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Housing Development Consortium of Seattle-King County

**Housing Development**

**Internship Program**

***2024–2025***

***Host Agency Application:***

## Architecture Track

***Application Deadline: July 10th, 2024***

The Housing Development Consortium of Seattle-King County (HDC) is currently accepting **Architect Track-Host Agency Applications** for the 2024 –2025 cycle of the Housing Development Internship Program (HDIP).

Through this internship, HDC aims to promote an equitable, inclusive, and diverse talent pool through the support of HDC member Host agencies who are working to **recruit**, **train,** and **retain** racially diverse leaders in the affordable housing sector.

**Host Agency applications must be submitted by July 10th, 2024**. 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 attachments to: [Dani@housingconsortium.org](mailto:aselefech@housingconsortium.org) and [Loren@housingconsortium.org](mailto:Loren@housingconsortium.org)

**PROGRAM OBJECTIVES**

HDC’s Housing Development Internship Program (HDIP) is a 9-month paid internship designed to recruit, train, and retain racially and socio-economically diverse students who may not otherwise know about or have opportunities for employment in the affordable housing sector. HDIP aims to provide a launch pad for college and graduate students of color into a career in the affordable housing development sector.

**HOW THE INTERNSHIP WORKS**

Three pillars form the foundation of a successful internship experience: the **Intern**, **Program Administrator (HDC)**, and **Host Agency**, or the organization where interns are placed.

*Interns* are individuals/students who identify as a Person of Color and are currently enrolled in college/university (associate/trade, undergrad, or grad school), preferably entering their final year of school in Fall 2024 and committed to 9 months of part-time work in addition to their academic program. Students interested in applying to the architecture track need to be studying architecture or architecture design. The HDIP is unable to support students pursuing dual degree programs due to the time constraints imposed by these programs.

As the *Program Administrator* of the internship program, HDC will convene the interns, as part of the program cohort, and coordinate additional trainings and enrichment program activities. HDC will also provide Host Agencies with support through monthly meetings.

The *Host Agency* is a nonprofit, for profit, or governmental agency focused on housing development, architecture or construction management, where each intern carries out his/her/their day-to-day work. The host agency is responsible for providing 10-15 hours of work, oversight, and support to the intern for the duration of the nine-month internship. Individuals supporting interns at their host agency site are referred to as **mentors**.

***INTERN PAY***

The intern will be an employee of the Host Agency, per the Internship Agreement. Minimum pay is set by the minimum wage of the city in which the host agency resides. For Seattle, that’s $19.97. HDC encourages host agencies to consider equitable pay compensation that is at or upwards of $25/hour.

Interns shall be paid for any hours they are participating in the program to include: the three-day program orientation, twice monthly cohort meetings, internship-related trainings, including HDC-hosted trainings and enrichment activities.

***INTERNSHIP PROGRAM OVERVIEW***

All selected interns will begin the internship program with a three-day orientation on September 19, 20, and 23, 2024 and begin part-time work at the Host Agency no later than the week of October 7, 2024 (as negotiated between the Host, HDC, and intern). Interns who cannot start their internship Fall quarter will not be eligible to participate this program year.

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

1. Understanding Development Funding
   1. Timeline: Feasibility Studies, Proposals, and Award
   2. Funding requirements that impact design; i.e. accessibility and Evergreen Sustainable Development Standards
2. Understanding Roles and Responsibilities
   1. Internal Project Management/Teams
   2. AIA Contracts
   3. Owners, Consultants and Contractors
   4. Authority Having Jurisdiction
3. Understanding the Design Process/Phases
   1. Go-No Go Assessment
   2. Staffing and Fee
   3. Project Schedule
   4. PD, SD, DD, CD, BN, CA, PC – Deliverables and Coordination
4. Understanding the Permitting Process
   1. Different AHJ requirements in WA
   2. Relationship of design phases and permitting
   3. Codes – Opportunities and Constraints
5. Understanding Bidding and Construction Administration
   1. Roles and Responsibilities
   2. Safety
6. Leadership, Speaking and Presentation Skill Building
   1. Building a Team where everyone has a voice
   2. Communications within the Team, Consultants and Owners
   3. How to run a meeting
   4. How to present an idea

**Host Agency Supervision**: It is the role and responsibility of the intern’s immediate supervisor to act as a coach/ mentor to the HDC intern and will be referred to as their mentor. Acting as a coach/mentor entails:

* + Scheduling regular one-on-one meetings with the intern to support learning and work progress.
  + Teaching interns tangible sector-specific skills.
  + Approaching the intern as a member of the team (verses “extra labor”).
  + Engaging interns in conversations and approaching “teachable moments” using curiosity and inquiry verses disciplinary tones and actions.
  + Encouraging attendance and participation in internal and external stakeholder meetings

Working at the Host Agency and participating in HDC trainings and enrichment 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 who actively engage their interns in affordable housing development, including enrichment activities throughout the intern program year.

***INTERNSHIP ENRICHMENT ACTIVITIES***

The intern’s program year will include a variety of professional and personal development opportunities. Interns will build community with their peer group members and program alumni through various activities and develop a strong network through the work and activities that occur.

Hours spent attending trainings and other assigned enrichment opportunities, including the intern three-day orientation and trainings are all considered work time and will be paid at the agreed upon hourly rate (see Intern Pay).

