

Application/ Designation Date	Account Number	Last Name	First Name	Address	Zip Code	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Work Performed	Date Vendor Paid/ Project Closed	HFA Emergency Repair Allocation	Actual Expenditure To Date	Client Allocation Balance	Recapture	Project Status	Notes
10/23/18	585482	Coleman	Shirley	5851 Williams Rd	32310	SF Home	Yes	Extremely Low	Provide tarp - roof leak			\$800.00	\$0.00	\$800.00		2. In Progress	11/26/18 have PO waiting on invoice mth. 12/11/18 waiting on job to be completed(MTH) 1/2/19 received signoff of tarp installation gave payment to Shington for signoff(MTH).
06/28/18	585505	Cowell	John & Lisa	6012 Button Willow Ln	32305	Mobile Home	Yes	Extremely Low	Provide tarp - roof leak	11/26/18	09/10/18, 11/26/18	\$1,600.00	\$1,600.00	\$0.00		3. Completed	2nd Request made for Tarp, 11/26/18 spoke with contractor for invoice waiting on getting invoice(MTH). 11/28/18 received invoice waiting on job to be completed and sign off of completion forms. 12/7/18 received forms processed payment request and gave to KM for signature(MTH). Signed off on payment request. - KCM 12/7/2018 @ 11:27am 12/11/18 Chief cornerstone asked if received payment on first tarp installation reviewed and saw that the payment was made on 9/10/18 with Direct Deposit check 10018640. 12/19/18 updated smartsheet with date of second tarp payment and date completed project(MTH)
04/02/18	585498	Del Monaco	Robert	2146 Longview Dr	32303	SF Home	Yes	Very Low	Install tarp - roof leak	04/10/18	10/04/18 11/14/18	\$985.00	\$985.00	\$0.00		3. Completed	11/14/18 payment made on pump out (MTH)
06/06/17	585290	Griffith	Carol & Harold	1154 Antler Dr	32317	Mobile Home Pre - 1994	Yes	Very Low	Pump out septic tank	09/21/18	10/31/18	\$250.00	\$250.00	\$0.00		3. Completed	Has two pump outs left Previous note is from period when Housing Services Division approved service for full maximum assistance amount. This job is complete. If client needs additional assistance we will re-open. - KCM 11/29/2018 8:43
04/28/17	587019	Hawkins	Florida	15332 Kitty Hawk Ln	32309	SF Home	Yes	Extremely Low	Pump out septic tank	05/23/17	11/07/18	\$250.00	\$250.00	\$0.00		3. Completed	Client has had 2 of 6 pump-outs. Home rehab in progress - SHIP. Received invoice late 11/29/18 sent payment to finance on 10/19/18 requested on 11/28/18 payment status of invoice(MTH)
08/13/18	585517	Henry	Janie & Albert	7417 Sandy Oaks Ln	32309	Mobile Home	Yes	Very Low	Provide tarp - roof leak	12/08/18	12/14/18	\$800.00	\$800.00	\$0.00		3. Completed	roof is leaking in the bedroom and living room for a long period of time. Ceiling in one of the bedrooms has fell in. Will call back to schedule intake when transportation is arranged. Intake scheduled Wed, 8/15/18 @ 11:30- client reported- still need SS award ltrs and bank statements. Signed requisition for 2nd tarp on 11/28 @ 4:39pm. 11/29/18 8:43 a.m. Scanned and sent out request for PO to be out(MTH) called client today 12/4/18 mailbox is full information taken from project status smartsheet (MTH) 12/6/18 received PO from Purchasing Waiting on work and invoice and sign off(MTH) 12/11/18 received sign off and invoice gave KM payment for signing(MTH) 12/19/18 updated smartsheet with paid date and completed project date(MTH)
07/25/18	585509	Hodge	Ava	5906 Deer Park Cir	32311	mobile	Yes	Low	Provide tarp - roof leak		09/10/18	\$1,650.00	\$1,650.00	\$0.00		3. Completed	Tree limb through roof of home. Happened a couple of weeks ago. Intake scheduled for 7/26/18 @ 10:30
08/10/18	585515	Humose	Anita	1405 Bareback Dr	32310	mobile	Yes	Very Low	Provide tarp - roof leak		09/28/18	\$800.00	\$800.00	\$0.00		3. Completed	client states its been raining inside for months. Inside the washroom the ceiling has dropped. Scheduled intake 8-14-18 @10:00 - intake done; client will return daughters' check stubs and bank statement. called client 8/22/18 - stated her daughter will bring in docs today
03/19/17	585484	Jenkins	Maggie	774 Sandy Drive	32312	SF Home	Yes	Low	Provide tarp - roof leak	12/08/18		\$800.00	\$0.00	\$800.00		3. Completed	Signed requisition on 11/28/2018 @ 4:30pm. - KCM 11/29/18 9:01 a.m. scanned and sent in PO request to Purchasing (MTH) 12/6/18 received PO from Purchasing waiting on job to be completed and invoice to process for payment(MTH) 12/19/18 received signoff for tarp need invoice to process payment 12/27/18 received invoice and processed for payment gave to Shington for signature (MTH) 1/2/19 sent payment to finance for processing.(MTH)

