



# STATE OF WISCONSIN DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Joel Brennan, Secretary  
Division Administrator

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## WISCONSIN CONSOLIDATED PLAN – PUBLIC HOUSING AGENCY PLAN CONSISTENCY CERTIFICATION FACT SHEET

The federal Quality Housing and Work Responsibility Act (QHWRA) of 1998 requires that all public housing agencies submit a public housing plan to U.S. Department of Housing and Urban Development (HUD) every five years. An annual plan for each year the agency receives section 8 tenant-based assistance or public housing subsidies may also be required.

The five-year plan has two components: (1) a description of the housing agency mission for serving the needs of low-income and very-low income individuals for the five year period, and (2) a description of the goals and objectives that will enable the agency to serve the needs of the low-income and very-low income individuals.

The annual plan must provide details about the public housing agency's immediate operations for the upcoming fiscal year. The annual plan contains numerous sections. The content requirements may vary depending upon the housing agency designation as a high performer, standard performer, troubled performer, section 8 only, or as a small public housing agency.

Public housing agencies are required to obtain a Certification of Consistency with the applicable Consolidated Plan for Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans. In addition, the public housing agency whose jurisdiction encompasses more than one consolidated plan jurisdiction must ensure consistency with all plans.

The State of Wisconsin Consolidated Plan covers all jurisdictions except the following: Appleton Janesville Neenah Waukesha Beloit Kenosha Oshkosh Waukesha/Ozaukee/Washington/ Dane County La Crosse Racine Jefferson County Consortium Eau Claire Madison Rock County Wausau Fond du Lac Milwaukee Sheboygan Wauwatosa Green Bay Milwaukee Co. Superior West Allis

**STATEMENT OF INTENT:** It is the State's intention to consider all certification requests as promptly as possible. It is the further intent of the State to act on a presumption that a public housing agency's plan is consistent, unless factors within the documents submitted indicate otherwise.

### DEPARTMENT OF ADMINISTRATION WISCONSIN CONSOLIDATED PLAN - PUBLIC HOUSING AGENCY PLAN CONSISTENCY CERTIFICATION PROCESS

1. The public housing agency submits a request for certification and a copy of the proposed plan in **one** of the following manners –
  - If submitting by mail, send to:  
CONSOLIDATED PLAN CERTIFICATION  
DEPARTMENT OF ADMINISTRATION DIVISION OF ENERGY, HOUSING AND COMMUNITY  
RESOURCES  
P.O. BOX 7970  
MADISON WI 53707-7970
  - If submitting electronically (preferred), send a .pdf version to [doadehcr@wisconsin.gov](mailto:doadehcr@wisconsin.gov)
2. The Division reviews the proposed plan and makes a determination of consistency with the State of Wisconsin Consolidated Plan.
3. If the proposed agency plan is determined to be consistent with the state plan, the Division signs the Certification of Consistency and, based on the manner of submission, either:
  - mails it to the agency within two weeks of receipt. Or

- sends a scanned, signed .pdf of the Certification of Consistency within two weeks of receipt.

4. If the Division finds that the plan is inconsistent with the Consolidated Plan, the housing agency will be contacted immediately, and the Division will send a letter detailing the reasons for the decision.

5. A public housing agency has the option of amending the plan to make it consistent with the State Consolidated Plan. Division staff will assist in that process, if requested, and work with the public housing agency to resolve any inconsistencies.

6. The housing agency may appeal the determination of inconsistency, according to the following process:

a. The public housing agency may request an appeal hearing within 10 business days of being notified of denial.

b. If an appeal hearing is requested, it will be scheduled at the Division of Energy, Housing & Community Resources within 10 working days of receipt of the request.

c. The public housing agency will be afforded an opportunity to present its case, followed by the Division staff reviewer explaining their denial.

d. Decisions, at this point, are final and not appealable.

For more information, contact:

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