



# Certification of Consistency with the Consolidated Plan

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Overview and Request Process



# What is the Certificate of Consistency?

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The **Certificate of Consistency** is a formal document required for certain U.S. Department of Housing and Urban Development (HUD) grant applications. It verifies that a proposed project is consistent with the priorities and strategies outlined in a jurisdiction's **Consolidated Plan**. The Consolidated Plan is a long-term plan that outlines the community's goals for affordable housing, economic development, and infrastructure needs.

The certificate serves as evidence that a proposed project aligns with the local government's overall vision for community development and housing. By ensuring that projects adhere to the strategic priorities of the Consolidated Plan, the certificate helps guide funding toward initiatives that support local needs and objectives.



# Overview of the Consolidated Plan



The **Consolidated Plan** is a comprehensive, long-term strategy created by local or state governments to address housing, community development, and economic needs.

It serves as a guiding framework for prioritizing the use of federal funding to improve the quality of life for residents, particularly low- and moderate-income households. The plan outlines goals, objectives, and actions for addressing issues such as affordable housing, homelessness, public infrastructure, and economic opportunities.

The City of Atlanta is currently in year 5 of its 2020-2024 Consolidated Plan.

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# Overview of the Consolidated Plan



The primary purpose of the Consolidated Plan is to ensure that federal funds are distributed effectively to improve housing affordability, revitalize neighborhoods, expand economic opportunities, and support vulnerable populations within the community.



# Importance of the Certificate of Consistency



- 1. Verifies that Proposed Projects Align with Local Priorities:** The Certificate of Consistency ensures that projects seeking federal funding are aligned with the strategic goals and priorities set by local governments in their Consolidated Plans. It verifies that the project supports the community's identified needs, such as affordable housing, economic development, infrastructure improvements, and services for vulnerable populations. This alignment prevents projects from diverging from the community's long-term objectives.
- 2. Ensures Federal Funds are Used Effectively:** By requiring a Certificate of Consistency, HUD ensures that federal funds are invested in projects that contribute to the broader goals of the community. The certificate acts as a quality control mechanism, helping prevent the misuse of resources and ensuring that projects maximize their impact. This contributes to the efficient use of public funds, ensuring they are targeted at projects that will provide meaningful benefits to the local population.
- 3. Helps Promote Strategic Goals of the Community:** By ensuring that projects align with the community's Consolidated Plan, the certificate supports the strategic development of the area. It promotes projects that meet critical local needs, such as expanding affordable housing, preventing homelessness, or fostering economic growth. The certificate ensures that the community's long-term development goals are consistently pursued and that new projects contribute to the broader vision for sustainable growth.



# Who Needs a Certificate of Consistency?



- Non-Profit Organizations
- Government agencies
- Public Housing Authorities
- Developers of Affordable Housing
- Other entities seeking HUD grants



# Requirements to Request a Certificate



**Overview of the Basic Requirements:** To request a **Certificate of Consistency**, applicants must meet specific criteria and provide detailed documentation to demonstrate that their proposed project aligns with the local government's Consolidated Plan.





# Requirements to Request a Certificate

To successfully request a Certificate of Consistency with the Consolidated Plan, applicants must prepare and submit a comprehensive package that outlines their project and demonstrates alignment with the priorities in the local government's Consolidated Plan.

The basic requirements are intended to show that the proposed project will address local housing, community development, or economic needs, and fits within the strategic vision outlined in the plan.



# Step-by-Step Process to Request a Certificate



## STEP 1

Review the Consolidated Plan

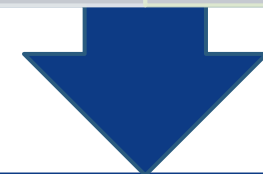
Ensure project alignment with plan objectives



## STEP 2

Complete the Request Form

Obtain the correct form from HUD website



## STEP 3

Submit Supporting Documents

Include project descriptions, funding details, other relevant information and form HUD-2991

## STEP 4

Submit Request

Provide to the designated Consolidated Plan Office or Authority



## STEP 5

Receive Decision

Certificate approval or request for additional information



All requests are to be submitted to [dgcd\\_planning@CityofAtlanta.onmicrosoft.com](mailto:dgcd_planning@CityofAtlanta.onmicrosoft.com)





# Timeline to Request a Certification

## Allow Sufficient Time before Grant deadlines:

- It's essential to submit the request for the Certificate of Consistency well ahead of any grant or funding application deadlines. Depending on the project size and complexity, securing the certificate can take several weeks, so proactive planning is crucial to avoid delays.
- The typical review process for the Certificate of Consistency usually takes between 30 and 60 days. During this period, the City of Atlanta will review the project to ensure alignment with the Consolidated Plan.

## Plan Ahead for Large Projects:

- For larger or more complex projects, it's especially important to allow additional time for review. Larger projects may require more documentation, environmental reviews, or community input, all of which could extend the approval process. **Early submission reduces the risk of missing key funding deadlines.**



# Common Mistakes and How to Avoid Them



## FREQUENT ERRORS

- Failure to align project with Consolidated Plan priorities
- Missing Documentation
- Submitting requests to close to deadlines
- Incomplete or inaccurate forms

## HOW TO AVOID

- Early preparation and thorough review of submission



# Resources for Assistance

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Resource:

<https://www.hudexchange.info/resource/2396/consolidated-plan-certifications-state-and-non-state/>





# THANK YOU

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