

## **Before Starting the Project Application**

**To ensure that the Project Application is completed accurately, ALL project applicants should review the following information BEFORE beginning the application.**

Things to Remember:

- Only Collaborative Applicants may apply for CoC Planning funds using this application, and only one CoC Planning application may be submitted during the FY 2021 CoC Program grant competition.
  - Additional training resources can be found on the HUD.gov at [https://www.hud.gov/program\\_offices/comm\\_planning/coc](https://www.hud.gov/program_offices/comm_planning/coc).
- Questions regarding the FY 2021 CoC Program Competition process must be submitted to [CoCNOFO@hud.gov](mailto:CoCNOFO@hud.gov).
- Questions related to e-snaps functionality (e.g., password lockout, access to user's application account, updating Applicant Profile) must be submitted to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- Project applicants are required to have a Data Universal Numbering System (DUNS) number and an active registration in the Central Contractor Registration (CCR)/System for Award Management (SAM) in order to apply for funding under the Continuum of Care (CoC) Program Competition. For more information see the FY 2021 CoC Program Competition NOFO.
- To ensure that applications are considered for funding, applicants should read all sections of the FY 2021 CoC Program Competition NOFO.
- Detailed instructions can be found on the left menu within e-snaps and on the HUD Exchange. They contain comprehensive instructions and should be used in tandem with the navigational guides, which are also found on the HUD Exchange.
- Before completing the project application, all project applicants must complete or update (as applicable) the Project Applicant Profile in e-snaps, particularly the Authorized Representative and Alternate Representative forms as HUD uses this information to contact you if additional information is required (e.g., allowable technical deficiency).
- HUD reserves the right to reduce or reject any new or renewal project that fails to adhere to 24 CFR Part 578 and application requirements set forth in the FY 2021 CoC Program NOFO.

## 1A. SF-424 Application Type

**1. Type of Submission:**

**2. Type of Application:** CoC Planning Project Application

**If Revision, select appropriate letter(s):**

**If "Other", specify:**

**3. Date Received:** 09/30/2021

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

**5b. Federal Award Identifier:**

**6. Date Received by State:**

**7. State Application Identifier:**

## 1B. SF-424 Legal Applicant

### 8. Applicant

**a. Legal Name:** South Dakota Housing Development Authority

**b. Employer/Taxpayer Identification Number (EIN/TIN):** 46-0318666

<b>c. Organizational DUNS:</b>	062197517	PLUS 4	
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### d. Address

**Street 1:** 3060 East Elizabeth Street

**Street 2:** PO Box 1237

**City:** Pierre

**County:** Hughes

**State:** South Dakota

**Country:** United States

**Zip / Postal Code:** 57501

### e. Organizational Unit (optional)

**Department Name:** Department of Rental Housing

**Division Name:** Department of Rental Housing

### f. Name and contact information of person to be contacted on matters involving this application

**Prefix:** Mr.

**First Name:** Davis

**Middle Name:**

**Last Name:** Schofield

**Suffix:**

**Title:** Continuum of Care Administrator

**Organizational Affiliation:** South Dakota Housing Development Authority

**Telephone Number:** (605) 773-3108

**Extension:**

**Fax Number:** (605) 773-5154  
**Email:** davis@sdhda.org

## 1C. SF-424 Application Details

**9. Type of Applicant:** A. State Government

**10. Name of Federal Agency:** Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Title:** CoC Program

**CFDA Number:** 14.267

**12. Funding Opportunity Number:** FR-6400-N-25

**Title:** Continuum of Care Homeless Assistance Competition

**13. Competition Identification Number:**

**Title:**

## 1D. SF-424 Congressional District(s)

**14. Area(s) affected by the project (state(s) only):** South Dakota  
**(for multiple selections hold CTRL+Key)**

**15. Descriptive Title of Applicant's Project:** SD-500 CoC Planning Grant FY 2021

**16. Congressional District(s):**

**a. Applicant:** SD-000  
**b. Project:** SD-000  
**(for multiple selections hold CTRL+Key)**

**17. Proposed Project**

**a. Start Date:** 09/01/2022  
**b. End Date:** 08/31/2023

**18. Estimated Funding (\$)**

**a. Federal:**  
**b. Applicant:**  
**c. State:**  
**d. Local:**  
**e. Other:**  
**f. Program Income:**  
**g. Total:**

## 1E. SF-424 Compliance

**19. Is the Application Subject to Review By State Executive Order 12372 Process?** b. Program is subject to E.O. 12372 but has not been selected by the State for review.

