



To: Grants & Special Programs Staff Members

From: Charlie Lanter, Director

Date: January 7, 2019

RE: CHDO Policies and Procedures

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This memo serves to establish the attached manual as the formal Policies and Procedures and associated documents for the Community Housing Development Organization (CHDO) program at Lexington-Fayette Urban County Government (LFUCG). As a recipient of funds under the federal HOME program, LFUCG is required to set aside 15 percent of its annual HOME allocation exclusively for qualified, eligible CHDO projects. The manual accompanying this memo sets for the Policies and Procedures and application/certification process and documents that LFUCG will follow in administering the CHDO projects of its HOME program.

Effective with the date of this memo, staff members in the Division of Grants & Special Programs are instructed to implement the CHDO section of the HOME program in accordance with this manual. Should federal law, regulation or guidance be found to contradict any content within this manual then federal law, regulation or guidance – when provided in writing – shall supersede and the Director of Grants & Special Programs should be notified to update the manual accordingly.

