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**CONSOLIDATED PLAN – AGENCY PROJECT CERTIFICATION FACT SHEET**

Federal regulations require that you certify that your housing project is consistent with a Consolidated Plan to qualify for funding under the following HUD programs:

HOME Safe Havens for Homeless, CDBG HOPE Individuals Mod Rehab/SRO, Housing Opportunities for Shelter Plus Care, Supported Housing Persons with AIDS, Section 202 (Elderly), Revitalization of Severely Low Income Housing, Section 811 (Handicapped), Distressed Public Housing Preservation, Emergency Shelter Grants Units

Your agency should obtain certification from the most local Consolidated Plan. In addition to the State of Wisconsin, the following entitlement communities also have a local Consolidated Plan. Obtain the required consistency certification from these communities when the project you are planning is located there: Appleton, Janesville, Neenah, Waukesha, Beloit, Kenosha, Oshkosh, Waukesha/Ozaukee/Washington, Dane County, La Crosse, Racine, Jefferson County Consortium, Eau Claire, Madison, Rock County, Wausau, Fond du Lac, Milwaukee, Sheboygan, Wauwatosa, Green Bay, Milwaukee County, Superior, West Allis

If you are planning a project in a community other than those listed above, you need a certification of consistency from the State. Please note that agencies applying directly to the Division of Energy, Housing and Community Resources for state or federal funds do not have to obtain a separate consistency certification – it is considered as part of the application review and funding process.

**STATEMENT OF INTENT:** It is the State’s intention to consider all certification requests as promptly as possible. It is the further intent of the State to act on a presumption that a public housing agency’s plan is consistent, unless factors within the documents submitted indicate otherwise.

**DEPARTMENT OF ADMINISTRATION WISCONSIN CONSOLIDATED PLAN CERTIFICATION PROCESS**

1. The local sponsor submits a description of the proposed project in **one** of the following manners –
  - If submitting by mail, send to:

CONSOLIDATED PLAN CERTIFICATION  
DEPARTMENT OF ADMINISTRATION DIVISION OF ENERGY, HOUSING AND COMMUNITY  
RESOURCES  
P.O. BOX 7970  
MADISON WI 53707-7970
  - If submitting electronically (preferred), send a .pdf version to [doadehcr@wisconsin.gov](mailto:doadehcr@wisconsin.gov)
2. The Division reviews the proposed project and makes a determination of consistency with the State of Wisconsin Consolidated Plan.
3. If the proposed agency project is determined to be consistent with the state plan, the Division signs the Certification of Consistency and, based on the manner of submission, either:
  - mails it to the agency within two weeks of receipt. Or
  - sends a scanned, signed .pdf of the Certification of Consistency within two weeks of receipt.
4. If the Division finds that the project is inconsistent with the Consolidated Plan, the sponsor will be contacted immediately, and the Division will send a letter detailing the reasons for the decision.
5. A sponsor has the option of amending the project to make it consistent with the State Consolidated Plan. Division staff will assist in that process, if requested, and work with the sponsor to resolve any inconsistencies.

6. The sponsor may appeal the determination of inconsistency, according to the following process:

a. The sponsor may request an appeal hearing within 10 business days of being notified of denial.

b. If an appeal hearing is requested, it will be scheduled at the Division of Energy, Housing & Community Resources within 10 working days of receipt of the request.

c. The sponsor will be afforded an opportunity to present its case, followed by the Division staff reviewer explaining their denial.

d. Decisions, at this point, are final and not appealable.

For more information, contact:

Department of Administration, Division of Energy, Housing and Community Resources

P.O. Box 7970

Madison, WI 53707-7970

Phone: (608) 266-7531

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E-mail: [doadehcr@wisconsin.gov](mailto:doadehcr@wisconsin.gov)