**If "YES", enter the date this application was made available to the State for review:**

**20. Is the Applicant delinquent on any Federal debt?** No

**If "YES," provide an explanation:**

## 1F. SF-424 Declaration

By signing and submitting this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

I AGREE:

### 21. Authorized Representative

**Prefix:** Mrs.

**First Name:** Lorraine

**Middle Name:**

**Last Name:** Polak

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (605) 773-3181  
**(Format: 123-456-7890)**

**Fax Number:** (605) 773-5154  
**(Format: 123-456-7890)**

**Email:** lorraine@sdhda.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/30/2021



# 1G. HUD 2880

**Applicant/Recipient Disclosure/Update Report - form HUD-2880**  
**U.S. Department of Housing and Urban Development**  
**OMB Approval No. 2506-0214 (exp.02/28/2022)**

## Applicant/Recipient Information

### 1. Applicant/Recipient Name, Address, and Phone

**Agency Legal Name:** South Dakota Housing Development Authority

**Prefix:** Mrs.

**First Name:** Lorraine

**Middle Name:**

**Last Name:** Polak

**Suffix:**

**Title:** Executive Director

**Organizational Affiliation:** South Dakota Housing Development Authority

**Telephone Number:** (605) 773-3181

**Extension:**

**Email:** lorraine@sdhda.org

**City:** Pierre

**County:** Hughes

**State:** South Dakota

**Country:** United States

**Zip/Postal Code:** 57501

**2. Employer ID Number (EIN):** 46-0318666

**3. HUD Program:** Continuum of Care Program

### 4. Amount of HUD Assistance Requested/Received

**4a. Total Amount Requested for this project:** \$71,216

(Requested amounts will be automatically entered within applications)

**5. State the name and location (street address, city and state) of the project or activity:** SD-500 CoC Planning Grant FY 2021 3060 East Elizabeth Street Pierre South Dakota

Refer to project name, addresses and CoC Project Identifying Number (PIN) entered into the attached project application.

**Part I Threshold Determinations**

**1. Are you applying for assistance for a specific project or activity?** Yes  
(For further information, see 24 CFR Sec. 4.3).

**2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9.** No

**Certification**

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional nondisclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that the information provided on this form and in any accompanying documentation is true and accurate. I acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.

**I AGREE:**

**Name / Title of Authorized Official:** Lorraine Polak, Executive Director

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/30/2021

# 1H. HUD 50070

## HUD 50070 Certification for a Drug Free Workplace

**Applicant Name:** South Dakota Housing Development Authority

**Program/Activity Receiving Federal Grant Funding:** CoC Program

**Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:**

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:	
a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.	e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
b. Establishing an on-going drug-free awareness program to inform employees --- (1) The dangers of drug abuse in the workplace (2) The Applicant's policy of maintaining a drug-free workplace; (3) Any available drug counseling, rehabilitation, and employee assistance programs; and (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.	f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted --- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;	g. Making a good faith effort to continue to maintain a drugfree workplace through implementation of paragraphs a. thru f.
d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will --- (1) Abide by the terms of the statement; and (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;	

### Sites for Work Performance.

The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Workplaces, including addresses, entered in the attached project application.  
 Refer to addresses entered into the attached project application.

**I certify that the information provided on this form and in any accompanying documentation is true and accurate. I**

X
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**acknowledge that making, presenting, submitting, or causing to be submitted a false, fictitious, or fraudulent statement, representation, or certification may result in criminal, civil, and/or administrative sanctions, including fines, penalties, and imprisonment.**

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802)

### **Authorized Representative**

**Prefix:** Mrs.

**First Name:** Lorraine

**Middle Name**

**Last Name:** Polak

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (605) 773-3181  
**(Format: 123-456-7890)**

**Fax Number:** (605) 773-5154  
**(Format: 123-456-7890)**

**Email:** lorraine@sdhda.org

**Signature of Authorized Representative:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/30/2021

## **CERTIFICATION REGARDING LOBBYING**

### **Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### **Statement for Loan Guarantees and Loan Insurance**

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file

**the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate:**

X
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**Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)**

**Applicant's Organization:** South Dakota Housing Development Authority

**Name / Title of Authorized Official:** Lorraine Polak, Executive Director

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/30/2021

# 1J. SF-LLL

**DISCLOSURE OF LOBBYING ACTIVITIES**  
**Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.**  
**Approved by OMB0348-0046**

HUD requires a new SF-LLL submitted with each annual CoC competition and completing this screen fulfills this requirement.

