

SUSTAINABLE HOUSING INCENTIVE PROGRAM



APPLICATION FORM



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South Dakota Housing Development Authority Sustainable Housing Incentive Program

INTRODUCTION

South Dakota Housing Development Authority (SDHDA) recognizes the investment service providers and landlords are willing to make to help individuals and families who need additional assistance in finding and maintaining permanent housing. The Sustainable Housing Incentive Program (Program) was created to provide financial resources for service providers and participating landlords to cover direct expenses related to finding and maintaining permanent housing for the “hard-to-house”.

Qualified Households are individuals and families who are participating in self-sufficiency and self-enrichment programs offered by service providers. Typically these households are classified as “hard-to-house” due to multiple barriers that may exist such as poor rental history, homelessness, formerly incarcerated, those with chronic physical or mental disabilities, chronic substance abusers, transitioning youth, or disabled veterans. They are perceived as risky or undesirable prospective tenants. Qualified Households typically would not be able to find adequate permanent housing without assistance of the service providers.

Qualified Households typically have social, economic and housing circumstances that limit opportunities for social and economic mobility. Their delicate housing situation often causes these families and individuals to be more costly to community and government budgets. Without stable housing, they often rely on shelters, they frequent emergency rooms, or they may end up back in jail.

The Program works in partnership with housing and service providers who provide intensive service programs that offer case management and incorporate many opportunities for direct involvement and contact between the Qualified Household and the service provider. The case management provided to the Qualified Household will vary based on individual and household needs. Examples of intensive service programs would include Drug, DUI and Veterans Court Programs, Bright Futures Program (Sioux Falls), and Rapid City Rebound Re-Entry Program.

ELIGIBLE APPLICANTS

Applicants eligible to apply for Program funds are agencies providing direct services or coordinating services for Qualified Households. Applicants are responsible for submitting invoices and reporting Program results. Applicants apply for an allocation of Program funds from SDHDA and funds are disbursed when services are rendered and expenses are incurred. Applicants will have contractual agreements with private landlords and may have contractual agreements with other service providers as necessary to provide client services.

ELIGIBLE EXPENSES

Applicants may utilize the Program to pay costs associated with rental application fees, security deposits, obtaining copies of birth certificates and other forms of identification, and in limited situations

pay for credit repair and arrears to assist Qualified Households in obtaining permanent housing. Landlords participating in the Program may receive reimbursement for unit repair and lost rent.

SDHDA Board of Commissioners approved \$400,000 for Program funding. For purposes of creating a budget, the following cost and quantity were utilized. These amounts are used by SDHDA to ensure funding availability is appropriate and Applicant will use these amounts as maximum reimbursement SDHDA will allow.

Landlord expenses:

Damage Guaranty - \$5000 per unit * 50 units = \$250,000

Lost Rent - \$600 per unit * 50 units = \$30,000

Service providers:

Application Fees or Obtaining Identification Documents - \$30 * 200 = \$6,000

Deposits - \$600 per unit * 75 units = \$45,000 (encourage agencies to use existing SDAP if available)

Credit Repair - \$1000 * 29 = \$29,000

10% Administration - \$40,000

Applicants are eligible to request up to 10% of their Program budget to cover administrative expenses, with the exception of the damage guaranty. Applicants requesting funding for damage guaranty will be allowed to receive up to \$100 per guaranty.

Applicant may request SDHDA consideration to allow expenses not mentioned above such as payment of HMIS user fee and payment of rent (up to two months) for Qualified Households who must enter treatment facility or hospitalization. Applicant must request SDHDA approval for these expenses prior to the expense being incurred.

INVOICING FOR PAYMENT

On a monthly basis, Applicants can invoice SDHDA for expenses incurred, at which time Applicant will also request payment of administrative expenses and provide information regarding Program recipients and services provided. Documentation of expenses will be submitted with the invoice.

PROGRAM REQUIREMENTS

Applicants must create and submit with the Program application, an administrative plan which includes information regarding the following:

- How Program funds will be utilized,
- Who is their target population,
- Identify partner agencies and their respective services,
- Selection process for Qualified Households,
- Transition plan for Qualified Households to become self-sufficient and stably housed,
- Program termination policy for Qualified Households,
- Qualified Household's process for repayment of financial assistance, if applicable, and

- Identify key staff.

Program funds are to be utilized to create new services or expand existing services to address an identified gap preventing Qualified Households from becoming permanently housed. If other funding sources are currently available to provide the same service, Applicant should not request nor use Program funds. For example, SDHDA provides financial assistance for the Security Deposit Assistance Program (SDAP). If a SDAP recipient is located within the same community, Applicants should partner with the SDAP recipient to provide funding for the security deposit instead of using Program funds.

SDHDA encourages the Applicant to work with Qualified Households to repay a portion or all of the financial assistance being provided, especially if funding is provided for credit repair. Any funds repaid to the Applicant can be retained and utilized by the Applicant to expand services or assist additional Qualified Households.

