



CITY OF MURFREESBORO  
COMMUNITY DEVELOPMENT DEPARTMENT  
ACQUISITION OF REAL PROPERTY PROGRAM

## NOTICE OF FUNDING AVAILABLE

### Request for Interest and Qualifications

The Community Development Department has budgeted \$200,000 for the 2016-17 program year to assist nonprofit agencies purchase housing stock inside the City of Murfreesboro to be used as affordable rental property for low-income households. Funds for the program come from the City's Community Development Block Grant and use is subject to 24 CFR 570 and other laws and regulations listed in Section 2.1 of the Acquisition of Real Property Program Policies and Procedures. (This document may be viewed on the City website: [www.murfreesborotn.gov/index.aspx?NID=879](http://www.murfreesborotn.gov/index.aspx?NID=879).) Funding is also available to cover reasonable closing costs.

Agencies wishing to participate in the Acquisition of Real Property Program must submit a letter of interest and qualifications to the Community Development Department. The agency's submission must at a minimum:

- a) provide sufficient documentation to show evidence of capacity to carry out the project;
- b) provide details of the agency's experience with federal funding, particularly any funding related to housing;
- c) provide copies of the agency's most recent 501(c)3 letter from the IRS and most recent Form 990 or Form 990EZ
- d) provide the agency's DUNS number and a CCR CAGE Code (Both numbers may be obtained online.);
- e) provide a statement outlining how the agency proposes to meet the 25% match requirement;
- f) attach the following statement affirming the agency's compliance with Tennessee's Iran Divestment Act:

"By submission of this letter of interest and qualifications, each agency and each person signing on behalf of the agency certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106."

Participating agencies must have a current Certificate of Existence issued by the State of Tennessee. The City at its discretion may require the agency to submit a copy of this certificate.

The Community Development Department will evaluate each letter of interest and qualifications received and notify the agency whether or not it has been accepted to participate in the program.

Funding for the Acquisition of Real Property Program will be provided on a first-come, first-served basis. An approved agency wishing to make an eligible purchase must submit to the Community Development Department a written request for funding:

- a) stating the address of the property proposed for purchase;
- b) stating the proposed purchase price;
- c) stating how much CDBG funding is requested;
- d) stating an estimated date for closing;
- e) stating the number of low-income households the project will serve; and
- f) providing a detailed description of the project including how the 25% match will be met.

If funding is available, the Community Development Department will issue a Letter of Commitment for the specific project. The Community Development Department may, at its discretion, cancel a Letter of Commitment for an acquisition not closed in a timely fashion or by the last day of the program year.

Property purchased must not incur an obligation to the City for the relocation of an owner, occupant and/or tenant as regulated in the Uniform Relocation Act.

Letters of Interest and Qualifications for the program year ending June 30, 2017, will be accepted until all funding has been committed. Submissions should be directed to John Callow, Community Development Director, and will be accepted by mail (PO Box 1139, Murfreesboro, TN 37133) or during regular office hours at the Community Development Department (McFadden Community Center, 211 Bridge Avenue, Room 136).