08/15/18	585513	Johnson	Francell	1310 Westhaven Ct	32310	SF HOME	Yes	Low	Provide tarp - roof leak		09/25/18	\$800.00	\$800.00	\$0.00			Client is requesting a tarp. We will call for intake when we receive additional funds
07/27/18	585510	Jugger	Valerie	8452 Augustwood Ln	32311	SF Home	Yes	Low	Pump out septic tank		09/18/18	\$185.00	\$185.00	\$0.00		3. Completed	
12/10/18	585520	Manning	Nicole	3403 Zillah Street		32305 SF Home			Other Emergency See note	12/21/18		\$1,650.00	\$0.00	\$1,650.00		3. Completed	12/10/18 client is in need of emergency furnace repair.(MTH)  12/11/18 sent PO request to Purchasing for PO for furnace repair(MTH)  12/21/18 Have PO back from Purchasing waiting on work to be performed and invoice for payment.(MTH) (350)partial being paid form Hardest Hit account.(MTH)  Work completed 12-20-2018  Scheduled client meeting for sign off 12-21  12/27/18 Processed payment and gave to Shington for sign off.(MTH)  1/2/19 sent payment to finance for processing(MTH). 11/29/18 Received payment request back signed scanned in and sent to finance for processing(MTH) entire invoice paid from SHIP
11/29/18	585516	McDonald	Sue	1514 Twin Lakes Circle	32311	SF Home	Yes	Low	Pump out septic tank		12/07/18	\$185.00	\$185.00	\$0.00		\$185.00 3. Completed	
08/29/18	585514	McGriff	Ola	1404 Dawson Rd	32305	Mobile Home	Yes	Very Low	Install tarp - roof leak		09/28/18	\$800.00	\$800.00	\$0.00		3. Completed	12/21/18 Sent Felisa Barnes JV request to transfer pump out from SHIP to HFA for recapture.(MTH) Roof leaking for approx 8-9 months inside over a chandelier. Septic - having to be pumped out every 2-3 months. Bathroom shower & electrical plus not working. 12/6/18 MTH client is needing emergency electrical repair.
12/05/18	585469	McNealy	Ruby	2335 Southampton Drive	32311	SF Home			Other Emergency See note	12/06/18	12/14/18	\$220.00	\$220.00	\$0.00		3. Completed	12/11/18 received invoice from Bill Bond for Electrical repair gave KM payment for sign off(MTH)
07/02/18	585508	Miller	Wiley & Maxin	10869 Trumpet Vine Ln	32309	SF Home	Yes	Extremely Low	Provide tarp - roof leak	09/10/18	09/10/18	\$800.00	\$800.00	\$0.00		\$800.00 3. Completed	12/19/18 updated smarsheet with payment and completed date (MTH) Clients need a tarp - raining inside home in the living room and down the hall - intake scheduled for 7/5/18 @ 2:00- (gg 7/5/18 Will bring SS document when found) HFA & SHIP Eligible
09/21/18	585479	Miller	Jacquelyn	6759 Veterans Memorial Dr	32309	SF Home	Yes	Low	Roof Repair	11/13/18	12/12/18	\$800.00	\$800.00	\$0.00		3. Completed	12/21/18 Sent a JV request to Felisa Barnes for Recapture of Tarp cost from SHIP.(MTH) 11/26/18 sent in payment request to finance(MTH)
11/29/18	585495	Morris	Shirley	8303 Sand Ridge Ct	32305	Mobile Home Pre - 1994	Yes	Very Low	Pump out septic tank	12/17/18		\$185.00	\$185.00	\$0.00		3. Completed	12/19/18 updated smarsheet with payment date and completed date(MTH) Client received 1 pump out in FY 2018. Called on 11/29/2018 and spoke w/ LT about septic issue. Order one-time emergency pump-out. - KCM 11/29/2018 @ 11:44 am, turned in PO request for signature to KM on 11/29/18. 12/3/18 Received PO for Pump out from Purchasing waiting on invoice for pump out and sign off from Contractor (MTH)  12/21/18 Gave to Shington for sign off of payment.
07/19/18	585512	Rebb	Patricia	9571 Old St. Augustine Rd	32311	Mobile Home Pre 1994	Yes	Extremely Low	Provide tarp - roof leak		10/04/18	\$800.00	\$800.00	\$0.00		3. Completed	12/26/18 Sent payment to finance for processing(MTH) kitchen ceiling is falling; also. in daughters' bedroom is leaking. Den and dining is about to fall in. Will call to schedule appt when transportation is arranged- Scheduled Fri 7/26/18 @ 11:30 - Called, no transp- HFA intake on 8/7/18 - still need bank statement and daughter's income. HFA approved on 8/13/18.

