

Instructions for Continuum of Care to Obtain a CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN

The Illinois Housing Development Authority (IHDA) serves as the certifying agency, and IHDA's Executive Director is authorized/designated to sign such certifications on behalf of the Governor. This means the Continuum of Care must request that IHDA (which administers the Consolidated Plan for the State) sign the form and you must submit the signed form with the Grant Application.

Please follow the instructions below to request a *Certification of Consistency with the Consolidated Plan*.

HUD Form-2991

You must download and submit to us a HUD Form-2991 from the HUD's website at <https://www.hud.gov/sites/dfiles/OCHCO/documents/2991.pdf>.

Cover Letter

1. On your agency's letterhead, please request that IHDA complete and return the Certification of Consistency with the Consolidated Plan.
2. Provide a brief description of the project for which you are seeking federal funding including the types of services provided.
3. Include a sentence identifying the geographic area to be served.
Note: Services to be provided in multiple jurisdictions must also be certified by the appropriate jurisdiction (e.g., City of..., County of...).
4. Include in your cover letter a contact name, telephone number, and e-mail address. Also include the due date of the application.

Submission

Please submit the required HUD Form-2991 and Cover Letter to IHDA for its review via email at: CertofConsistency@ihda.org.

Please note that the failure to provide all information requested will result in delays. To expedite this process, it is recommended that you submit all documents in a timely manner. We will respond within 7 business days.