



State of Wisconsin
Department of Commerce
Division of Housing & Community Development

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

Federal regulations require that you must 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 Persons with AIDS	Shelter Plus Care	Supported Housing
Low Income Housing Preservation	Section 202 (Elderly)	Revitalization of Severely Distressed Public Housing Units
	Section 811 (Handicapped)	
	Emergency Shelter Grants	

You 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 in one of them.

Appleton	Janesville	Neenah	Waukesha
Beloit	Kenosha	Oshkosh	Waukesha/Ozaukee/Washington/ Jefferson County Consortium
Dane County	La Crosse	Racine	Wausau
Eau Claire	Madison	Rock County	Wauwatosa
Fond du Lac	Milwaukee	Sheboygan	West Allis
Green Bay	Milwaukee County	Superior	

If you are planning a project in a community other than those listed above, you need a certification of consistency from the State. Details on the State (Department of Commerce) Consolidated Plan certification process are on the back of this Fact Sheet. Please note that agencies applying directly to Commerce 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 local housing activities are consistent, unless factors within the documents submitted indicate otherwise.

For more information, contact:

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Web Site: <http://commerce.wi.gov/cd/cd-consolidated-plan.html>

**DEPARTMENT OF COMMERCE
CONSOLIDATED PLAN
CERTIFICATION PROCESS**

1. The local sponsor submits a description of the proposed project to the Division of Housing & Community Development (preferably) on the attached form.

Requests for Certification should be mailed (or delivered) to:

CONSOLIDATED PLAN CERTIFICATION
DEPARTMENT OF COMMERCE
DIVISION OF HOUSING & COMMUNITY DEVELOPMENT
PO BOX 7970
MADISON WI 53707-7970

2. The Division reviews the proposed project and makes a determination of consistency with the State of Wisconsin Consolidated Plan.
3. If the project is consistent, the Division issues a Certification Letter (mailed within two week of receipt; sooner if possible).
4. If the Division finds that the project is inconsistent with the Consolidated Plan, the local sponsor will be contacted immediately, and the Division will send a letter detailing the reasons for the decision.
5. If the project is found to be inconsistent, a local sponsor may:
 - A. Amend the project proposal to make it consistent with the State of Wisconsin Consolidated Plan.
 - B. Appeal the determination of inconsistency, according to the following process:
 - B1. The local sponsor may request an appeal hearing within 10 business days of being notified of denial.
 - B2. If an appeal hearing is requested, it will be scheduled at the Division of Housing & Community Development within 10 working days of receipt of the request.
 - B3. The local sponsor shall be afforded an opportunity to present its case, followed by the Division staff explaining its denial.
 - B4. Decisions, at this point, are final and not appealable.