



HOUSING NEEDS STUDY

In support of addressing housing needs across South Dakota, the South Dakota Housing Development Authority (SD Housing) 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.

SD Housing has chosen Augustana Research Institute (hereafter as the Consultant) to complete the market studies funded under the Program. By utilizing one Consultant, SD Housing 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. Augustana Research Institute is located at 2001 S. Summit Ave., Sioux Falls, SD 57197, the phone number is 605-274-5010 and the email address is suzanne.smith@augie.edu. The primary contact person is Suzanne Smith.

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 SD Housing.

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. SD Housing has a vested interest in communities utilizing the Study to actively address their housing concerns.

FUNDING

The Program has available funding of \$100,000 annually. Each eligible community can receive grant funding for up to 50% of the cost of its Study. 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.

Upon completion of the study, Augustana Research Institute will invoice both SD Housing and the community for their respective portion of the cost of the study.

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

POPULATION SIZE	Less than 1,000	1,000-5,000	More than 5,000
STUDY WITHOUT RESIDENT SURVEY	\$10,000	\$12,500	\$15,000
STUDY WITH RESIDENT SURVEY	\$11,500	\$14,375	\$17,250

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. The Consultant will provide SD Housing with a copy of the proposal as a PDF file. 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 SD Housing once a complete application has been received, including all additional documentation requested within the application. Once the application is approved by SD Housing, notice will be given to the community and the Consultant to initiate the Study.



**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: _____

Community Residents Surveyed (\$1,500-\$2,250 additional cost by population): YES ____ NO ____

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

Applications must be mailed or emailed to:
Amy Eldridge – amy@sdhda.org
South Dakota Housing
PO Box 1237, 3060 East Elizabeth Street, Pierre, SD 57501