Answer "Yes" if your organization is engaged in lobbying associated with the CoC Program and answer the questions as they appear next on this screen. The requirement related to lobbying as explained in the SF-LLL instructions states: "The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action."

Answer "No" if your organization is NOT engaged in lobbying.

**Does the recipient or subrecipient of this CoC grant participate in federal lobbying activities (lobbying a federal administration or congress) in connection with the CoC Program?** No

**Legal Name:** South Dakota Housing Development Authority  
**Street 1:** 3060 East Elizabeth Street  
**Street 2:** PO Box 1237  
**City:** Pierre  
**County:** Hughes  
**State:** South Dakota  
**Country:** United States  
**Zip / Postal Code:** 57501

**11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

**I certify that this information is true and complete.**

X

**Authorized Representative**

**Prefix:** Mrs.

**First Name:** Lorraine

**Middle Name:**

**Last Name:** Polak

**Suffix:**

**Title:** Executive Director

**Telephone Number:** (605) 773-3181  
**(Format: 123-456-7890)**

**Fax Number:** (605) 773-5154  
**(Format: 123-456-7890)**

**Email:** lorraine@sdhda.org

**Signature of Authorized Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/30/2021



## IK. SF-424B

### (SF-424B) ASSURANCES - NON-CONSTRUCTION PROGRAMS

**OMB Number: 4040-0007**  
**Expiration Date: 02/28/2022**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- |    |   |
|----|---|
| 1. | Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.   |
| 2. | Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.   |
| 3. | Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.  |
| 4. | Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.  |
| 5. | Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).  |
| 6. | Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism, (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. |
| 7. | Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.  |

- |     |  |
|-----|--|
| 8.  | Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.   |
| 9.  | Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.   |
| 10. | Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.  |
| 11. | Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205). |
| 12. | Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.   |
| 13. | Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).  |
| 14. | Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.   |
| 15. | Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.  |
| 16. | Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.   |
| 17. | Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."  |
| 18. | Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.  |
| 19. | Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.   |

As the duly authorized representative of the applicant, I certify:

**Authorized Representative for:** South Dakota Housing Development Authority  
**Prefix:** Mrs.

**First Name:** Lorraine

**Middle Name:**

**Last Name:** Polak

**Suffix:**

**Title:** Executive Director

**Signature of Authorized Certifying Official:** Considered signed upon submission in e-snaps.

**Date Signed:** 09/30/2021

## 2A. Project Detail

- 1. CoC Number and Name:** SD-500 - South Dakota Statewide CoC
- 2. Collaborative Applicant Name:** South Dakota Housing Development Authority
  
- 3. Project Name:** SD-500 CoC Planning Grant FY 2021
  
- 4. Component Type:** CoC Planning Project Application

## **2B. Project Description**

### **1. Provide a description that addresses the entire scope of the proposed project and how the Collaborative Applicant will use grant funds to comply with 24 CFR 578.7:**

South Dakota Housing Development Authority (SDHDA) is the Collaborative Applicant and Lead Agency overseeing CoC compliance and obligations for the SD-500 statewide CoC locally known as South Dakota Housing for the Homeless Consortium (SDHHC). The 2021 CoC Planning Grant will be utilized to pay for SDHDA staff time and expenses to plan, organize, and facilitate the ongoing operations of SDHHC. Ongoing operations include organizing and conducting quarterly CoC meetings, attending and assisting or leading the efforts of committees and sub committees, strengthening public relations, soliciting new agencies and members, engaging, and involving new members, evaluating effectiveness of programs, overseeing coordinated entry, and implementing program changes as needed. In addition, SDHDA staff complete ongoing monitoring of CoC recipients by reviewing HMIS data quality performance measurements and assisting with program performance as appropriate. SDHDA staff also provide assistance with research on best practices and respond to community requests for information on many homelessness related topics. SDHDA administers the Emergency Solutions Grant (ESG) program and is HMIS and Coordinated Entry lead agency. The individuals working with CoC, ESG, Coordinated Entry (CE) and HMIS are located within the same department of SDHDA and work closely to ensure programs are aligned and coordinated, all geographical areas of the state are served, and informed decisions are made. CoC Administrator keeps the statewide by-name list of homeless veterans and organizes and leads case conferencing activities while working closely with Veterans' Services to ensure veterans are being quickly identified and housed, as well as, monitoring federal benchmarks associated with ending veteran homelessness. Previous planning grants were utilized to contract with Community Action Agencies to broaden CoC outreach to all areas of the state as well as enhancing PIT count data collection. The plan is to continue this partnership with the Community Action Agencies. SDHHC also contracted with Simtech Solutions for use of Counting US mobile application and associated software to conduct PIT Count and to organize data used in PIT count reports submitted to HUD and the plan is to continue this activity. SDHHC is making a concerted effort to address issues with homelessness associated with youth across the statewide CoC including rural areas. SDHHC is working to more fully engage youth and others with a lived homelessness experience in the planning processes of the CoC. The SDHHC is diligently working to maintain an active Youth Action Board (YAB) and has supported the YAB with financial resources. The CoC has worked to develop and plans to continue to improve cooperation and relationships with Native America Communities and Native American run organizations.

