



**PLANNING & HOUSING DIVISION**  
1104 MARTIN L. KING, JR. AVENUE  
LAKELAND, FLORIDA 33805  
Phone 863.834.3360 | Fax 863.834.6266

February 6, 2023

To: Interested Community Housing Development Organizations (CHDO's)

Re: 29<sup>th</sup> Year HOME CHDO – Program Year 2023-2024

Attached is the application for agencies seeking funds for the 29<sup>th</sup> Year HOME Community Housing Development Organization (CHDO).

The HOME program year begins on October 1, 2023 and ends on September 30, 2024. HOME eligible activities must be located within the Lakeland city limits and must meet all applicable U.S. Department of Housing and Urban Development (HUD) grant requirements. The beneficiaries of the service must be very low to low-income persons and single-family unit for homeownership is preferred.

To confirm your eligibility for the CHDO funds, please submit the attached list of documentation along with your application and CHDO checklist. The application form is now available online by accessing the City's website at <https://www.lakelandgov.net/departments/community-economic-development/housing/>. Upon the submission of all documentation, City staff shall certify eligibility as a CHDO developer and determine if your agency will receive funding for the program year of 2022-2023.

Note: The deadline for submission is 4:00 pm on Friday, March 24, 2023.

If you have any questions, please contact Michael Smith at 834-3367 or Adena Kniss at 834-3366

Sincerely,

Michael B. Smith  
Housing Programs Manager

Enclosed: checklist



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## **2023 - 2024 CHDO Annual Certification and Checklist**

Please provide the following information:

1. A completed CHDO checklist with copies of all supporting documentation, a form is enclosed.
2. A list of all board members (name, addresses, and phone numbers.)
3. Designation of how the board complies with the requirements that a minimum of one-third of the board must consist of representatives of the community being served by the CHDO and a maximum of one-third of the board may consist of representatives of the public sector.
4. Resumes of the board members.
5. A list of corporate officers (names, addresses, and phone numbers).
6. A resume of all the officers.
7. A list of consortium banks (names, contact person, addresses and phone numbers).
8. A transmittal letter forwarding the above documentation to my office signed by an appropriate officer of your corporation verifying that your organization continues to qualify as a CHDO, and the documentation provided is certified to be true and correct.