



Community Services Division
Office of Community Development
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Previously known as Policy Notice OHCP 09-01

SUBJECT: Certification of Consistency with the State of Ohio Consolidated Plan
ISSUED: June 12, 2009
DISTRIBUTED TO: Ohio Public Housing Authorities

POLICY

The following Office of Community Development (OCD) policy explains the process that Ohio Public Housing Authorities (PHAs) must follow to obtain a **Certification of Consistency** with the Ohio Consolidated Plan.

Background

The U.S. Department of Housing and Urban Development (HUD) requires that each public housing authority (PHA) plan “contain a certification by the appropriate State or local officials that the plan is consistent with the applicable Consolidated Plan” that covers areas served by the PHA.

Certification Requirements

The Ohio Consolidated Plan requires Community Development Block Grant (CDBG) Program non-entitlement communities to prepare a local housing plan, called a Community Housing Improvement Strategy (CHIS), to access HUD funds that are distributed by the State. Therefore, the State is requiring that public housing authorities first obtain a sign-off from all communities in the PHA's service area that currently have a CHIS. A form for the local CHIS consistency statement is attached. When requesting a certification from the State, the PHA must submit the signed CHIS consistency statement(s), along with a copy of the PHA's five-year and/or annual plan to the state, at the address listed below. If there are no CHIS communities within a PHA's jurisdiction, then the PHA is only required to submit the PHA plan.

To facilitate the processing of these certifications, the State is requiring that **PHA Plans be submitted in electronic format**. This can be accomplished by attaching the plan to an e-mail sent to ian.Thomas@development.ohio.gov or by saving it to a floppy disk or CD and sending it to OCD at the address listed below. The e-mail must include the names of the communities for which a CHIS consistency statement will be provided and also the address where the State should mail Certificate of Consistency, if it is not in the PHA plan. If you are uncertain about which communities have a CHIS, please request this information from OCD. The local CHIS certification(s) must be mailed to the State or submitted via e-mail or fax, as long as the originals are kept on file at the PHA's office. Once these documents are received by OCD, a certification can normally be mailed to a PHA within a few days. OCD has the state certification form. Therefore, PHAs should not submit a copy of the form to OCD.

The OCD contact for the consistency certification is:

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**Statement of Consistency of the Public Housing Authority Plan
With the Community Housing Improvement Strategy**

The _____ (year) Annual and/or _____ (years) Five-Year Plan for the
_____ (housing authority name) is consistent with the Community
Housing Improvement Strategy of _____ (city or county).

Signature

Printed Name of Signatory

Title

Date