### **2. Describe the estimated schedule for the proposed activities, the management plan, and the method for assuring effective and timely completion of all work.**

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The Policy and Advisory Committee (PAC) is the Governing Board of SDHHC and has updated and approved the formal CoC Data Quality Plan that is reviewed at least yearly to ensure data quality improvements continue. The Data Quality Plan was thoroughly reviewed by HUD TA provider this past year as part of the HMIS NOFA. The CoC updated the CoC and HMIS Governance Charters this past year and these documents passed a review by HUD staff. All of the official documents of the CoC are reviewed and updated on a yearly basis by the CoC Governing Board. For data quality improvement, performance reports from CoC funded projects are reviewed at least quarterly by CoC Administrator and HMIS Administrator. The Administrators then work with the agencies to address any data quality issues evident. The quarterly reports are also reviewed to evaluate program efficiencies so technical assistance can be provided to the agencies as necessary. The CoC funded agencies also participate in a monthly CoC work group, providing a forum for addressing collaboratively; data quality, HUD best practices, and program requirements. SDHDA's CoC Administrator, ESG Program Coordinator, CES Administrator and the Director of Rental Housing Development meet at least twice a month to discuss progress, address challenges, review outcomes of coordinated entry, review CoC planning efforts and evaluate housing opportunities. This provides an opportunity for implementing program changes in housing finance programs, ESG selection and solicitation of new CoC applications to address the identified needs. The CoC Administrator completes regular bi-weekly meetings with stakeholders directly involved with management of by name list of homeless veterans in the statewide CoC. South Dakota has essentially ended chronic homelessness among veterans and has reduced all homelessness among veterans in the state again in the past year. This included a reduction in Homeless Veterans counted in 2020 PIT Count and the 2021 Sheltered only PIT Count. PIT count planning, organizing, and improvement efforts continue throughout the year. PIT count information is provided regularly to government, media, nonprofits agencies, and others upon request. PIT Count data is analyzed and used as a tool for strategy development and consideration during resource allocation discussions across communities and statewide. SDHDA's CoC Administrator, ESG & HMIS Administrator, CES Administrator, and the Director of Rental Housing Development meet at least bi-weekly to discuss progress, address challenges, review outcomes of coordinated entry, review CoC planning efforts, and evaluate housing opportunities. This provides an opportunity for implementing program changes in housing finance programs, ESG selection and solicitation of new CoC applications to address the identified needs.

**3. How will the requested funds improve or maintain the CoC's ability to evaluate the outcome of CoC and ESG projects?**

The planning grant funds will be utilized to pay for staff salaries, software costs, engagement activities, CoC Governing Board retention, and contracts with third parties as deemed necessary to ensure improvement of CoC activities and outcomes. The duties of coordination, planning, data collection and evaluation takes staff time and resources and the resources of partners including folks with a lived homelessness experience. Staff will continue promoting greater transparency, accuracy, timeliness, completeness, and consistency of project performance. The improved ability to evaluate project performance will result in more effective system performance. Accurate, consistent, and timely data collection, continual evaluation of project level data, monitoring of CoC funded

