



**Community & Economic  
Development**

**Community Planning & Housing Division**  
1104 Martin Luther King Jr. Ave  
Lakeland, FL 33805  
Phone (863) 834-3360 Fax (863) 834-6266

February 8, 2021

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

Re: 27<sup>th</sup> Year HOME CHDO – Program Year 2021-2022

Attached is the application for agencies seeking funds for the 27<sup>th</sup> Year HOME Community Housing Development Organization (CHDO).

The HOME program year begins on October 1, 2021 and ends on September 30, 2022. 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.

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 2021-2022.

The complete package should be returned to Annie Gibson, Housing Programs Supervisor or Adena Kniss, Rehabilitation Finance Officer at: City of Lakeland, Community & Economic Development Department, Housing Division, 1104 Martin L. King, Jr. Avenue, Lakeland, Florida, 33805. Note: The deadline for submission is **Friday, March 26, 2021** at 4:00 p.m.

If you have any questions, please contact Annie Gibson at 834-3360 or Adena Kniss at 834-3366

Sincerely,

Annie Gibson  
Housing Programs Supervisor

Enclosed: checklist, calendar

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## **2021 - 2022 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. List of corporate officers (names, addresses, and phone numbers.)
6. Resume of all the officers.
7. List of consortium banks (names, contact person, addresses and phone numbers);  
and
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.



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**CITY OF LAKELAND  
CDBG/HOME CALENDAR  
October 1, 2021 – September 30, 2022**

- |                                  |  |
|----------------------------------|--|
| <b>Monday, May 10, 2021</b>      | Public meeting to solicit citizen input on the Five-Year Consolidated Plan and One Year Action Plan & Projected Use of Funds. Location TBD, 6:00 p.m.  |
| <b>Thursday, May 20, 2021</b>    | Regular meeting of the Affordable Housing Advisory Committee (AHAC) to solicit committee and citizen input on the Five-Year Consolidated Plan and One-Year Action Plan. Location TBD, 4:00 p.m.    |
| <b>Monday, June 21, 2021</b>     | Public Hearing before the City Commission to solicit input on the Five-Year Consolidated plan and Annual Action Plan. City Hall, City Commission Chamber, 3:00 p.m.                                |
| <b>Monday, July 19, 2021</b>     | Public Hearing before the City Commission to solicit input on and receive final approval of the Five-Year Consolidated Plan and One-Year Action Plan City Hall, City Commission Chamber, 3:00 p.m. |
| <b>Thursday, August 15, 2021</b> | Five-Year Consolidated Plan and One -Year Action Plan due to U.S. Department of Housing and Urban Development, Jacksonville Field Office.  |