



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

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OFFICE OF HOUSING PRESERVATION INTERNSHIP **(Spring internship)**

Description:

New York State Homes and Community Renewal's ("HCR") is seeking a dynamic, intelligent, and well-organized intern to work with the Assistant Commissioner of Operations in HCR's Office of Housing Preservation ("OHP"). Ideally, the intern will have an interest in government policy, affordable housing, real estate, organizational logistics and systems, and/or transactional work.

The Agency and Office:

HCR contains all of the major state agencies responsible for the supervision and development of affordable housing in New York State. Additional information about HCR can be found at <http://www.nyshcr.org>.

OHP encompasses all of HCR's bureaus, offices and programs that maintain and/or enhance the State's existing portfolio of more than 2,500 affordable housing developments. As such, OHP includes HCR's Asset and Housing Management bureaus, Architecture & Engineering Units, the Weatherization Assistance Program, and the State's Section 8 project-based and individual voucher programs.

Each of these bureaus and programs oversees projects that are subject to a variety of frequently overlapping regulatory regimes and programmatic rules, policies, and procedures. In addition, each of them has developed or acquired systems, policies and/or procedures with varying degrees of functionality, efficiency, or effectiveness.

OHP's Assistant Commissioner of Operations is responsible for evaluating OHP's systems, policies, and procedures in order to design and implement improvements.

The Internship Program:

OHP's intern will report directly to OHP's Assistant Commissioner of Operations. The intern will also work with OHP's senior staff to devise and implement enhanced systems, procedures, and policies within and across OHP's various offices. The intern will also be exposed to senior and executive-level meetings and policy discussions.

In short, the OHP intern will receive real-world experience in a short amount of time under the direction of experienced and highly-qualified staff.



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Internship Program Projects:

OHP is seeking an intern to assist in the creation and implementation of a number of key agency initiatives. These include (but are not limited to) the review and reorganization of the Mitchell-Lama Budget Rent Determination process; the review and reorganization of the Mitchell-Lama income affidavit and verification process; and the reassessment of certain environmental assessment and mitigation policies and procedures.

- 1. The Mitchell-Lama Program and its Processes:** The Mitchell-Lama program was created in 1955 with the intent to increase the supply of safe and sanitary affordable housing for low and moderate-income families. Currently, OHP oversees approximately 140 Mitchell-Lama housing companies (both rental and co-ops) with over 65,000 units – including the nation’s largest federally subsidized, affordable rental project and largest affordable cooperative development.

OHP oversight of the Mitchell-Lama program involves various long-standing recurring checks and processes. These include (but are not limited to) an annual income verification process for all 65,000+ households and a biennial budget rent determination process for each development.

Annual household income review: Each Mitchell-Lama household annually reports its aggregate household income through an income affidavit and verification process. Households reporting an annual income above the relevant project threshold are subject to a monthly surcharge in addition to their Mitchell-Lama rent. In order to validate surcharges, HCR annually collects income affidavits from each household and transmits them to the New York State Department of Tax and Finance for verification.

Budget Rent Determinations: Mitchell-Lama owners must submit biennial projected budgets and undergo a budget rent determination process to obtain HCR consent to calculate and apply rent increases. This process involves an agency review of the developments’ financial statements and expected expenses.

Both processes can be cumbersome. HCR is interested in streamlining its approach to both processes in order to ease the burden on residents and managing agents.

- 2. Additional Projects:** Other initiatives may include cross-agency collaborations, inter-office training initiatives, environmental hazards review, the creation of effective data systems, and the drafting and review of affordable housing policy.

OHP believes that these assignments would suit an intern interested in analyzing, developing, and/or operating affordable housing.



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Requirements:

Applicants must submit: (i) a resume; and (ii) a two paragraph statement of interest to Melina Stratos at melina.stratos@nyshcr.org. Please send all emails with the subject line “OHP Internship”