

The Housing and Community Development Authority is accepting resumes for a Governor's Public Service Summer Intern position :

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Carmen Files at CFfiles@IHCDA.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594281 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted February 17, 2015

Please see next page for job description.

JOB DESCRIPTION FOR LEGAL/LEGISLATIVE INTERN

PCN 10058391 Req 594281

CORE LEGAL PROJECT

- **Procurement Activity.** Intern will play a key role in a project that involves issuing a request for proposals in order to select a consultant to undertake a research project for the agency.
 - Project will give intern involvement in process associated with preparing a request for proposals. Seeking out qualified candidates and participating in the selection process.

LEGISLATIVE PROJECTS

- Intern will help represent IHCDA on a multi-state initiative designed to leverage resources and promote affordable housing.
- Intern will assist with the planning and execution of statewide housing conference.

ANCILLARY PROJECTS

- **Processing Payoffs.** Intern will be involved in processing lien and mortgage payoffs.
 - Project will provide intern with experience gathering documentation needed to calculate payoffs for the agency;
 - Preparing and sending out payoff letters; and
 - Preparing documents used to release mortgages.
- **Completing Subordination Agreements.** Intern will request information from banks needed to complete subordination form.
- **Assisting with Foreclosure Responses.** Intern will assist in processing foreclosures.
- **Amendments.** Intern will revise documents and e-mail revised documents to partners.
- Intern may perform other similar projects as assigned.



Indiana Housing & Community Development Authority

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To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Joe Palus at JPalus@IHCDA.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 59430 via the state’s job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA’s Indianapolis headquarters and applications are being accepted until February 17, 2015.

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PCN 15008392 Posting594350

Title	Research Specialist (Internship)	Exempt
Reports to	Director of Research and Innovation - 10058392	Date last revised: December 6 2013
Supervises	N/A	

Anticipated Salary Range	\$11.30/hr.
Summary	<p>The Indiana Balance of State Continuum of Care oversees the allocation of resources intended to serve individuals and families experiencing or at risk of homelessness in every county in Indiana except for St. Joseph and Marion Counties. The Indiana Housing and Community Development Authority Research and Innovation Department is seeking a summer intern to assist the department in organizing historic data on homelessness from multiple sources and data base so that the data can assist IHCDA and the Indiana Balance of State Continuum of Care (BOS CoC) to make strategic resource allocation. The position will also include developing data collection platforms, reports and dashboards so that the BOS CoC Board of Directors can track progress of outcomes set forth in the annual Continuum of Care Program application.</p>
Evaluation of performance	<p>Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.</p>
Key outcomes expected	<p>Work with IHCDA staff, the Indiana Balance of State Continuum of Care Board, and the Corporation for Supportive Housing, one of IHCDA's partners for the Indiana Balance of State Continuum of Care (BoS CoC) to :</p> <ol style="list-style-type: none"> 1) Learn about the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act and its implications for Indiana's homeless services system; 2) Identify the sources of data that the BoS CoC uses to inform its planning, strategy and funding allocation decisions as well as data that it could use to improve its efforts in each of these areas. 3) Solicit feedback from partners, BoS CoC Board and general members, funding recipients, IHCDA staff and other interested stakeholders regarding the data that would be most useful to inform efforts to provide services to persons experiencing or at risk of homelessness and to facilitate coordination and collaboration between service providers. 4) In consultation with IHCDA staff and consultants and BoS CoC Board, develop mechanisms to: <ol style="list-style-type: none"> a) Facilitate the collection and analysis of data to support the development of a needs assessment for Rapid Rehousing and Permanent Supportive Housing for the entire Balance of State Continuum of Care. b) Improve access to and organization of publicly available data; and c) Develop reporting mechanisms to provide timely and accurate data to BoS CoC decision makers 5) Develop final report summarizing customer/partner feedback with regard to data availability and quality, with recommendations for improvement. 6) Comply with all policies of IHCDA. 7) Other duties as assigned.



