances affordable housing. The intern would provide support to PDF by assisting with special projects, some of which would include but not limited to:

- Performing research on various issues to inform program policy decisions
- Creating program manuals
- Monitoring and compiling records to track past, present and future performance in all program areas
- Assisting in development of process and procedures to keep records up to date
- Assisting in planning for future rounds of property intake
- Assist in performing financial analyses, as needed

The ideal candidate should have strong analytical, writing, and communications skills. A candidate with strong excel skills is preferred. Graduate students in urban planning, real estate finance, business administration, public administration/policy or related fields strongly preferred.

Dates: Flexible; 8-12 week commitment expected.

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

To apply please send resume and cover letter to Nelsy Santana at santan@hpd.nyc.gov with subject line marked "PDF Intern."



Office of Financial Management & Tenant Resources
Division of Tenant Resources
Continued Occupancy Unit
Intern (Unpaid)

About the Division of Tenancy Resources

Continued Occupancy (CO) is a unit within the Division of Tenancy Resources (DTR). DTR administers rental assistance programs including Section 8, Shelter Plus Care, and Moderate Rehabilitation. CO handles the administration of regular and enhanced Section 8 vouchers which includes annual recertifications, interim recertifications due to change in household income, changes in family composition, rent increases and terminations.

More information is available on our website: <http://www1.nyc.gov/site/hpd/section-8/resources.page>

Internship Description

The Continued Occupancy unit is seeking an enthusiastic, talented graduate summer intern able to function in a fast paced environment. The ideal candidate must have excellent communication, writing and new media skills. In addition, the intern must be highly proficient in Microsoft as well as creating new media content.

The selected intern will be responsible for providing new media content support to staff pertaining to Continued Occupancy case management operations. Tasks include:

- Assisting in the implementation of new media initiatives.
- Writing and editing video scripts that will serve as a client resource.
- Conducting research on existing Section 8 content.
- Other special projects as required.

Dates: Flexible; 8 week commitment expected

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

To apply please send resume and cover letter to Sharon Morris at MorrisSh@hpd.nyc.gov with subject line marked "Continued Occupancy Intern."



Office of Financial Management & Tenant Resources
Division of Tenant Resources / Family Self Sufficiency Program
Intern (Unpaid)

About the Division of Tenant Resources – Family Self-Sufficiency Program

The Family Self-Sufficiency (FSS) program at HPD is a proactive program that works with Section 8 recipients to develop professional skills that will assist them in working their way toward independence. The program—which consists of case managers, two team leaders, a coordinator, and one director—works with three Community Based Organizations (CBOs) and one community college. This is a multi-year program where Section 8 recipients have money put into an escrow account over the course of five years, and if, at the end of that period, the recipient has met the required goals (namely full-time regular employment), he or she is given the money that being held. It is a way of rewarding achievement through a professional effort of tracking progress. More information is available on our website: <http://www1.nyc.gov/site/hpd/section-8/tenants-family-self-sufficiency.page>

Internship Description

A departmental intern would assist the FSS program with file management and updating TAAG with participant information (such as CoP activations, changes, changes in income, household composition, etc). The FSS team is currently rebuilding its ITSP interface based on certain specifications, and an intern would be of assistance in updating each participant's electronic file with their ITSP.

In the FSS program, each case manager handles a case-load of approximately 170 clients, as well as their working relationship with the Community Based Organizations (CBOs). An intern working either full-time or three days per week would give the FSS team a much needed boost in handling case files and assisting the case management team. We are now setting up our FSS goals for the year, and we want those goals to be more concrete (e.g., education goals, language goals, and obtaining employment). This is going to require our group pressing harder on our partners (CBOs) and it will likely open a need for added help on the administrative front.

The intern's work would include a mixture of case filing; help with migrating files from hard copy files to digital ones; and fact-checking to ensure that case files are accurate. With the assistance of this intern, the FSS team hopes to achieve better overall case management; more case manager-client interaction via phone calls and in-person interviews; and cleaner data being entered into our digital system as a result of more time for case-management.