projects, and creation of incentives and enforcement of expectations are all important aspects of the Data Quality Plan that the planning grant funds will assist. The requested funds will improve both CoC and ESG projects in several ways. Planning funds will be utilized to increase project and system wide planning and coordination efforts for housing and services to increase efficiency and effectiveness of interventions for CoC and ESG projects resulting in increase positive outcomes for program participants. Coordination of housing and services system will occur during formal committee meetings including monthly CoC Governing Board meetings, and at quarterly meetings of the CoC membership organized and led by CoC Staff. Coordination and data collection of CoC and ESG projects will be improved by services provided via contracts with Community Action Programs, non-profits, and university staff whom help directly with coordination, planning, and data collections for Point-in-Time Count. The coordination and planning assistance from partnering agencies helps to improve PIT Count including accuracy and timeliness of reports obtained from CoC and ESG projects. This support improves the ability for CoC and ESG projects to complete PIT Count. Planning grant funds also support CoC and ESG project reporting processes for count by funding the contract for mobile count application and software that supports the accurate reporting of PIT Count data for CoC and ESG projects. Grant funds will be utilized for improvements in CoC and ESG data quality and data analysis capabilities improving CoC and ESG data collection and evaluation related to CoC and ESG projects. Data analysis at the system level will support informed project and system planning and coordination including decision making such as allocation and reallocation of limited resources based upon measurable criteria for CoC and ESG projects. Data collection of quality data for CoC and ESG projects will be improved via the data quality monitoring program by CoC and ESG program staff on a quarterly schedule. CoC and ESG projects are required to complete quarterly data quality reports and to actively improve data quality. The monitoring of ESG and CoC projects will ensure that projects comply with HUD best practices and that CoC and ESG projects are aligned with the strategies that employ housing and services models that are informed by HUD to be effective in successfully preventing and ending homelessness experiences. CoC Planning Grant funds will be utilized to support Youth Action Board (YAB) efforts. The YAB will support CoC and ESG program coordination, planning, data collection, and evaluation. The greater involvement of youth due to YAB has improved CoC and ESG program by providing a forum for engaging youth directly for input in coordination, planning, data collection, and evaluating for CoC and ESG programs.

### 3A. Governance and Operations

**1. How often does the CoC conduct meetings of the full CoC membership?** Quarterly

**2. Does the CoC include membership of a homeless or formerly homeless person?** Yes

**2a. For members who are homeless or formerly homeless, what role do they play in the CoC membership? (Select all that apply)**

Participates in CoC meetings:	<input checked="" type="checkbox"/>
Votes, including electing Coc Board:	<input checked="" type="checkbox"/>
Sits on CoC Board:	<input checked="" type="checkbox"/>
None:	<input type="checkbox"/>

**3. Does the CoC's governance charter incorporate written policies and procedures for each of the following**

**3a. Written agendas of CoC meetings?** Yes

**3b. Coordinated Entry? (Also known as centralized or coordinated assessment)** Yes

**3c. Process for monitoring outcomes of ESG recipients?** Yes

**3d. CoC policies and procedures?** Yes

**3e. Written process for board selection?** Yes

**3f. Code of Conduct for board members that includes a recusal process?** Yes

**3g. Written standards for administering assistance?** Yes

**4. Were there any written complaints received by the CoC in relation to project review, project selection, or other items related to 24 CFR 578.7 or 578.9 within the past 12 months?** No



### 3B. Committees

Provide information for up to five of the most active CoC-wide planning committees, subcommittees and/or workgroups, to address homeless needs in the CoC's geographic area that recommend and set policy priorities for the CoC, including a brief description of the role and the frequency of the meetings. Only include committees, subcommittees and/or workgroups, that are directly involved in CoC-wide planning and not the regular delivery of services.

Name of Group	Role of the Group (max 750 characters)	Meeting Frequency	Name of Individuals and/or Organizations Represented
Policy & Advisory Committee (PAC)	Policy and Advisory Committee (PAC) oversees the CoC activities by establishing policy, priorities, and procedures that are often the recommendations of the listed committees. PAC evaluates how the CoC is addressing Federal Objectives and the individual needs of South Dakotans, annually evaluates CoC Projects by review, ranking and selection criteria, selects and ranks CoC applications, reviews and evaluates annual homeless count information and performance reports to identify trends and create solutions, and works to advocate and provide public awareness and needed services. PAC is the Governing Board of CoC.	Monthly	Rapid City School District, Pathways, Journey Home, Southeastern Directions for Life, LSS, Maggie's House, Sherry Scudder
Coordinated Entry System Committee	Coordinated Entry System (CES) Committee meets monthly. The committee collaborates to improve the CES by reviewing successes and challenges across statewide system that includes 4 regions covering over 77,000 square miles. The CES committee contributes to policy recommendations and helps to improve the policy and procedures manual for CES. The committee meetings involve the regular communication of key partners including access points, regional leadership, SDHDA staff, case conference team members, & PAC to coordinate and problem solve to improve the CES.	Monthly	ICAP, Pathways, Cornerstone, Helpline Center 211, SE Directions for life, Lewis and Clark BH
Native American Committee	Native American Committee addresses issues related to Native American and homelessness. Serves to communicate the needs of the Native American Community. Serves to help the CoC to disseminate information to Native Communities and native run organizations.	Monthly	Maggie's House, Great Plains Tribal Leaders Health Board, Lower Brule Sioux Tribe, Penn Co. Health & Human Services, Where All Women are Honored

