



## Housing Needs Study Program

In support of addressing housing needs across South Dakota, the South Dakota Housing Development Authority (SDHDA) has created the Housing Needs Study Program (Program). This Program is a cost-sharing incentive program to help rural communities in South Dakota conduct a Housing Needs Study (Study) to aide community decision makers and the public in developing a meaningful sense of the housing market in their community as well as an understanding of key housing issues. Communities that have populations of 10,000 or less are eligible to participate in the Program.

The Study must provide a measured assessment of present and future unmet housing demand for the community, focusing on informing a deeper understanding of short-to-mid-term housing demand (2 year, 5 year, 10 year, and 15 year). The Study is intended to offer community leaders a basis for decisions regarding community-specific housing policy alternatives and intervention strategies.

SDHDA has chosen Community Partners Research, Inc. (hereafter as the Consultant) to complete the market studies funded under the Program. By utilizing one Consultant, SDHDA will be ensured information is gathered, reviewed, and reported in a consistent manner for each community. The Consultant will enter into a contract with each community for completion of the Study. Community Partners Research, Inc. is located at 1011 Newhall Drive, Faribault, MN 55021, the phone number is 507-838-5992 and the email address is [cpartners@charter.net](mailto:cpartners@charter.net). Contacts are Steven Griesert and Scott Knudson.

Communities which previously utilized the Housing Needs Study Program are eligible to apply for funding to complete a Housing Needs Study Update. To be eligible for an update, the previous housing study, must have been completed at least four years prior, or the community has experienced significant changes. The significant changes can be attributed to changes in housing units or changes in population. The determination of whether the community changes are deemed significant, will be at the discretion of SDHDA.

As part of the application package, the Applicant will need to address the changes the community has experienced as well as what action steps have occurred since completion of the original Study. SDHDA has a vested interest in communities utilizing the Study to actively address their housing concerns.

### **FUNDING**

The Program has available funding of \$60,000 annually. Each eligible community can receive grant funding for up to 50% of the cost of its Study, with a maximum grant of \$5,000. Each community will be required to pay the remaining cost of its Study from other funding sources which could be from donations, city funds or other sources.

Dependent on the timing of payments as outlined in the contract, SDHDA may provide the grant funds to a community as follows: (1) 25% of SDHDA's grant amount at the time an individual community contract is executed by the community and the Consultant, (2) an additional 50% of SDHDA's grant amount at the time of receiving a draft of the Study, and (3) the final 25% of SDHDA's grant amount upon receipt of the final Study. A copy of the executed contract along with any additional documentation requested by SDHDA must be submitted prior to any disbursements of funds.

The estimated cost for community Studies and any updates will vary based on community size –

Population of 1,000 or less (\$5,000)

Population 1,000 - 5,000 (\$7,500)

Population 5,000 - 10,000 (\$10,000)

Communities requesting services from the Consultant that are beyond the scope of work outlined within the Program, will be required to pay for the additional services, regardless of the match funds provided.

### **SCOPE OF WORK**

Each Study will address the following -

1. What are the demographic and economic characteristics of households in the community? What is the current income level of households in the community and what is the anticipated income level in the future?
2. What are the expectations with respect to economic, employment, and population change in the community in the next 2 to 5 years, the next 10 years, and the next 15 years?
3. Based on market information, what is the nature and extent of the community's short-to-mid-term housing demand and long-term housing demand? What is the demand in various categories, including: new construction, rehab, senior housing, family housing, rental, and homeownership? What is the price range for demand in various categories?
4. What is different between this Studies' findings and that of prior market studies? If the results found and forecasts developed under this Study differ from previously published studies for the community, note reasons for the divergence.

### **Service Area**

Available research information will vary based on the community. The Consultant will utilize, but is not limited to, demographic and community information from the U.S. Census, U.S. Department of Housing and Urban Development, USDA Rural Development, city officials, private employers and landlords.

If demographic data is not available at the community level, the Consultant may utilize information from another community that is in the logical service area. The Consultant will need to address how the community relates to other jurisdictions in the area in terms of core services, commuting patterns, and other characteristics.