If the selected intern comes from a school of social work, he or she may also benefit from experience in speaking with participants and identifying their needs. The intern would not be expected to handle problems or design solutions, but it would be an opportunity to learn about human interaction and obtaining information, and perhaps even design a plan of service.

The ideal candidate should have a strong ability to learn new tasks, be detail oriented, have a sense of teamwork, and passion for working with vulnerable populations.

Dates: Flexible; 10-20 Hour Week

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

To apply please send resume and cover letter to Anthony Stasi, Director of FSS at HPD at StasiA@hpd.nyc.gov with subject line marked "HPD FSS Intern."



Office of Financial Management & Tenant Resources
Division of Tenant Resources
Quality Assurance and Special Programs
Intern (Unpaid)

Division of Tenant Resources

The Division of Tenant Resources (DTR) administers the fifth-largest Section 8 Program in the nation, serving over 37,000 households. Section 8, also known as the Housing Choice Voucher Program, provides federal funding for subsidies for eligible low-income families to rent decent, safe, and affordable housing in a neighborhood of their choice. Families pay a reasonable share of their income toward rent and the subsidy, paid by HPD directly to the landlord, makes up the difference, within specified limits. HPD provides vouchers to families in buildings developed or renovated under certain HPD programs, and to homeless individuals referred by Department of Homeless Services and Human Resources Administration providers.

DTR also administers several other rent subsidy programs such as the Temporary Disaster Assistance Program (TDAP) and an eviction prevention program.

More information is available on our website: <http://www1.nyc.gov/site/hpd/section-8/>

Internship Description

The NYC Mayor's Office of Housing Recovery Operations and the Build it Back Program are dedicated to helping New Yorkers living in communities affected by Hurricane Sandy rebuild their homes and get their lives back to normal. As a part of the Build It Back program, the NYC Department of Housing Preservation and Development (HPD) developed a Temporary Disaster Assistance Program (TDAP) for eligible low-income renter households impacted by Hurricane Sandy.

The Division of Tenant Resources is seeking an enthusiastic, talented intern with a strong interest in affordable housing and urban issues. The intern will be responsible for providing critical support to staff working on our TDAP program to assist in closing out the program and documenting key project milestones and challenges for future reference.

Under supervision of the Director for Quality Assurance and Special Programs, the intern will:

- Compile and draft report on key program milestones and challenges;
- Assist in compiling tenant success stories;
- Gather, track, and analyze program data from impacted neighborhoods; and
- Other special projects as required.

The ideal candidate should have strong analytical, writing, research, and communications skills. In addition, proficiency in Excel and Powerpoint is strongly recommended.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Meagan van Harte at vanhartm@hpd.nyc.gov with subject line marked "QASP TDAP Intern."



Office of Legal Affairs
Procurement Services Division
Intern (Unpaid)

About the Office of Legal Affairs / Procurement Services Division

The Office of Legal Affairs provides legal support services to the entire agency. The Procurement Services Division (“PSD”) advises agency contracting staff regarding compliance with applicable laws and rules, registers contracts and loans, and handles a number of other procurement-related responsibilities. PSD also registers contracts with the NYC Comptroller’s Office for the agency.

Internship Description

PSD is seeking a college intern who can assist with developing new filing and scanning procedures for the unit. The intern will assist the Contract Registration Director with new methods of organizing and tracking various steps in the registration process. The intern will participate in special projects as required by the Agency Chief Contracting Officer.

The ideal candidate should have strong organizational skills, detail oriented and good communication skills.

The candidate should be available 3 days a week for an 8 week commitment. Hours are flexible.

To apply send resumes to Penny Langsam at langsamp@hpd.nyc.gov .



