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AUG 12 2025

# LEGAL REQUEST MEMORANDUM (LRM) COMMUNITY SERVICES

From: (Name) Urie Helen (Dept) Community Services - 5340  
Last First  
(Title) Housing Grant Manager (Phone) 352-671-8781  
Signature Helen Urie Date Monday, August 11, 2025

The Office of the County Attorney is requested to provide legal assistance as detailed in this legal request and supporting documents (attached).

Request for: ☐ Draft Document ☒ Approve as to Form ☐ RESUBMIT LRM No. \_\_\_\_\_  
☐ Legal Opinion ☐ Other

## Description of Request

Marion County must report every year to the Florida Housing Finance Corporation about how it spent the State Housing Initiatives Partnership (SHIP) funds. This report is for the fiscal year 2022-2023 and is called the Closeout report. The deadline to submit this report is September 15th each year.

For more information or discussion, contact: ☒ Same as above

(Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Phone) \_\_\_\_\_  
Last First

Agenda Item? ☒ Yes ☐ No Agenda Date: Wednesday, September 3, 2025

Agenda Deadline Date for Legal: Monday, August 18, 2025 Agenda Deadline Date for Admin: Wednesday, August 20, 2025

**Note: Please allow a MINIMUM of 5 working days BEFORE deadlines for LRM to be completed.**

DO NOT COMPLETE - Office of the County Attorney use ONLY

LRM No. 2025-763

Assigned to: ☐ Matthew Guy Minter, County Attorney ☐ Dana E. Olesky, Chief Asst. County Attorney ☐ Linda Blackburn, Asst. County Attorney ☒ Thomas Schwartz, Asst. County Attorney ☐ Valdoston Shealey, Asst. County Attorney

Outcome:

Date Received:

☒ Approved as to form and legal sufficiency  
☐ Approved with revisions: ☐ Suggested ☐ Completed  
☐ Other:

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By Victoria Ryder at 2:32 pm, Aug 11, 2025

Attorney Signature: [Signature] Date: 8/11/25

Staff Signature: [Signature] Date: 8/11/25 Returned: ☒ Department ☐ Admin ☐  
Completed