



**City of Atlanta/  
Department of Grants and Community Development  
Frequently Asked Questions on Certificate of Consistency**

**Q. Where can I find the forms for my Agency to complete?**

The HUD forms are available on the HUD website <http://www.hud.gov/offices/adm/hudclips/forms/files>. and the State request forms are listed on the state's website that funding is being applied.

**Q. How long does it take for the forms to get signed?**

DGCD staff takes every effort to ensure that all activities that the City certifies is consistent with the City's HUD approved consolidated plan. Please allow a maximum of up to 7 days for review from the time it was received. Please note that depending on the scope of review needed and if information received is incorrect, this may take longer for processing. Staff will work with Agencies to get the forms completed correctly, however; the requested Agency must allow enough time for due diligence.

**Q. Will the City ever deny a project to be consistent with the consolidated Plan?**

DGCD staff reviews each request on an individual basis. Staff will work with Agencies to address any issues in which may cause the Department not to issue a certificate of consistency form. The request MUST align with DGCD's Consolidated Plan.

**Q. What documentation is required for the City staff to review?**

Forms must be sent in with the required supporting documentation via email. DGCD requires a narrative of the Agency on their letterhead showing their key components of the Agency's programs. In addition, the below items are to be submitted:

1. Project Description: A brief narrative of your Agency's proposed project, beneficiaries served, and results (goals/ objectives including if relocation, anti-lobbying, and Section 3 are applicable) and how it aligns with the Consolidated Plan;
  - a. If applicable, request, complete and submit the Standard Form-LLL, "Disclosure Form to Report Lobbying from the funding Entity. Provide the final copy to DGCD.
2. Agency Information: brief summary on the role of the Agency, location of their website, and organizational chart or board;
3. Any partnership information related to funding that is being requested;
4. Project Financial Information: Total Project Costs and Funding Request. (Describe the funding and the source of these funds);
5. Fair Housing- How does your Agency promote fair housing and ensure fair housing law is implemented? In the past fiscal year, notate how many fair housing complaints have been issued about the agency? If none, state N/A
6. Certification statement: on the narrative letter from the Executive Director or authorized official (with the title or official position) validating that the information reported in the request documentation is accurate and true and sign and date the letter;
7. **\*\*\*PHA's must use the latest appropriate HUD-50077 or HUD-50076 form; and**
8. **\*\*\*The PHAs should use the latest appropriate HUD-50075 PHA 5-Year and Annual Plan form to describe the activity.**
9. **All other Agencies will use the latest HUD-2991 or designated State form.**

**Questions:** You may contact the following staff:

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