

HFA Emergency Housing Repair Program Report
January 2019

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	Date JV Completed for Recapture	Project Status	Notes
01/09/19	585488	Bryant	Linda	5030 Pryor Court	32303	SF Home	Yes	Extremely Low	Pump out septic tank	01/21/19		\$185.00	\$0.00	\$185.00			3. Completed	1/9/18 Added to Smartsheet client called and spoke with SL. LT requested pump out per direction if SL prepared requisition for pump out for SL signature.(MTH) 1/10/19 Sent PO request to purchasing for pump out.(MTH)
10/23/18	585482	Coleman	Shirley	5851 Williams Rd	32310	SF Home	Yes	Extremely Low	Install tarp - roof leak	12/08/18	01/14/19	\$800.00	\$800.00	\$0.00			3. Completed	1/26/18 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) 1/4/19 Sent payment to finance for processing(MTH)
06/28/18	585505	Cowell	John & Lisa	6012 Burton Willow Ln	32305	Mobile Home	Yes	Extremely Low	Install tarp - roof leak	9/10/18, 11/26/18	09/10/18, 12/14/18	\$1,600.00	\$1,600.00	\$0.00			3. Completed	9/10/18 tarp payment made from HFA advance of \$1,250.00 (MTH) 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 cornersone 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	9/25/18, 10/23/18	10/04/18 11/14/18	\$985.00	\$985.00	\$0.00			3. Completed	Tarp Payment was processed using advance payment of \$11,250.00 from HFA for FY 18-19. 11/14/18 payment made on pump out (MTH)

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01/28/19	585527	Gadson	Renee	215 Ponce DeLeon	32305	SF Home	Yes	Very Low	Install tarp - roof leak			550		\$550.00			2	In Progress	Client needs water hookup to the city, and also needing a tarp. Per Shington we will only do the tarp because she is in the process of filing bankruptcy because of foreclosure proceedings. 1/28/19 AL sent PO request to purchasing for tarp(MTH) 2/4/19 Contacted Purchasing for status of PO(MTH)
06/06/17	585290	Griffin	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 9/21/18 Pump out taken from HFA advance of \$1,250.00 (MTH)
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) 11/7/18 payment was located from 2017 had not been processed took from HFA advance of \$11,250.00 per KM(MTH)
09/19/18	585517	Henny	Janie & Albert	7417 Sandy Oaks Ln	32309	Mobile Home Pre - 1994	Yes	Very Low	Install 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 lrs 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 cut(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)

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07/25/18	585509	Hodge	Ava	5906 Deer Park Cir	32311	mobile	Yes	Low	Roof Repair	09/10/18	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
01/09/19	585526	Horgan-Lehman	Ethel	7768 Baracreek N	32312	SF Home	Yes	Very Low	Pump out septic tank	01/21/19		\$185.00	\$0.00	\$185.00			3. Completed	1/14/19 added to smartsheet waiting on approval from SL to request PO for pump out. 1/14/19 sent in PO request to purchasing for pump out(MTH) 1/30/19 payment sent to finance for pump out(MTH)
08/10/18	585515	Humose	Anita	1405 Bareback Dr	32310	mobile	Yes	Very Low	Install tarp - roof leak	09/10/18	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
12/12/18	585525	Jenkins	Elizabeth	2600 Gerald Drive	32310	SF Home	Yes	Very Low	Install tarp - roof leak			\$550.00	\$0.00	\$550.00			2. In Progress	9/10/18 payment for tarp made from HFA advance of \$11,250.00 (MTH). 1/8/19 Added to smartsheet waiting on account number and verifications from SHIP RIC was completed. 1/28/19 AL Sent requisition to Purchasing for PO for tarp(MTH) 2/4/19 Contacted Purchasing for status of PO(MTH)
03/19/17	585484	Jenkins	Maggie	774 Sandy Drive	32312	SF Home	Yes	Low	Install tarp - roof leak	12/09/18	01/14/19	\$800.00	\$800.00	\$0.00			3. Completed	Signed requisition on 1/12/2018 @ 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	Install tarp - roof leak	09/12/18	09/25/18	\$800.00	\$800.00	\$0.00			3. Completed	Client is requesting a tarp. We will call for intake when we receive additional funds
07/27/18	585510	Jugger	Valene	8452 Augustwood Ln	32311	SF Home	Yes	Low	Pump out septic tank	08/22/18	09/18/18	\$185.00	\$185.00	\$0.00			3. Completed	9/12/18 payment for tarp taken from HFA advance of \$11,250.00(MTH). 9/18/18 pump out payment taken from HFA advancement of \$11,250.00(MTH)