Office of Neighborhood Strategies
Division of Planning, Marketing, and Sustainability
Coastal Resiliency Planning and Policy Intern (unpaid)

Division of Planning, Marketing and Sustainability – Coastal Resiliency Planning Unit

The Division of Planning, Marketing, and Sustainability seeks a summer intern for its Resiliency Planning unit to support planning studies and interagency coordination for coastal neighborhoods in the Rockaways, including the Edgemere Urban Renewal Area in Queens. The Resiliency Planning unit participates in interagency coordination efforts in coastal neighborhoods where buildings were demolished, destroyed, or severely damaged by Superstorm Sandy. Working closely with the Mayor's Office of Housing Recovery Operations, the Resiliency Planning unit collaborates with City and State agencies on complex land use, zoning, and environmental challenges in these areas.

Internship Description

HPD is seeking an enthusiastic, talented candidate experienced with a strong interest in affordable housing, community development, neighborhood planning, and the effects of climate change on the built environment. The intern will be responsible for providing critical support to staff on an update to planning studies in the Edgemere Urban Renewal Area and other geographies as needed. The Storm Recovery Intern will also be involved in policy and program development.

The intern will have the opportunity to formulate, research, and execute a planning study in collaboration with the Resiliency Planning unit and other units in the Office of Neighborhood Strategies, and to participate in meetings with City agencies involved in coastal resiliency planning.

Support tasks include:

- Reviewing policy and planning documents on the Edgemere Urban Renewal Area
- Organizing and conducting site visits to the Edgemere Urban Renewal Area
- Participating in interagency coordination meetings and public meetings, as required
- Gathering, tracking, and analyzing data;
- Create several GIS products to support policy analysis, outreach and communication efforts related to affordable housing in the flood plain;
- Writing and editing policy briefings; and
- Other special projects as required.

The ideal candidate should be a graduate student in planning, policy, or urban design, have strong data analysis, visual documentation skills, excellent writing and communications skills, and the ability to utilize mapping software, Microsoft Excel, PowerPoint, Word, and Outlook. Knowledge of the Adobe Creative Suite and GIS is strongly preferred.

Graduate students are preferred but strong undergraduate candidates will be considered.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Lauren Wang at wangla@hpd.nyc.gov with subject line marked "Resiliency Planning Summer Intern."



Office of Neighborhood Strategies
Division of Community Partnerships
Community Partnerships Intern (Unpaid)

About the Division of Community Partnerships

The Community Partnerships unit serves as a bridge between the NYC Department of Housing Preservation and Development (HPD) and a wide range of community stakeholders such as community-based organizations, legal service providers, tenant and landlord associations, community development corporations, and elected officials throughout New York City. In collaboration with these partners, the unit develops and implements strategies to proactively preserve affordable housing and prevent displacement.

Internship Description

We are seeking an enthusiastic candidate with a strong interest in affordable housing and urban issues. The intern will be responsible for providing critical support to staff working on our Problem Buildings Working Group, Strategic Preservation initiatives, and other programs.

Tasks include:

- Research landlords and building portfolios
- Analyze regulatory documents and housing related law
- Communicate with community partners and organize meetings
- Assist with neighborhood planning workshops
- Create presentations, flyers, and other internal and public materials
- Research anti-displacement policies and strategies
- Other tasks and special projects as needed

We prefer interns that are graduate/law students, but will also consider advanced undergraduate students. The ideal candidate has excellent research, analytical, and communications skills as well as the ability to relate to people from different backgrounds. Experience with grassroots or tenant organizing; knowledge of housing issues; and fluency in Spanish are preferred.

Dates: Flexible

Duration: 8-16 weeks

Hours: Flexible within Monday-Friday 9am-6pm, occasional work in the evenings and on weekends

To apply please send resume and detailed cover letter to Jessica Gomez at gomezje@hpd.nyc.gov or Jenny Weyel at weyelj@hpd.nyc.gov and include "Community Partnerships Internship" in the subject line. We look forward to reviewing your application!



