NEIGHBORHOODS DEPARTMENT

HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Jacksonville

Where Florida Begins.

MEMORANDUM

DATE: **January 17, 2017**

TO: **Greg Pease, Chief**
Professional Services Evaluation Committee

THRU: **Diana Seydlorsky, Chief**
Housing & Community Development Division

FROM: **Caleena Shirley, Housing Property Administrator**
Housing & Community Development Division

SUBJECT: **REQUEST FOR PROPOSAL RELATED TO PROPERTY DONATION – P-26-17**

In accordance with Ordinance Code 122.465, the Housing and Community Development Division is hereby submitting six (6) properties noted as Improved Parcels CD 10 on the attached document entitled 'Subpart F Donation and Sale of Real Property for Affordable Housing Purposes' (Attachment A) and in the attached Request for Proposal (Attachment B) for the review and approval by the Professional Services and Evaluation Committee.

Should anything further be required, please advise.

Attachments