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01/02/19	585524	Kasimira	Kelly	2056 Canewood Court	32303	SF Home	Yes	Very Low	Pump out septic tank	01/24/19		\$185.00	\$0.00	\$185.00		3. Completed	Completed	1/8/19 Client added to smartsheet and gave Shington Request for pump out for signature.(MTH) 1/10/19 sent PO request to Purchasing for pump out.(MTH)
12/10/18	585520	Manning	Nicole	3403 Zillah Street	32305	SF Home	Yes		Other Emergency See note	12/21/18	01/10/19	\$1,650.00	\$1,650.00	\$1,650.00		3. Completed	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 from Hardesti Hill 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	585516	McDonald	Sue	1514 Twin Lakes Circle	32311	SF Home	Yes	Low	Pump out septic tank	11/06/18	12/07/18	\$185.00	\$185.00	\$0.00	\$185.00	01/08/19	3. Completed	11/29/18 Received payment request back signed scanned in and sent to finance for processing.(MTH) entire invoice paid from SHIP 12/21/18 Sent Felisa Barnes JV request to transfer pump out from SHIP to HFA for recapture.(MTH) 1/14/19 Confirmed JV completed for recapture.(MTH)
09/29/18	585514	McGuff	Clia	1404 Dawson Rd	32305	Mobile Home	Yes	Very Low	Install tarp - roof leak	09/19/18	09/28/18	\$800.00	\$800.00	\$0.00		3. Completed	Completed	Roof leaking for approx 8-9 months inside over a chandelier. Septic - having to be pumped out every 2-3 months. Bathroom shower & electrical plugs not working. 9/28/18 Payment for tarp was made from Advance Payment of \$1,250.00 from HFA.(MTH) 12/6/18 MTH client is needing emergency electrical repair.
12/05/18	585469	McNealy	Ruby	2335 Southampton Drive	32311	SF Home	Yes	Low	Other Emergency See note	12/06/18	12/14/18	\$220.00	\$220.00	\$0.00		3. Completed	Completed	12/11/18 received invoice from Bill Bond for Electrical repair gave KM payment for sign off.(MTH) 12/19/18 updated smartsheet with payment and completed date.(MTH)

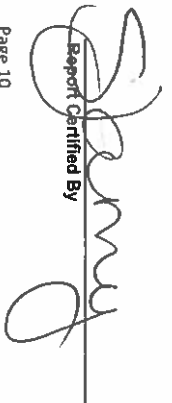
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07/02/18	585508	Miller	Wiley & Maxine	10869 Trumpet Vine Ln	32309	SF Home	Yes	Extremely Low	Install tarp - roof leak	09/10/18	09/10/18	\$800.00	\$800.00	\$0.00	\$800.00	01/09/19	3. Completed	Clients need a tarp - raining inside home in the living room and down the hall - intake scheduled for 7/5/18 @ 2:00 - (99 7/5/18 Will bring SS document when found) HFA & SHIP Eligible 9/10/18 payment for tarp taken from HFA advancement of \$11,250.00 (MTH).
09/21/18	585479	Miller Dean	Jacquelyn	6759 Veterans Memorial Dr	32309	SF Home	Yes	Low	Install tarp - roof leak	11/13/18	12/12/18	\$800.00	\$800.00	\$0.00			3. Completed	11/26/18 sent in payment request to finance(MTH) 12/19/18 updated smartseet 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 12/26/18 Sent payment to finance for processing(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	01/14/19	\$185.00	\$185.00	\$0.00			3. Completed	10/4/18 tarp payment was taken from advance of \$11,250.00 from HFA(MTH)
07/19/18	585512	Rebb	Patricia	9571 Old St. Augustine Rd	32311	Mobile Home Pre-1994	Yes	Extremely Low	Install tarp - roof leak	09/25/18	12/17/18	\$800.00	\$800.00	\$0.00			3. Completed	10/4/18 tarp payment was taken from advance of \$11,250.00 from HFA(MTH)

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11/28/18	585512	Rebb	Patricia	9571 Old St. Augustine Rd	32311	Mobile Home Prr 1994	Yes	Extremely Low	Well repair	12/03/18	12/17/18	\$251.00	\$251.00	\$0.00			3. Completed	Client called 11/28/18 - No water for past 3 weeks. Thinks it may be electrical
01/14/15	585429	Richardson	Carrie	1548 Sparrow Rd	32305	Mobile Home	Yes	Extremely Low	Pump out septic tank	09/28/18, 1/24/19	11/07/18	\$435.00	\$250.00	\$185.00			3. Completed	11/7/18 pumpout payment taken from advance of \$1,250.00 from HFA(MTH). Per housing staff conversation job is completed and paid for as of 12/4/2018. -KCM 12/4/2018 @ 10:51am 1/8/19 client called for another pump out Shington approved one more. Processing PO request for pump out.(mth) 1/10/19 Sent PO request to purchasing for pump out(MTH)