Office of Neighborhood Strategies
Division of Inclusionary Housing
Intern (Unpaid)

Division of Inclusionary Housing

The Inclusionary Housing Program (IHP) is designed to preserve and promote affordable housing within neighborhoods where zoning has been modified to encourage new development. The IHP team works with developers, city and state agencies, elected officials, Community Boards, and other stakeholders to achieve this goal. In areas where the IHP is applicable, a development may receive a density bonus in return for the new construction, substantial rehabilitation, or preservation of permanently affordable housing. The density bonus generated can be utilized to increase residential floor area on-site and/or off-site. Generally speaking, Inclusionary units must be affordable to low-income households earning up to 80% of the Area Median Income (AMI), with rents capped at 30% of 80% of AMI.

The Inclusionary Housing Program produced a record-breaking 3,000 units in FY 2015 and it is expected that interest in the program will continue to increase with the roll-out of both Mandatory Inclusionary Housing and the Preservation option of the Voluntary Inclusionary Housing Program.

More information is available on our website: <http://www1.nyc.gov/site/hpd/developers/inclusionary-housing.page>

Internship Description

It is expected that stakeholder interest in IHP will continue to increase with the roll-out of both Mandatory Inclusionary Housing (MIH) and the Preservation option of the Voluntary program. The ideal candidate is creative and enthusiastic with a background or strong interest in affordable housing finance and development, zoning and land use policies, and complex urban issues. The candidate should be comfortable working in a dynamic, fast-paced office environment and will be responsible for providing critical support to IH staff, including assisting with research and data-gathering to support information requests from various stakeholders. Working closely with the IH team's Project Managers (PMs), the intern will also assist the team in managing a portfolio of projects in various stages, from pre-development through completion of construction.

Specific tasks include:

- With guidance from PMs, review and analyze Inclusionary Housing Applications, which may include zoning analysis to ensure projects are in compliance with applicable sections of the Zoning Resolution, and underwriting review.
- Prepare and maintain written correspondence, documents, reports and files for assigned projects. Input updates into electronic databases.
- Manage, monitor and track aspects of the projects and report progress or challenges to staff.
- Help coordinate working group/closing calls with internal and external development teams.
- Assist in organizing data on projects currently in the pipeline, as well as historical projects.
- Perform special research projects and analysis on the projects that the Program has produced to date, as necessary.
- Assist in the development and roll-out of procedures for the administration of the Mandatory Inclusionary Housing (MIH) Program.
- Other special projects, as required.



Preferred Skills

- Candidate must possess the following: Excellent verbal and written communication skills, strong interpersonal skills, research skills, creative problem-solving, analytical and organizational skills.
- Advanced proficiency in Microsoft Excel and PowerPoint proficiency is preferred.
- A working knowledge in one or more of the following areas is preferred:
 - City, State and Federal regulations and policies related to affordable housing production strategies;
 - knowledge of zoning and land-use planning requirements; and
 - experience with community-based planning and neighborhood development.
- Familiarity with real estate underwriting concepts and procedures is a plus.
- A strong desire to learn about Inclusionary Housing within the context of New York City's planning and development realms.

Dates: Flexible; 9- to 12-week commitment expected

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

To apply: Please send resume and thoughtful cover letter to IH's Director of Operations, Jessica Bartolini, at bartolij@hpd.nyc.gov with the subject line "Inclusionary Housing Program Intern."



Office of Neighborhood Strategies
Planning Division
Internship (Unpaid)

About the Office of Neighborhood Strategies

In support of [Housing New York: A Five-Borough, Ten-Year Plan](#), HPD's Office of Neighborhood Strategies is working with communities to plan for the preservation and development of affordable housing in a manner that fosters more equitable, diverse, and livable neighborhoods.

Internship Description

The Director of Neighborhood Planning is seeking an energetic, thoughtful, and engaged Intern to assist in the development, implementation, and management of integrated neighborhood planning solutions.

