

ATTENTION 2019 APPLICANTS

South Dakota Housing Development Authority (SDHDA) is pleased to announce that beginning with the August 30, 2019, application cycle, SDHDA will accept applications submitted electronically. Applicants can choose to continue to submit a hard copy application or submit electronically utilizing the upload option as described below. Applicants cannot submit applications via facsimile.

The Process:

To streamline the process, it is recommended that a PDF of the signed application and all application submission items are saved within a project application folder. Applicants are encouraged to name the PDF files to be reflective of the information it contains. Once you're ready to submit your application, you will need to contact SDHDA via phone or e-mail to obtain a username and password. The user name and password will remain the same and be used for each application you are submitting. Multiple funding programs may be combined in one application submission such as HOME, HTC, and HTF; however, developers submitting multiple applications for multiple projects, will need to complete separate application submissions for each project.

Upon entering the user name and password, you will be asked to complete a form with your name and contact information along with the name and location of the proposed project. The form also includes a checklist that will assist applicants in ensuring a complete application is submitted. Per SDHDA allocation plans, SDHDA may reject applications that are incomplete or contain incomplete or inaccurate information so it is important to ensure all files are uploaded to the submission.

Please note, that not all items listed on the submission form will be required for your application. Applicants are encouraged to refer to the applicable allocation plan for further guidance on what documentation must be included in the application in order to be deemed a complete application and to receive competitive points.

Once the PDF files are uploaded and you hit the submit button, you will receive an email confirmation listing the property name, when the application was submitted and the name of each file that was included in the submission. Please note only PDF files can be uploaded. If you do not receive the email confirmation you are encouraged to check your spam or junk mail folder prior to contacting SDHDA.

It is encouraged that applicants upload all files in one submission. Size of submission should not be an issue, however, if the submission is too large, you will receive an error message and you will need to create two submissions for the one application. If you need to make updates or corrections to any items previously submitted, you will need to re-submit the document.

The deadline of 5:00 pm Central Time (CT), August 30, 2019, remains. Submissions sent after 5:00 pm CT will not be accepted. Applicants are encouraged to submit their applications well in advance of the deadline.

Payment of the application fee is due to SDHDA by the application deadline of 5:00 pm CT on August 30th. Application fees must be delivered by U.S. Postal Service, private mailing service or hand delivery.

If you have any questions please contact SDHDA.