NEIGHBORHOODS DEPARTMENT

HOUSING AND COMMUNITY DEVELOPMENT DIVISION

Jacksonville

Where Florida Begins.

**MEMORANDUM**

**DATE:** **July 29, 2016**

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

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

**FROM:** **Dayatra M. Coles, Affordable Housing Coordinator**
**Housing & Community Development Division**

**SUBJECT:** **REQUEST FOR PROPOSAL RELATED TO PROPERTY DONATION** P-53-16 PH#1

In accordance with Ordinance Code 122.465, the Housing and Community Development Division is hereby submitting seven (7) parcels identified 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

214 N. Hogan Street 3rd Floor Jacksonville, FL 32202 Phone: 904.255.8200 Fax: 904.255.8209 www.coj.net