ATTENTION APPLICANTS

South Dakota Housing Development Authority (SDHDA) requires applications to be submitted electronically. Applicants cannot submit applications via hard copy or facsimile.

The Process:

SDHDA recommends you create a PDF of the signed application and a separate PDF for each supporting document that will be submitted with the application. Name each PDF to correspond with the checklist. For example, the Market Study should be labeled Market Study.

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 site, you will be asked to complete a form with your name, contact information, project name, and project location. You will then select all the application programs pertaining to your application. Each program application form includes an application checklist that will help ensure you submit a complete application. Per SDHDA allocation plans, SDHDA may reject applications that are incomplete or contain incomplete or inaccurate information.   It is important to ensure all application documents are uploaded and submitted with the 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 when applicable.

There is no allocation plan and no application deadline for the Housing Infrastructure Financing Program (HIFP) program as it is on a first come first serve basis. Please ignore the deadline instructions below for the HIFP program. There is also no application fee for the HIFP program.

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.

All HOME, Housing Tax Credit, and Housing Trust Fund applications are due by 5 p.m. Central Time (CT) the last business day of August. Submissions sent after 5 p.m. CT will not be accepted. Applicants are encouraged to submit their applications well in advance of the deadline. Payment of the application fee (if applicable) is due to SDHDA by the application deadline. Application Deadlines – the specific application deadlines can be found on the SDHDA website. If you have any questions, please contact SDHDA.