Indiana Housing & Community Development Authority

<p>Critical skills, knowledge, and behaviors</p>	<p>Ability to draw a reasoned conclusion from data and be able to support and present this conclusion to community partners.</p> <p>Ability to plan and set direction for large groups of people.</p> <p>Proven verbal and written communication skills are essential</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Strong presentation skills and the ability to facilitate both large and small group presentations.</p> <p>Demonstrates strong customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills (i.e. Microsoft Word, Excel, Internet usage (e-mail)) as well as SPSS.</p>
<p>Education, experience, degrees, licenses</p>	<p>A successful candidate will have completed six semesters of a social science degree and have a strong background in research methodology and elementary statistics. A working knowledge of Excel and attention to detail is a must.</p> <p>The internship will offer a student firsthand knowledge of the challenges government agencies face collecting and using data to achieve positive outcomes and the opportunity to work with the Research and Innovation staff to problem solve around these challenges.</p>
<p>Work environment and physical demands</p>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p> <p>Work requires spending long periods in front of a computer.</p>

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E-mail a resume, cover letter, and a one to three page professional writing sample to Taura Edwards at TEdwards@IHCD.A.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594252 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

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Please see next page for job description.

**Community Services Block Grant
Indiana Community Needs Assessment
Internship Opportunity
PCN 10050479 req 594252**

Community Programs Department Overview: The Department of Community Programs provides statewide oversight and administration for the following programs and grants: Low Income Home Energy Assistance, Weatherization Assistance, Community Services Block Grant, Individual Development Accounts, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives. Executive Leadership for the Department is Donna Billiard Wright, Chief Community Programs Officer.

Weatherization Assistance Program (WAP): WAP provides energy conservation measures to families at or below 200 percent of the federal poverty level. The program is funded by the Low Income Home Energy Assistance Program that is funded by the US Department of Health and Human Services and the Department of Energy.

Low Income Home Energy Assistance Program (LIHEAP): LIHEAP provides utility assistance to low income families at or below 150 percent of the federal poverty level. The program is funded by the US Department of Health and Human Services.

Indiana Home Energy Assistance Program (State EAP): State EAP provides utility assistance to low income homeowners at or below 150 percent the federal poverty level. The program is funded by mortgage foreclosure prevention funds that have been allocated through the Attorney General's Office.

Duties of the Intern: The intern for Community Programs will complete the following task associated with the research and program implementation:

- Analyze various types of energy education programs from other states
- Identify partnership opportunities for the state office and local agencies
- Identify opportunities to incorporate utility information into the new programs
- Collect and analyze data from the local service providers in the implementation of the new energy education program
- Assist with and perform trainings associated with the implementation of the new energy education program

Knowledge, Skills and Abilities: The intern should possess the following knowledge, skills and abilities for this project:

- Understanding of federally funded low-income programs
- Qualitative and quantitative program evaluation
- Ability to read and interpret federal and state legislation
- Facilitate group discussions and committee meetings about the new initiative
- Develop goals, objectives, and evaluation tools to accomplish program goals
- Ability to analyze qualitative and quantitative research

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E-mail a resume, cover letter, and a one to three page professional writing sample to Taura Edwards at TEdwards@IHCD.A.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594256 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

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**Community Services Block Grant
Indiana Community Needs Assessment
Internship Opportunity
PCN 1050499 req 594256**

Community Programs Department Overview: The Department of Community Programs provides statewide oversight and administration for the following programs and grants: Low Income Home Energy Assistance, Weatherization Assistance, Community Services Block Grant, Individual Development Accounts, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives. Executive Leadership for the Department is Donna Billiard Wright, Chief Community Programs Officer.

Individual Development Accounts (IDA): IDA promotes asset development for low income families up to 175 percent of the federal poverty level through financial education training and budget management. The program is funded by the US Department of Health and Human Services under Assets for Independence and matched with non-federal funds.

Weatherization Assistance Program (WAP): WAP provides energy conservation measures to families at or below 200 percent of the federal poverty level. The program is funded by the Low

Income Home Energy Assistance Program that is funded by the US Department of Health and Human Services and the Department of Energy.

