

Instructions for PHA's 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 Public Housing Authority (PHA) must request that IHDA (which administers the Consolidated Plan for the State) reviews the PHA plan and then has the Certification of Consistency form signed by the IHDA Executive Director.

A PHA must then submit the signed Certification with the Approved PHA Plan to HUD.

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

Cover Letter

1. Provide the Annual Plan/5-Year Plan (whichever is applicable see Exhibit A).
2. To expedite the review, please provide the draft document at the beginning of the public comments period to IHDA, then send the Board Resolution and other finalized documents once they are fully executed.
3. Provide PHA Waiting List information:
 - a. Number of people on the Waiting List
 - b. If the Waiting List is Open or Closed
4. Include in your cover letter a contact name, telephone number, and e-mail address. Also include the due date of the submission to HUD.

PHA Portal HUD Form-50077-SL

- A. In the space provided on Form HUD-50077-SL insert a description of *how* the PHA Plan's contents are consistent with the Consolidated Plan or State Consolidated Plan.
- B. Print the HUD Form-50077-SL to PDF format with the "Form ID" number included to match the "Form ID" in the online Portal.

Submission

Please submit the required Cover Letter information, PHA Portal HUD Form-50077-SL, and HUD Forms in *PDF format* to IHDA for its review via email at: CertsofConsistency@ihda.org.

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

Exhibit A

**ANNUAL PHA AND 5-YEAR PHA PLAN TEMPLATES AND CERTIFICATION
SUBMISSION REQUIREMENTS FOR ALL PHA TYPES**

The following table identifies the Annual PHA Plan and 5-Year PHA Plan ("PHA Plans") templates and certifications by PHA Category that PHAs are required to complete and submit to HUD in order to comply with the Annual PHA and 5-Year PHA Plan requirements.

| <i>PHA Plan Submission Requirements by PHA Type</i> | |
|---|--------------------------------|
| HUD Form | Frequency of Submission |
| <i>All PHAs</i> | |
| HUD 50075-SY | Once every 5 PHA Fiscal Years |
| <i>Standard PHAs and Troubled PHAs</i> | |
| HUD 50075-ST | Annually |
| HUD 50077-ST-HCV-HP | Annually |
| HUD 50077-SL | Annually |
| RAB Comments | Annually |
| Challenged Elements | Annually |
| <i>Small PHAs</i> | |
| HUD 50075-SM | Annually |
| HUD 50077-CRT-SM | Annually |
| HUD 50077-SL | Annually |
| RAB Comments | Annually |
| Challenged Elements | Annually |
| <i>High Performer PHAs</i> | |
| HUD 50075-HP | Annually |
| HUD 50077-ST-HCV-HP | Annually |
| HUD 50077-SL | Annually |
| RAB Comments | Annually |
| Challenged Elements | Annually |
| <i>HCV: Only PHAs</i> | |
| HUD 50075-HCV | Annually |
| HUD 50077-ST-HCV-HP | Annually |
| HUD 50077-SL | Annually |
| RAB Comments | Annually |
| Challenged Elements | Annually |
| <i>Qualified PHAs</i> | |
| HUD 50077-CR | Annually |
| HUD 50077-SL | Once every 5 PHA Fiscal Years |