11/28/18	585512	Rebb	Patricia	9571 Old St. Augustine Rd	32311	Mobile Home Pre 1994	Yes	Extremely Low	Well repair	12/03/18	12/17/18	\$251.00	\$251.00	\$0.00	3. Completed	<p>Client called 11/28/18 - No water for past 3 weeks. Thinks it may be electrical</p> <p>LT will visit property around 12:30pm on 11/29/2018 in order to asses the nature of the problem (well, pump, electric, etc). If warranted, he will request a quote from Mills. - KCM 11/28/2018 @ 4:38 pm</p> <p>12/3/18 Gave KM requisition for Well repair (MTH) 3:36 p.m. 12/3/18 Received signed PO request back from KM sent to Purchasing for processing waiting on PO to pay invoice already have invoice in hand.(MTH)</p> <p>12/6/18 Received PO from purchasing prepared, waiting on completed sign off to process invoice.(MTH)</p> <p>12/10/18 received completed signoff gave KM payment request for signature(MTH)</p> <p>12/11/18 received signed payment back sent to finance for processing (MTH)</p>
01/14/15	585429	Richardson	Carrie	1548 Sparrow Rd	32305	Mobile Home	Yes	Extremely Low	Pump out septic tank	09/28/18	11/07/18	\$250.00	\$250.00	\$0.00	3. Completed	<p>Per housing staff conversation job is completed and paid for as of 12/4/2018. -KCM 12/4/2018 @ 10:51am</p>
12/17/18	585252	Robert	Daniel and Elizabeth	7561 New Field Drive	32303				Pump out septic tank			\$185.00	\$0.00	\$185.00	2. In Progress	<p>12/12/18 - mailbox full. gg called 12/13/18 and left voice msg-client will call after she speaks with husband to schedule intake-HFA intake done on 12/13/18- Pumpout Needed 12/17/18 copied from Housing Project sheet entry(MTH).</p> <p>12/21/18 Gave Shington PO request for Pump out for signature..</p> <p>12/26/18 sent requisition to Purchasing for processing(MTH).</p> <p>1/2/19 Sent followup to purchasing on status of PO request.(MTH)</p>
11/14/18	585519	Roberts	Martha	6467 Bold Venture Trl	32309	SF Home	Yes	Very Low	Pump out septic tank	12/17/18		\$185.00	\$185.00	\$0.00	3. Completed	<p>11/28 Requested PO for pump out(MTH).</p> <p>Approved a pump-out in anticipation of tank filling due to failed drain field; GG called client on 11/27 to inform her that she can call Brian's Septic when needed. If/when the need for a pump-out arises, we determine whether we can serve Ms. Roberts with the SHIP Emergency Repairs strategy (LHAP p.17-18). - KCM 11/26/2018 2:38 pm 11/29/18 9:02 a.m. scanned and sent in PO request for pump out to Purchasing(MTH)</p> <p>12/6/18 received PO from purchasing waiting on invoice and completed sign off to process for payment(MTH)</p> <p>12/21/18 Gave to Shington for signoff of payment for pump out.</p> <p>1/2/19 sent payment to finance for processing(MTH)</p>
08/07/18	585511	Robinson	Cornelia	8276 Roberts Rd	32309	SF Home	Yes	Low	Roof Repair	09/12/18, 12/8/18	09/25/18, 12/11/18	\$1,600.00	\$1,600.00	\$0.00	3. Completed	<p>Roof is leaking inside the home since the this year; damage in the ceiling; will set appt after intake info is collected. Intake completed 8/15/18 (HFA approved)</p> <p>12/4/18 1:06 p.m. Gave PO Request to KM for signature for second tarp(MTH).</p> <p>12/5/18 received signed requisition back from KM sent to Purchasing waiting on Processing of PO.(MTH).</p> <p>12/6/18 received PO from Purchasing for second tarp(MTH), waiting on work to be completed and invoice and completion to be signed off.</p> <p>12/11/18 gave KM payment for sign off for second tarp(MTH)</p> <p>12/19/18 Updated smartsheet with payment date and completed date (MTH)</p>

