

Instructions to Obtain a CERTIFICATION OF CONSISTENCY WITH THE CONSOLIDATED PLAN

Sometimes when applying for federal funds, the federal grant application will require that the applicant obtain a signed HUD Form-2991 called *Certification of Consistency with the Consolidated Plan*. This means that you have to request that our department (which administers the Consolidated Plan for the City) 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 PDF-fillable HUD Form-2991 from the Internet. You can find the form on HUD's website at http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/forms/hud2. Fill out the top portion of this form with:

1. Applicant name – the entity that will sign the SF 424 in the federal application. This is the name of the entity applying for the federal funds.
2. Project name - the name of the project as it appears in the federal application.
3. Location(s) of the Project (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 shelters, please type "site confidential"). Please do not list the corporate office, but the location where services will be provided. Ensure that you include the street address and zip code.
4. Name of the Federal Program to which you are applying for funding.

#5 - #8. Leave blank. We will fill in this information.

Cover Letter

1. On your agency's letterhead, please request that the Los Angeles Housing + Community Investment Department (HCIDLA) complete and return the Certification of Consistency with the Consolidated Plan, and;
2. Provide a brief description of the project for which you are seeking federal funding including the types of services provided. For example: The project seeking funding is a group home, which provides support services such as: peer counseling, case management, substance abuse counseling, and job training, and;
3. Include a sentence identifying the geographic area to be served. For example: This project serves people who primarily reside in the Hollywood area of the City of Los Angeles.

Note: The HCIDLA will only certify applications for projects to be operated within or benefitting residents of the city of Los Angeles. Services to be provided outside the city of Los Angeles must be certified by the appropriate jurisdiction, for example, the County of Los Angeles.

Contact Information

Include in your cover letter a contact name, telephone number, and e-mail address. Also include the due date of the application.

Submission

There are two options for submitting the required HUD Form-2991 and cover letter to HCIDLA:

1. Mail to: Los Angeles Housing + Community Investment Department
Attn: Grants Administration, 9th Floor
1200 West 7th Street
Los Angeles, CA 90017
2. E-mail to: hcidla.grantsadmin@lacity.org; copy janet.west@lacity.org on the e-mail.

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 require a minimum of 7 business days to reply.

For more information, please contact the Grants Administration Unit of the HCIDLA at 213.808.8809.