

## Certification of Consistency with the Consolidated Plan Procedures

The U.S. Department of Housing and Urban Development (HUD) has a number of grants available for various purposes, and sometimes when applying for the federal funds, the grant application will require that the applicant obtain a signed HUD Form-2991 *Certification of Consistency with the Consolidated Plan*. The form will establish that a proposed activity in the grant application is consistent with the goals and objectives in the Consolidated Plan of the City of Los Angeles.

### When & What to Submit:

Submit the following no less than eight (8) business days before the date needed:

1. On the letterhead of the grant applicant include:
  - a. A request for the certification form
  - b. A brief description of the grant being applied for
  - c. A brief description of the project in the grant application
  - d. The deadline for the grant and the form
  - e. Who to contact for questions, including name, telephone number, and e-mail address
  - f. The preferred method for receiving the signed form (it will be e-mailed if not stated)
2. Copy of the grant application—a draft or a summary/abstract of the application is acceptable.
3. Certification of Consistency with the Consolidated Plan Form HUD-2991 with the top 4 blanks completed:
  - a. Applicant name—the entity applying for the federal funds
  - b. Project Name—the project name as it appears in the HUD grant application
  - c. Location(s) of the activity.\* For multiple locations, provide all addresses within the geographic area of the city of Los Angeles that will participate in the federal program (except for domestic violence or human trafficking shelters or shelters for minors, please type “site confidential”). Please do not list the corporate office, rather the location where services are to be provided. If the list of sites will exceed the space available on the form, an example of language that can be used is “15 Scattered Sites throughout the City of Los Angeles” or, if applicable, “...in the [fill in the name] neighborhood.”
  - d. Name of the federal program to which the grant application will be submitted

The HUD 2991 form is found here:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2991.PDF>

**NOTE: The Public Housing Agency and the Continuum of Care have their own specific forms.**

### How to Submit the Request

1. E-mail: [cifd.planning@lacity.org](mailto:cifd.planning@lacity.org) (preferred)
2. Mail: Consolidated Planning, Community Investment for Families Dept., 1200 West 7<sup>th</sup> Street, 9<sup>th</sup> Floor, Los Angeles, CA 90017, Attn: Certification of Consistency, and call (213) 808-8954 or (323) 500-8642.

Staff may be telecommuting, and the phone call will alert staff to the incoming mail.

### Completing the Request:

The Consolidated Planning Unit staff will:

1. Review the documents provided.
2. Advise the requestor if there are any questions. To save time, if there are minor errors, Consolidated Planning Unit staff may make minor corrections.
3. Complete the bottom half of the HUD Form 2991.
4. Submit the request package to the General Manager’s office to request signature on the form, providing the due date. (Note: Signatures are electronic during public health crisis.)
5. When the signed form is received, return it to the requestor by their preferred method.

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\* The proposed program must be operated within the city of Los Angeles. Services provided outside the city must be certified by the appropriate jurisdiction, i.e., a different city or the County of Los Angeles.