The Neighborhood Planning Intern will assist in the analysis of complex community and geo-spatial issues; perform basic housing, real estate, and demographic research; and develop neighborhood planning studies and implementation strategies. Frequent collaboration and interaction is anticipated with other City agencies, such as the Economic Development Corporation, Department of City Planning, NYCHA, State agencies, for- and non-profit housing and community developers, community boards and local organizations, public officials, and neighborhood residents. The Neighborhood Planning Intern would also have the opportunity to help prepare for and participate in neighborhood workshops, as necessary.

Education: Undergraduate degree required. Applicants should be working towards a graduate degree in urban planning or a related field.

Skills: The ideal candidate should have strong analytical, writing, research, and communications skills. Strong Excel and PowerPoint skills are required. Proficiency in ArcGIS and/or Adobe Creative Suite preferred.

Dates: Flexible

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

To apply, please send resume and cover letter to Simon Kawitzky at kawitzks@hpd.nyc.gov with subject line marked "Neighborhood Planning Intern."



Office of Neighborhood Strategies
Division of Planning & Predevelopment
Predevelopment Planning Unit
Internship (Unpaid)

About the Division of Planning & Predevelopment's Predevelopment Planning Unit

The goal of the Predevelopment Planning Unit is to strengthen the social, economic, and physical health of neighborhoods by developing city-owned land as high-quality affordable housing in partnership with for- and non-profit developers. After identifying a city-owned parcel for development, researching market conditions and zoning capacity, and engaging with community residents and their representatives to determine their needs, the Predevelopment Planning Unit writes and releases a Request for Proposals (RFP). For- and non-profit development teams then respond with proposals for site development, and the Predevelopment Unit evaluates and ranks proposals before ultimately selecting a single winning team, who commits to building housing for low, moderate and middle-income households.

Internship Description

HPD is seeking an enthusiastic, talented candidate(s) for an internship in the Predevelopment Planning Unit. The intern(s) will work closely with planners on a variety of projects, and will assist in the analysis, preparation and review of RFPs.

The ideal candidate(s) will be a currently enrolled undergraduate or graduate student with strong analytical, writing, research, and technical skills. Knowledge of GIS and design skills a plus. He or she will be energetic and resourceful, demonstrate an ability to problem-solve and tackle various type of work, and express an interest in affordable housing and urban issues, particularly in New York City.

Dates: Flexible; 8-12 week commitment (20 hours per week commitment desired)

Hours: Flexible within Monday-Friday 9am – 6pm

To apply please send resume and cover letter to Eunice Suh, Director of Predevelopment Planning at suhe@hpd.nyc.gov, with subject line marked "Planning Internship."



Division of Performance Management and Analytics *Internship (Unpaid)*

About the PMA Team

The Division of Performance Management and Analytics (PMA) works to improve NYC Housing Preservation and Development (HPD) operations through data integration, performance measurement, and analysis. Working closely with senior management and agency program areas, as well as the Divisions of Technology and Strategic Development (TSD), Strategic Planning (DSP), Research, and Budget, the PMA team:

- Identifies performance and outcome measures for the agency and program areas and prepares internal and external performance reports
- Directs agency information management by creating a framework to ensure data quality and integrity, integrating information across HPD, and improving access and ability to use data for operational strategy
- Sponsors technology projects with agency-wide benefits
- Partners with program areas and TSD to insure technology development encompasses analytics needs and takes into account broad agency benefits
- Analyzes administrative and other data for performance management and other agency needs

Internship Description

Over the past 20 years, HPD and its partners have financed the preservation or creation of over 200,000 affordable units throughout the City. As more units are established through the Mayor's *Housing New York* plan, it is important that these properties remain financially and physically stable over the long-term. PMA works closely with the Office of Asset and Property Management to improve the Office's capacity to leverage data for operational insights and performance measurement. PMA is seeking an enthusiastic, talented intern to support these data-driven efforts to protect the City's affordable housing investment.