Host Agencies and HDC will regularly inform interns of various housing and development/architecture events, resources, training opportunities, and job announcements via HDC communications. Host Agencies will encourage interns to participate in trainings as appropriate. Interns are alsoencouraged to apply for scholarships to attend additional supplemental trainings of interest. Some of these opportunities include:

***Pre-Program Three-day Orientation and Training:*** Interns will gather September 19th, 20th and 23rd for a three-day session intended to build community with supervisors and cohort members, provide an introduction to and overview of the history of affordable housing development, and introduce employment skills training – a common thread throughout the program.

***The Mid-Winter Training*:** In January, interns will participate in a weekend skills development retreat to reflect on their intern experience and gain additional soft skills and housing & community development tools.

In addition to learning basic competency skills in line with architect positions, interns will be engaged in professional development skill-building through HDC Intern Meetings once to twice monthly as part of a cohort learning community. These meetings are also designed to promote peer-to-peer networking, relationship building, as well as opportunities to share learnings, and support.

***INTERNSHIP APPLICATION PROCESS***

Interns who meet the internship program qualifications will initially be screened by HDC based on application requirements. Applicant recommendations will be offered to each Host Agency for consideration, dependent on total number of intern candidates. The Host Agency will interview the intern candidates and select interns who best match their organization placement needs and teams. An agreement is then signed by HDC, the host, and the intern, which outlines the terms, roles, and obligations of each signer.

***INTERN REASONABLE ACCOMODATIONS***

HDC recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. Interns who need reasonable accommodation should notify their mentor. The need for accommodation is determined on a case-by-case basis. Host agencies are encouraged to consult with Human Resources to ensure accessibility, accommodations, and Americans with Disabilities Act (ADA) compliance.

##### ARCHITECT TRACK-HOST APPLICATION: 2024–2025 PROGRAM YEAR

**General Application Guidelines**

Any organization that would like to host an intern for the 2024–2025 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 affordable housing development organizations and/or government agencies.

Please review Pages 1-5 prior to completing this form. **Applications must be submitted via email by Friday, July 10th, 2024.**

Once applications are submitted and reviewed by HDC staff, your team will be contacted to set up a brief interview.

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| Click or tap here to enter text. | Click or tap here to enter text. |
| **Organization** | **Org Website (if applicable)** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Mailing Address** | **Email for Main Contact** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **Main Contact Name & Title** | **Direct Line for Main Contact** |

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

**Please keep application responses 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. How is your organization operationalizing diversity, equity and inclusion? Please provide details.
      4. If the host agency mentor identifies as white, please describe how your approach to racial equity will inform your work supervising Black, Indigenous, People of Color (BIPOC)?
      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 to include paid time for the intern’s participation in the HDC three-day program orientation as well as follow up program year enrichment activities?
      6. Based on your current staff capacity and your projections for October 2024 – June 2025, do you believe you will have the pipeline of projects at your firm to support an intern in their learning based on the program’s competency areas? Please explain. (To review competencies, see pages 3 & 4).
      7. The Housing Development 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 the intern’s positive learning experience. To ensure accountability, committed mentors will be asked to: attend one HDC-offered race, equity, and inclusion training and/or a training of your choosing within the nine-month internship period and attend regularly scheduled mentor meetings. White identified mentors are strongly encouraged to attend White Identified Affinity Group meetings when offered through this program. Please identify your level of commitment to these areas:
         1. Attend one HDC-offered race, equity, and inclusion training/events during the 9-month internship program
         2. Attend regular mentor meetings, frequency to be determined by the host agency cohort.
         3. Attend White Identified Affinity Group Mentor Meetings (strongly encouraged). BIPOC are invited to attend the BIPOC Affinity Group Mentor Meetings.
      8. Please provide the name and title of the main mentor for the intern. This should be a senior level supervisor who can make decisions regarding the interns workload and time commitment. This does not have to be the same as the immediate mentor who supports the interns’ day-to-day work.
      9. If the immediate mentor is different from the main supervisor, please list his/her/their contact name and title. It is the role and responsibility of the immediate mentor at the Host Agency to act as a coach/ mentor to the HDC intern.
      10. How does the mentor 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.)
      11. 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.
      12. The department and team members of which the intern will be a part are a major influence in the intern’s experience.
          1. 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?
          2. Acknowledging that interns are professionals of color, please include how your team will create a culture of inclusion and hold one another accountable to this work?
      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 necessary for 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 and inclusion in the onboarding process.
      15. Are you willing to pay the required minimum wage 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. Please provide any additional information 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:**

**Applications must be submitted by July 10th, 2024.** All application questions must be completed for this application to be considered. Add space as needed to complete your answers and submit via with needed attachments in PDF format to:

* Dani Turk, Membership, Programs and Equity Manager: [Dani@housingconsortium.org](mailto:Dani@housingconsortium.org)
* Loren Tierney, Deputy Director: [Loren@housingconsortium.org](mailto:Loren@housingconsortium.org)

Please use **subject line: [Your First and Last Name, HDIP Application].**

Please e-mail Dani Turk if you have any questions about the application or the program prior to the **July10th, 2024** application deadline.

*Applications will be assessed based on the content of information provided in the application. Should you meet the application requirements, HDC will contact you for a preliminary interview. 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.*

**Thank you for your interest in hosting an intern for the HDIP 2024–2025 Intern Program year!**