HMIS Committee	The HMIS Committee addresses issues associated with HMIS for the CoC. The members review and assist in suggesting and creating updates for policies and procedures related to HMIS. The committee has been instrumental in the data quality improvements that are evident. Committee continues to support CES HMIS workflow improvements. Committee is working to develop further strategies to solicit non-HUD funded agencies to utilize HMIS and in obtaining additional HMIS grant resources.	Monthly	SDHDA, Pathways, Cornerstone, ICAP
Youth Action Board (YAB)	The YAB provides authentic youth collaboration and lived homelessness perspective for the CoC including committee members with high rate of lived homelessness experience.	Bi-Monthly	LGBTQ+ Family Connections Center, Young Voices, Keeley BadWarrior, Dessa Scares the Hawk, Tayla Chapman

## 4A. Sources of Match

**The following list summarizes the funds that will be used as Match for the project. To add a Matching source to the list, select the  icon. To view or update a Matching source already listed, select the  icon.**

### Summary for Match

Total Value of Cash Commitments:	\$17,804
Total Value of In-Kind Commitments:	\$0
Total Value of All Commitments:	\$17,804

**1. Will this project generate program income described in 24 CFR 578.97 to use as Match for this project?**      No

Type	Source	Contributor	Value of Commitments
Cash	Private	South Dakota Hous...	\$17,804

## Sources of Match Details

**1. Type of commitment:** Cash

**2. Source:** Private

**3. Name of source:** South Dakota Housing Development Authority  
**(Be as specific as possible and include the office or grant program as applicable)**

**4. Value of Written Commitment:** \$17,804

## 4B. Funding Request

**1. Will it be feasible for the project to be under grant agreement by September 15, 2023?** Yes

**2. Does this project propose to allocate funds according to an indirect cost rate?** Yes

**Indirect cost rate proposals should be submitted as soon as the applicant is notified of a conditional award and no later than three months after the award.**

**Conditional award recipients will be asked to submit the proposal or approved rate during the e-snaps post-award process.**

**a. Please complete the indirect cost rate schedule below:  
 (At least one row must be entered)**

Administering Department/Agency	Indirect Cost Rate	Direct Cost Base	Date approved or enter "NA" if using 10 % de minimis rate
South Dakota Housing Development Authority	97%		05/01/2020

**The applicant must complete at least one row in the indirect cost rate schedule.**

**b. Has this rate been approved by your cognizant agency?** Yes

**c. Do you plan to use the 10% de minimis rate?** No

**3. Select a grant term:** 1 Year

**A description must be entered for Quantity. Any costs without a Quantity description will be removed from the budget.**

Eligible Costs:	Quantity AND Description (max 400 characters)	Annual Assistance Requested

		<b>(Applicant)</b>
<b>1. Coordination Activities</b>	.4 FTE	\$28,486
<b>2. Project Evaluation</b>	.1 FTE	\$7,121
<b>3. Project Monitoring Activities</b>	.05 FTE	\$3,561
<b>4. Participation in the Consolidated Plan</b>		
<b>5. CoC Application Activities</b>	.05 FTE	\$3,561
<b>6. Determining Geographical Area to Be Served by the CoC</b>		
<b>7. Developing a CoC System</b>	.3 FTE	\$21,365
<b>8. HUD Compliance Activities</b>	.1 FTE	\$7,122
<b>Total Costs Requested</b>		\$71,216
<b>Cash Match</b>		\$17,804
<b>In-Kind Match</b>		\$0
<b>Total Match</b>		\$17,804
<b>Total Budget</b>		\$89,020