Potential projects and tasks include:

- Design and conduct analysis, pulling from multiple data sources, to assess physical and financial risk/performance in HPD's portfolio of existing affordable housing
- Assist with the design of new performance metrics in collaboration with key divisions in the Office of Asset and Property Management and make recommendations, as needed, for additional data collection or integration
- Conduct data cleanup and analysis of development team entities and owners/officers associated with affordable housing properties to better understand these entities with which HPD does business
- Present findings, data visualization, and products to senior staff
- Other special projects as needed

The intern can expect to gain experience with data analysis, data management, data visualization, and performance measurement in the context of affordable housing policy.

Preferred Skills

The ideal candidate should have strong analytical, writing, research, and communications skills.

- Has experience with MS Excel at a minimum and MS Access preferred; experience with SQL, SAS, SPSS, Stata, R, or Python is a plus
- Excellent organizational and problem solving skills with the ability to initiate and apply creative solutions
- Strong project management, research, communication, and data analysis skills, as well as an ability to work independently
- Detail-oriented, collaborative and dependable
- Has or is working towards an advanced degree in a relevant field (e.g., Data Science/Informatics, Public



Administration, Public Policy, Urban/Regional Planning, Business Administration, or Management/
Organizational Science)

Dates: Flexible; 8-12 week commitment expected
Hours: Flexible within Monday-Friday 9am – 5pm

To apply please send resume and cover letter to Maggie Raife at raifem@hpd.nyc.gov with subject line marked
“PMA Internship”.

NYC



Office of Strategy, Research & Communications
Office of Communications
Graphic Design Intern (unpaid)

About the Office of Communications

HPD's Office of Communications is a high profile, fast-paced unit that is involved in nearly every aspect of the agency's work. The team is responsible for setting the strategic direction of the agency's communication work and messaging on key mayoral and agency priorities and initiatives related to affordable housing, including drafting statements, press releases, speeches, op-eds, advisories, social media posts and responses, etc.; handling media inquiries on a wide range of topics in close coordination with other agencies and partners as well as with City Hall's press office; organizing and executing a wide range of housing-related events; managing the agency's website, including its content; creating and updating collateral materials on HPD programs and initiatives; and ensuring a consistent and effective marketing and public identity for all HPD's work; among other responsibilities.

More information is available on our website at www.nyc.gov/hpd. You can also learn more about what we do on our social media platforms. Find us at www.facebook.com/nychpd and www.twitter.com/nychousing.

Internship Description

The Office of Communications is looking to bring on an intern with strong graphic design skills and an interest in affordable housing and public-sector communications. Reporting to the Assistant Commissioner of Communications and working closely with members of the Communications team, the intern will be responsible for assisting with graphic design for the website, social media, and printed materials for the agency and the Mayor's *Housing New York* plan. The intern will also be involved in efforts to brand HPD and its various programs and initiatives. This is a small unit with many possibilities to learn and grow in the position.

We are looking for an Intern who is a self-starter, takes initiative, and works well both independently and as part of a team. The ideal candidate should have strong graphic design, web, and social media skills, and be interested in developing a deep understanding of the agency's mission and work.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Libby Rohlifing at rohlfinge@hpd.nyc.gov with subject line marked "Graphic Design Intern."



Office of Strategy, Research & Communications
Office of Communications
Editorial Intern (unpaid)

About the Office of Communications

HPD's Office of Communications is a high profile, fast-paced unit that is involved in nearly every aspect of the agency's work. The team is responsible for setting the strategic direction of the agency's communication work and messaging on key mayoral and agency priorities and initiatives related to affordable housing, including drafting statements, press releases, speeches, op-eds, advisories, social media posts and responses, etc.; handling media inquiries on a wide range of topics in close coordination with other agencies and partners as well as with City Hall's press office; organizing and executing a wide range of housing-related events; managing the agency's website, including its content; creating and updating collateral materials on HPD programs and initiatives; and ensuring a consistent and effective marketing and public identity for all HPD's work; among other responsibilities.

