**Sample Participation Invitation Letter**

Date:

Address Line 1

Address Line 2

Address Line 3

RE: *City / County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Voluntary Buyout Program

Dear *Mr. & Ms. Resident:*

The *City / County of \_\_\_\_\_\_\_\_\_\_\_\_* is implementing a voluntary buyout program to assist the residents who experienced flood damage to their homes by the recent flood event of *DATE,* or who are located in *the flood plain/flood zone disaster risk reduction area.*, with Community Development Block Grant (CDBG) funds.

Since your property, located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is in the flood prone area *and was damaged by the recent flood event*, you may be eligible for buyout assistance.

Enclosed is a copy of the Missouri Department of Economic Development’s voluntary buyout program policy and process. Please read the guidelines and decide if you would like to participate. At the meeting, the *City / County* will review the voluntary buyout process and explain eligibility and documentation requirements. If you are interested in participating, please plan to attend the buyout information meeting(s) that will be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_ p.m. at the *City / County* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*location*). If you meet the eligibility requirements, you may come ready to submit an application at the meeting, or apply at a later time.

Again, please understand that this is strictly a voluntary program. The residents of the *city / county* who reside in the flood plain or disaster risk reduction area will in no way be required to sell their property against their wishes. You must be fully willing to sell your flood damaged property to the *city / county.* Under the voluntary buyout program, the *city / county* cannot and will not use the power of eminent domain to acquire properties with the use of CDBG funds. These are federal funds that the *city / county* has received to provide buyout assistance.

By signing this form and returning it to the *city / county clerk*, residents are not obligated to sell their property and the *city / county* is not obligated to purchase your property, since this is a voluntary program. There is a formal process *the city / county* must follow to purchase your home if you decide to participate in the *city’s / county’s* buyout project. That process is described in the enclosed guidelines.

Please indicate your participation interest below and return this form to the *city / county clerk by DATE*. You will be provided with a copy of your signed interest form. Please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if you have questions or concerns.

Sincerely,

*Name of city / county official, likely Mayor or County Commissioner*

**Applicant Interest Form**

***City/County* Voluntary Buyout Program**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am interested in participating in the *city’s / county’s* voluntary buyout program.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, am **not** interested in participating in the *city’s / county’s* voluntary buyout program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_