**Click the 'Save' button to automatically calculate the Total Assistance**

## 5A. Attachment(s)

Document Type	Required?	Document Description	Date Attached
1. Other Attachment(s)	No		
2. Other Attachment(s)	No		

## **Attachment Details**

**Document Description:**

## **Attachment Details**

**Document Description:**



## 5B. Certification

### A. For all projects:

#### Fair Housing and Equal Opportunity

It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and regulations pursuant thereto (Title 24 CFR part I), which state that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance, and will immediately take any measures necessary to effectuate this agreement. With reference to the real property and structure(s) thereon which are provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer, transferee, for the period during which the real property and structure(s) are used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

It will comply with the Fair Housing Act (42 U.S.C. 3601-19), as amended, and with implementing regulations at 24 CFR part 100, which prohibit discrimination in housing on the basis of race, color, religion, sex, disability, familial status or national origin.

It will comply with Executive Order 11063 on Equal Opportunity in Housing and with implementing regulations at 24 CFR Part 107 which prohibit discrimination because of race, color, creed, sex or national origin in housing and related facilities provided with Federal financial assistance.

It will comply with Executive Order 11246 and all regulations pursuant thereto (41 CFR Chapter 60-1), which state that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal contracts and shall take affirmative action to ensure equal employment opportunity. The applicant will incorporate, or cause to be incorporated, into any contract for construction work as defined in Section 130.5 of HUD regulations the equal opportunity clause required by Section 130.15(b) of the HUD regulations.

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701(u)), and regulations pursuant thereto (24 CFR Part 135), which require that to the greatest extent feasible opportunities for training and employment be given to lower-income residents of the project and contracts for work in connection with the project be awarded in substantial part to persons residing in the area of the project.

It will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as amended, and with implementing regulations at 24 CFR Part 8, which prohibit discrimination based on disability in Federally-assisted and conducted programs and activities.

It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07), as amended, and implementing regulations at 24 CFR Part 146, which prohibit discrimination because of age in projects and activities receiving Federal financial assistance.

It will comply with Executive Orders 11625, 12432, and 12138, which state that program participants shall take affirmative action to encourage participation by businesses owned and operated by members of minority groups and women.

If persons of any particular race, color, religion, sex, age, national origin, familial status, or

disability who may qualify for assistance are unlikely to be reached, it will establish additional procedures to ensure that interested persons can obtain information concerning the assistance.

It will comply with the reasonable modification and accommodation requirements and, as appropriate, the accessibility requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973, as amended.

**1-Year Operation Rule.**

For applicants receiving assistance for CoC planning: the project will be operated for the purpose specified in the application for any year for which such assistance is provided.

**D. Explanation.**

Where the applicant is unable to certify to any of the statements in this certification, such applicant shall attach an explanation behind this page.

**Name of Authorized Certifying Official:** Lorraine Polak

**Date:** 09/30/2021

**Title:** Executive Director

**Applicant Organization:** South Dakota Housing Development Authority

**PHA Number (For PHA Applicants Only):**

**I certify that I have been duly authorized by the applicant to submit this Applicant Certification and to ensure compliance. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties . (U.S. Code, Title 218, Section 1001).**

X

## 6A. Submission Summary

Page	Last Updated
<b>1A. SF-424 Application Type</b>	No Input Required
<b>1B. SF-424 Legal Applicant</b>	No Input Required
<b>1C. SF-424 Application Details</b>	No Input Required
<b>1D. SF-424 Congressional District(s)</b>	09/30/2021
<b>1E. SF-424 Compliance</b>	09/30/2021
<b>1F. SF-424 Declaration</b>	09/30/2021
<b>1G. HUD 2880</b>	09/30/2021
<b>1H. HUD 50070</b>	09/30/2021
<b>1I. Cert. Lobbying</b>	09/30/2021
<b>1J. SF-LLL</b>	09/30/2021

<b>IK. SF-424B</b>	09/30/2021
<b>2A. Project Detail</b>	09/30/2021
<b>2B. Description</b>	09/30/2021
<b>3A. Governance and Operations</b>	09/30/2021
<b>3B. Committees</b>	09/30/2021
<b>4A. Match</b>	09/30/2021
<b>4B. Funding Request</b>	09/30/2021
<b>5A. Attachment(s)</b>	No Input Required
<b>5B. Certification</b>	09/30/2021