More information is available on our website at www.nyc.gov/hpd. You can also learn more about what we do on our social media platforms. Find us at www.facebook.com/nychpd and www.twitter.com/nychousing.

Internship Description

The Office of Communications is looking to bring on an intern with strong writing and editorial skills and an interest in affordable housing and public-sector communications. Reporting to the Assistant Commissioner of Communications and working closely with members of the Communications team, the intern will be responsible for assisting with speech-writing, drafting press releases, developing original content for the website, and preparing materials related to the *Housing New York* plan, among other assignments. The intern will also be involved in efforts to brand HPD and its various programs and initiatives. This is a small unit with many possibilities to learn and grow in the position.

We are looking for an Intern who is a self-starter, takes initiative, and works well both independently and as part of a team. The ideal candidate should have strong analytical, writing, research, and communications skills, and be interested in developing a deep understanding of the agency's mission and work.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Libby Rohlifing at rohlfinge@hpd.nyc.gov with subject line marked "Editorial Intern."



Office of Strategy, Research & Communications Regulatory Compliance Office

About the Regulatory Compliance Office

The Regulatory Compliance Office is charged with educating the community, contractors, workers, external and internal partners regarding rights, obligations, and opportunities and enforcing both contractual obligations and federal, state, and local requirements. The Labor Monitoring Unit (LMU), within the Regulatory Compliance office, monitors and enforces applicable prevailing wage laws. LMU compliance officers review payroll and related records, visit construction sites to observe and interview workers, and investigate possible violations to ensure that construction workers building HPD's affordable housing developments are paid the applicable wages.

Internship Description

Regulatory Compliance is seeking enthusiastic and motivated candidates with strong analytical, technical, organizational, and communications skills for summer internships. Ideal candidates should have an interest in public service, affordable housing, urban development, compliance, criminal justice, law and/or enforcement of socioeconomic mandates. Qualified interns will be placed in one of the following units that best matches his/her academic background, experience, and skillset:

The **Labor Monitoring Unit** is seeking one intern to support the director of labor monitoring. Support tasks may include reviewing labor standards investigations to identify potential violations and plan monitoring strategies; reviewing wage underpayments calculations for accuracy and sufficiency; researching federal rules, regulations, and statutes related to prevailing wage and other labor standards requirements; revising current policies and procedures documents and enforcement notices, in coordination with program counsel, to reflect LMU's current practices and recent changes; analyzing data to target monitoring efforts; and other projects as required.

The **Operations Team** is seeking one intern to support the office's file room organization and operations, including the establishment of records retrieval, document maintenance, storage, preservation and disposal policies and procedures. Tasks may include developing a professional library program for maintaining project-based case files, including cataloging, indexing, tracking and maintenance; assisting in the development of written retention and removal policies; performing resource, equipment and space planning; working with staff to implement file room policies and procedures; adding new materials to case files and creating new records as necessary; sorting, labeling and boxing case files for warehousing; and other projects, as necessary. Candidates should have a background or special interest in library studies and/or operations.

The **enhanced review specialist** is seeking one intern to support the office's efforts to educate contractors about prevailing wage and labor law compliance, support prevailing wage investigations, and monitor and track contractor's compliance with federal, state, local, and agency requirements. Support tasks may include reviewing and tracking contractor document submissions to identify potential noncompliance and plan monitoring strategies; reviewing and tracking construction site visit reports to identify potential contractor noncompliance and plan monitoring strategies; compiling, organizing and storing reports, documents and correspondence; compiling and tracking attendance at required conferences to facilitate compliance analysis; and other projects as required.

Dates: 8-12 week commitment

Hours: Flexible within Monday-Friday 8 am-5 pm

To apply, please send a resume and cover letter to Jennifer Annunziata, Office Manager, at annunzija@hpd.nyc.gov.





Department of Housing Preservation & Development

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