Low Income Home Energy Assistance Program (LIHEAP): LIHEAP provides utility assistance to low income families at or below 150 percent of the federal poverty level. The program is funded by the US Department of Health and Human Services.

Indiana Home Energy Assistance Program (State EAP): State EAP provides utility assistance to low income homeowners at or below 150 percent the federal poverty level. The program is funded by mortgage foreclosure prevention funds that have been allocated through the Attorney General's Office.

Healthy Homes Initiative will use WAP, LIHEAP and State EAP funds to support a homeowner repair program that will increase the number of homes that are eligible for weatherization and create healthier and safe home environments for low income Hoosiers.

Duties of the Intern: The intern for the Healthy Homes Initiative will complete the following task associated with the research:

- Analyze various Healthy Homes Initiatives at the federal and local levels
- Develop a template for expanding the Indiana project
- Identify partnership opportunities for the state office and local agencies
- Collect and analyze data from the local service providers in the pilot program
- Research and report trends between funding, services provided, and clients served
- Oversee activities associated with the reporting and expenditures

Knowledge, Skills and Abilities: The intern should possess the following knowledge, skills and abilities for this project:

- Understanding of federally funded low-income programs
- Qualitative and quantitative program evaluation
- Ability to read and interpret federal and state legislation
- Facilitate group discussions and committee meetings about the new initiative
- Develop goals, objectives, and evaluation tools to accomplish program goals
- Ability to analyze qualitative and quantitative research

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E-mail a resume, cover letter, and a one to three page professional writing sample to Mark Neyland at MNeyland@IHCDA.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594353 via the state's job bank at www.IN.gov/spd . To apply, click on:

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- Apply Now
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Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

IHCDA Governor Intern Position: Hardest Hit Fund Blight Elimination Program

PCN 10051155 req 594353

Background:

Blighted, vacant and abandoned homes are a serious issue for Indiana homeowners, neighborhoods and communities. Sadly, the State of Indiana has one of the highest percentages of abandoned foreclosed homes in the country. RealtyTrac reported that roughly 24 percent of Indiana's foreclosed homes are abandoned. Many of these properties quickly fall into a state of blight and attract undesirable or unlawful activity, thereby negatively impacting Indiana homeowners and neighborhoods by reducing property values and draining local government resources. Many Indiana communities simply lack the resources necessary to combat this growing problem alone.

In 2010, the U.S. Department of the Treasury established the Housing Finance Agency Innovation Fund for the Hardest-Hit Markets ("Hardest Hit Fund") to provide financial assistance to families in the states most impacted by the downturn of the housing market. The State of Indiana received \$221.7 million to provide Hardest Hit Fund assistance to Hoosier homeowners. In February 2014, Treasury approved Indiana's use of \$75 million in Hardest Hit Funds to prevent foreclosure by stabilizing residential property values through the elimination of surrounding blighted properties. The Blight Elimination Program ("BEP") allows IHEDA to provide funding to local units of government to eliminate blighted properties and offer a variety of end uses for the newly cleared parcels, such as green space or redevelopment opportunities.

Job Description:

The Blight Elimination Program intern will provide daily support to the BEP Program Director and Director of Indiana's Hardest Hit Fund. The goal of the intern will be to identify methods to quantify the BEP program's community impact and measure its effectiveness. To accomplish this, the intern will:

- a) Develop a thorough understanding of blight elimination practices in the state and of the Hardest Hit Fund Blight Elimination Program;
- b) Learn to use the CoreLogic database and other tools to track residential property values and foreclosure rates in communities receiving BEP funds;
- c) With support from Hardest Hit Fund staff, develop mechanisms to solicit community and partner feedback on the impact of BEP in communities receiving BEP funds;
- d) Work with Hardest Hit Fund staff and partners to develop a plan that is both responsive to that feedback and utilizes appropriate tools and data to measure the impact and effectiveness of the BEP;
- e) Work with Hardest Hit Fund staff and partners communicate that plan to and solicit feedback from appropriate sources;
- f) Work with Hardest Hit Fund staff and partner agencies to implement the plan.