10/05/18	NEW	Ross	Amos	721 Crossway Rd	32305	SF Home			HVAC Repair	12/17/18			\$265.00	\$0.00	\$265.00	3. Completed	<p>Client has a leak inside the home. referred to Lon - Reverse Mortgage.</p> <p>HVAC issue (elderly gentleman living w/o heat during winter). Continuing to evaluate whether we can assist w/ HFA Emergency repairs as of 11/30/2018. - KCM 11/30/2018 @ 8:32am.</p> <p>LT requested AAA Comfort to evaluate problem and provide estimate early during week of 12/2/2018. - KCM 11/30 @ 4:58 pm</p> <p>12/4/18 contacted HVAC inspector for client copied from Housing Project Alert (MTH)</p> <p>12/11/18 HVAC contractor has to go back out and repair another issue with HVAC system Lon following up(MTH)</p> <p>12/19/18 waiting on sign off to process payment.(MTH)</p> <p>Signed off 12-20, no acct number yet</p> <p>12/21/18 Kevin requested that account number be assigned will contact Lane Wednesday 12/26/18 to followup with account creation in banner to be able to process payment(MTH)</p> <p>12/27/18 Account setup processed payment for HVAC repair and gave to Shington for signature.(MTH)</p>
11/19/18	585485	Shirley	Elizabeth	7321 Springhawk Loop	32305	SF Home	Yes	Low	Roof Repair					\$0.00		1. Pending	<p>1/2/19 sent payment to finance for processing(MTH). 5-V metal roof that may be repaired within the program limit of \$1,650. On Monday 11/26 LT requested that Chief Cornerstone provide a price quote. - KCM 11/30/2018 @ 5:01 pm</p> <p>12/19/18 Lon working on quotes for metal roof.(MTH)</p>
02/26/18	585497	Stewart	Mary	9861 Kinfolk Loop	32317	SF Home	Yes	Extremely Low	Roof Repair	04/10/18	09/10/18		\$800.00	\$800.00	\$0.00	3. Completed	<p>Payment dated 9/10/18 was for second tarp.</p> <p>12/21/18 waiting on sign off from Contractor to process payment for roof repair will note on Project summary sheet as well.(MTH)</p>
04/13/18	585481	Tongen	Danny	4755 Flowerwood Dr	32303	SF Home	Yes	Very Low	Install tarp - roof leak		09/10/18		\$800.00	\$800.00	\$0.00	3. Completed	(Special Needs) Disabled Vet roof leak inside home for approx 1 yr- (HFA and SHIP eligible)
06/14/18	585504	Walker	Philip	8253 Hunter Ridge Trl	32312	SF Home	yes	Low	Roof Repair		09/10/18		\$800.00	\$800.00	\$0.00	3. Completed	Client has leaks in the roof. Ceiling fell through 2 wks ago. Intake 6/18/18 @ 3:00- HFA & SHIP eligible
08/03/17	585476	Washington	Sandra	8125 Pin Oak	32305	Mobile Home Pre - 1994	Yes	Low	Roof Repair	08/08/17, 12/7/18	12/11/18		\$800.00	\$800.00	\$0.00	3. Completed	<p>Approved for 2nd tarp. site visit 5-2-18, contractor contacted. 11/26/18 spoke with contractor in regards to invoice waiting on invoice (MTH).</p> <p>Signed payment approval on 11/28/2018 @ 4:50pm. - KCM 11/29/18 8:59 a.m. sent in payment for tarp to finance (MTH)</p> <p>Updated allocation amount to reflect planned roof repair (add'l amount to be paid from county's HHF earnings). -KCM 12/3/2018 @ 12:30 pm</p> <p>12/4/18 1:08 p.m.gave PO request to KM for roof repair.(MTH)</p> <p>12/5/18 Received signed requisition back from KM sent to Purchasing come back as NSF, Felisa is correcting issue and getting back with Purchasing.(MTH)</p> <p>12/7/18 Received PO from Purchasing for Roof repair (MTH). Split between Hardest hit account 932016(\$3000.00) and HFA Emergency 932019(\$7,500.00), when payment is posted will need to JV \$1,450.00 from Hardest Hit account to pay back HFA for tarps (MTH)</p> <p>12/19/18 Unencumbered PO due to issue with Purchasing Dept. Will rencumbered when get vendor awarded back(MTH)</p>