Applicants and service providers will be encouraged to utilize HMIS (Homeless Management Information System) to document Qualified Households meeting the HUD homeless definition. Applicants will enter Qualified Households who are considered homeless, in HMIS upon program entry. SDHDA will not reimburse Applicant for expenses invoiced, if HMIS data is not current.

Applicants are encouraged to have well defined program guidelines with the goal of housing stability for the Qualified Household. SDHDA encourages incorporating the following components as part of the service program:

- Financial literacy, budgeting, and credit education;
- Renter's education – what is a lease, how to maintain housing, tenant-landlord relationship;
- Life skills training;
- Tenant/landlord hotline – landlords have direct line # 24 hours a day to case manager/service provider;
- Job skills, education, or connecting individuals to mainstream resources for long-term economic impact;
- Accessing mainstream programs and services; and
- Weekly/monthly case management as applicable.

Applicants agreeing to provide landlords the damage guaranty or funding for lost rent, must have an executed agreement with such landlord indicating the maximum amount of reimbursement, name of the Qualified Household, and a proposed date and/or conditions terminating financial obligation. Once the Qualified Household is determined by Applicant or service provider, to be stably housed and self-sufficient, the financial obligation for lost rent and damage guaranty should be terminated.

Applicants must ensure Qualified Households have an acceptable executed lease with landlord prior to paying the security deposit. Applicants must incorporate housing inspections and rent feasibility analysis in the housing search process, assisting Qualified Households in finding adequate and appropriate permanent housing options.

SOUTH DAKOTA
SUSTAINABLE HOUSING INCENTIVE PROGRAM
APPLICATION FORM

Applicants requesting Sustainable Housing Incentive Program (Program) funds must complete all applicable parts of the application form and include all documents and supplementary materials required for funding consideration.

- A. Applicant: _____
- Applicant Federal Taxpayer ID No. _____
- Mailing Address: _____
- City: _____ State: _____ Zip Code: _____
- Contact Person: _____
- Phone No. _____ Fax No. _____
- E-Mail Address: _____
- Name of Executive Director/CEO: _____

- B. Type of Entity
- | | | |
|--|--|--|
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Local Government | <input type="checkbox"/> Housing Authority |
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Tribal Government | <input type="checkbox"/> General Partnership |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Co. | <input type="checkbox"/> Other (specify) _____ |

C. Total amount of Program funding requested: \$ _____

D. Total number of households to be assisted _____

Applicants must provide written narrative of their program and describe how they will enhance or provide additional services with the available Program funding. The narrative must outline the target clients, selection process, administrative cost of carrying out the program, and outline performance measurements, as applicable.

PROGRAM COSTS AND USES

Activity	\$ unit cost	# of households	Estimated Cost
Rental Deposits			
Utility Deposits			
Rental Arrears			
Utility Arrears			
Application Fees			
Identification Documents			
Damage Guaranty			
Rent Loss Guaranty			
Credit Repair			
Renter's Education			
Administrative Costs			
Other (Specify)			
Other (Specify)			
Other (Specify)			
TOTAL COSTS			

APPLICANT CERTIFICATION

The undersigned hereby acknowledges the following:

1. That this application form and all supporting documents, provided by SDHDA to applicants for Program funds, is provided only for the convenience of SDHDA in reviewing applications and that completion hereof in no way guarantees Program funds will be approved;

2. that the undersigned is responsible for ensuring that the proposed application will, in all respects, satisfy all applicable requirements of the Program and any other requirements imposed upon it by SDHDA at the time of funding commitment;
3. that SDHDA may request or require changes in the information submitted herewith, and may substitute actual figures for any estimated figures provided therein by the undersigned and may conditionally commit Program funds, if any, in an amount different from the amount requested;
4. that a funding commitment is not transferable to another agency, without prior approval by SDHDA;
5. that the requirements for applying for the Program funds and the terms of any funding commitment thereof is subject to change at any time by state law, SDHDA regulation, or other binding authority; and
6. that funding commitments will be subject to certain conditions to be satisfied prior to execution of agreements.

Further, the undersigned hereby certifies the following:

1. The Applicant shall not, in the provision of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap;
2. that, to the best of its knowledge and belief, all factual information provided herein or in connection herewith is true and correct and all estimates are reasonable and can be obtained from any source named herein;
3. that it will at all times indemnify and hold harmless SDHDA against all losses, costs, damages, expenses, and liabilities of any nature or indirectly resulting from, arising out of or relating to SDHDA's acceptance, consideration, approval, or disapproval of this request and the issuance or nonissuance of Program funds in connection herewith; and
4. that it provides SDHDA the right to exchange information with other state and local agencies and with other parties as deemed appropriate by SDHDA.

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this document to be executed in its name on this ___ day of _____, 20 ____.

I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Legal Name of Applicant

Signature

Title

Date

APPLICATION SUBMISSION CHECKLIST

The following items, as applicable, must be submitted with the completed Application form to ensure a complete application is received by SDHDA.

<u>Submission Item</u>	<u>Enclosed</u>
1. Completed and signed application form	_____
2. Project narrative (including type of activity, program administration, income targeting)	_____
3. Applicant information including recent financials	_____