### **Minimum Required Data Elements**

The Consultant can develop specific methodology as deemed appropriate, but each Study must be consistent with other Studies completed. However, each Study must, at a minimum, quantify the following data elements:

1. Existing Housing Stock
  - By tenure – rent, own
  - By type – single, multi-family, manufactured
  - By value – property values, rents
  - By age and condition
  - Vacancy rates
  
2. Other Housing Information
  - Affordable housing – Low Income Housing Tax Credit, Public Housing, HUD, HOME, Section 8, USDA
  - Senior/assisted living options
  - Housing market turnover/sales data
  - Building permit history (community’s experience with new construction)
  - Infrastructure capacity/challenges (if applicable)
  
3. Demographics – now and future (2 year, 5 year, 10 year, and 15 year)
  - Population by age
  - Households by income, age, size
  - Migration patterns
  
4. Economics
  - Economic base – by industry and key employer
  - Anticipated employment trends
  - Commuting patterns – employment and services (for example, education, retail, healthcare)
  
5. Recommendations (based on analysis of data collected)

### **STUDY PROCESS AND TIMELINE**

The Study will be overseen by the Applicant and the city for which the Study is being conducted. The Applicant and the city will name a primary contact who will serve as the liaison between the city and the Consultant.

### **Input and Community Relations**

The Consultant will meet with city officials at least once during the Study process. The Consultant will hold a public community meeting prior to or during the Study process, allowing the public to ask questions and provide information for the Study. The Consultant may also conduct a resident survey, hold additional community meetings, and use other methods to gather additional input.

### **Timeline for the Program**

Community selected	Ongoing
Presentation of Study to community	45 days after first community meeting
Final draft/all work products due	6 months from community selection

**Work Product**

The final Study for each community must be delivered to the community both as a PDF file and in hard copy, with five (5) bound copies, one of which will be submitted to SDHDA. The final Study must be delivered to a community within six (6) months of such community being selected under the Program. If the Consultant makes a final presentation to the community, an electronic copy of that presentation should be provided as well.

**HOW TO APPLY**

Communities interested in applying for the Program must complete and submit the Housing Needs Study Program Application Form. Applications will be accepted on a first come, first serve basis. However, due to demand or geographic location, the Study may be scheduled for a future date.

Eligible applications will be approved by SDHDA once a complete application has been received, including documentation of match availability. Once the application is approved by SDHDA, notice will be given to the community and the Consultant to initiate the Study.

A copy of the executed contract with the Consultant must be submitted to SDHDA upon execution.



**HOUSING NEEDS STUDY PROGRAM**  
**APPLICATION FORM**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Applicant: Nonprofit \_\_\_\_\_ City \_\_\_\_\_ Other \_\_\_\_\_ Tax Exempt? \_\_\_\_\_

Community Requesting the Study: \_\_\_\_\_

Anticipated Cost of Study: \$ \_\_\_\_\_ Match Amount Requested: \$ \_\_\_\_\_

Source of Matching Funds: \_\_\_\_\_

Projected Survey Start Date: \_\_\_\_\_ Projected Survey Completion Date: \_\_\_\_\_

Submit the following with the application:

- Description of the area to be encompassed within the study.
- Copy of community governing body's resolution or minutes authorizing the participation in the Housing Needs Study Program.
- Documentation evidencing availability of matching funds.
- Two letters of support from local lender, economic development, or other community based organization.
- If this application is for an updated study, a narrative that explains the need for the update and the housing activity that has occurred since completion of the last housing study.

I certify that I am authorized to execute documents for the applying organization and that the information provided is true and correct.

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Authorized Signature

<b>SDHDA Use Only</b>		
Grant Application Approved: Yes _____	No _____	Dollar Amount \$ _____
Approved by: _____	Date: _____	
Study Update: Yes _____	No _____	

Applications must be mailed to:  
South Dakota Housing Development Authority, Attn.: Lorraine Polak  
PO Box 1237, 3060 East Elizabeth Street, Pierre, SD 57501