12/03/18	587049	Whitfield	Patricia	8451 Lehoue Lane	32305	SF Home	Yes	Very Low	Pump out septic tank	12/12/18	12/12/18	\$185.00	\$185.00	\$0.00	\$185.00	3. Completed	12/3/18 Contacted Purchasing to do Change order for different account numbers split pump out and replacement between HFA and SHIP (MTH). 12/7/18 Sent payment to finance for septic replacement for processing(MTH).
07/05/18	585507	Williams	Eugene	16123 Ro Co Co Rd	32309	SF Home	Yes	Extremely Low	Provide tarp - roof leak	09/25/18	09/25/18	\$800.00	\$800.00	\$0.00		3. Completed	12/21/18 Sent JV request to Feisa Barnes for requesting SHIP recapture to HFA for pump out (MTH) scheduled intake 7/9/18 @ 9:30 HFA and SHIP eligible Transitioned into SHIP Emergency Repairs strategy Chief Cornerstone scheduled to complete new roof on 11/30/2018 - KCM 11/29/2018

**Notes**  
 "Recapture" reflects the amounts that have been repaid to the HFA Emergency Repairs program out of SHIP funds when SHIP is used to provide a permanent repair. Housing Services no longer issues purchase orders for multiple pump-outs.

**Total Allocation** \$17,581.00 \$3,700.00 \$1,176.00

Available Bal. \$9,889.00

  
 Report Certified By: Kevin C. McCarthy, AICP

1/2/19  
 Date