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12/17/18	565252	Robert	Daniel and Elizabeth	7261 New Field Drive	32303	SF Home	Yes	Low	Pump out septic tank	01/03/19		\$370.00		\$185.00			3 Completed	Sewage on the ground: called client 12/10/18, 12/11/18, 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).
11/14/18	565219	Roberts	Martha	6467 Bold Venture Tr	32309	SF Home	Yes	Very Low	Pump out septic tank	12/17/18	01/14/19	\$370.00	\$185.00	\$185.00			3 Completed	11/28 Requested PO for pump out(MTH). 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. [When the need for a pump-out arises, we determine whether we can serve Ms. Roberts with the SHIP Emergency Repairs strategy (UHAP 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) 12/6/18 received PO from purchasing waiting on invoice and completed sign off to process for payment(MTH) 12/21/18 Gave to Shington for signoff of payment for pump out. 1/2/19 sent payment to finance for processing(MTH) 1/25/19 Requested 2nd PO (change order) for pump out from Purchasing (GG)

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08/07/18	585511	Robinson	Cornelia	8276 Roberts Rd	32309	SF Home	Yes	Low	Install tarp - roof leak	09/12/18, 12/8/18	09/25/18, 12/1/18	\$1,600.00	\$1,600.00	\$0.00			3. Completed	2/4/19 First tarp. Payment made with advance payment from HFA \$11,250.00(MTH)
10/05/18	585521	Ross	Amos	721 Crossway Rd	32305	SF Home	Yes		HVAC Repair	12/17/18	12/14/19	\$265.00	\$265.00	\$0.00			3. Completed	Client has a leak inside the home. referred to Lon - Reverse Mortgage. 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 LT requested AAA Comfort to evaluate problem and provide estimate early during week of 12/22/2018. - KCM 11/30 @ 4:58 pm 12/4/18 contacted HVAC inspector for client copied from Housing Project Alert (MTH) 12/11/18 HVAC contractor has to go back out and repair another issue with HVAC system Lon following up(MTH) 12/19/18 waiting on sign off to process payment (MTH) Signed off 12-20. no acct number yet 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) 12/27/18 Account setup processed payment for HVAC repair and gave to Shinglon for signature.(MTH) 1/2/19 sent payment to finance for processing(MTH).
11/19/18	585485	Shirley	Elizabeth	7321 Springhawk Loop	32305	SF Home	Yes	Low	Install tarp - roof leak					\$0.00			1. Pending	***** S-V metal roof that may be repaired within the program limit of \$1,650. On Monday 11/26 LT requested that Chief Comenstone provide a price quote. - KCM 11/30/2018 @ 5:01 pm 12/19/18 Lon working on quotes for metal roof.(MTH)
02/26/18	585497	Stewart	Mary	9861 Kintolk Loop	32317	SF Home	Yes	Extremely Low	Install tarp - roof leak	09/10/18	09/10/18	\$800.00	\$800.00	\$0.00			3. Completed	Payment dated 9/10/18 was for second tarp taken from advance payment from HFA of \$11,250.00(MTH) 12/21/18 waiting on sign off from Contractor to process payment for roof repair will note on Project summary sheet as well.(MTH) 1/3/19 Sent payment to finance for roof repair waiting to post to request JV recapture money from SHIP funds to HFA(MTH).

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04/13/18	585481	Tongan	Danny	4755 Flowerwood Dr	32303	SF Home	Yes	Very Low	Install tarp - roof leak	09/10/18	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) 2/4/19 Payment of tarp taken from advance payment from HFA of \$11,250.00(MTH)
06/14/18	585504	Walker	Phillip	8253 Hunter Ridge Tr	32312	SF Home	yes	Low	Install tarp - roof leak	09/10/18, 1/30/19	09/10/18	\$1,350.00	\$800.00	\$550.00		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	Install tarp - roof leak	12/07/18	12/11/18	\$800.00	\$800.00	\$0.00		3	Completed	9/10/18 Sent in payment for first tarp taken from HFA Advance of \$11,250.00(MTH). 1/28/19 AL sent in request to purchasing for second tarp. 1/30/19 received PO back from purchasing(MTH)
																		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)
																		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)
																		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
																		12/4/18 1:08 p.m. gave PO request to KM for roof repair (MTH)
																		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)
																		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 \$7,450.00 from Hardest Hit account to pay back HFA for tarps (MTH)
																		12/19/18 Unencumbered PO due to issue with Purchasing Dept. Will renumbered when get vendor awarded back.(MTH)

Report Certified By 

Date 2/5/19

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12/03/18	587049	Whitfield	Patricia	8401 Lenova 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	01/08/19	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). 12/21/18 Sent JV request to Felisa Barnes for requesting SHIP recapture to HFA for pump out.(MTH) 1/14/19 Verified that JV was completed for recapture.(MTH)
07/05/18	585507	Williams	Eugene	16123 Ro Co Co Rd	32309	SF Home	Yes	Extremely Low	Install tarp - roof leak	09/25/18	09/25/18	\$800.00	\$800.00	\$0.00		3. Completed	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 9/25/18 tarp payment taken from HFA advancement of \$11,250.00. 2/4/19 Sent in roof repair payment waiting on posting to request JV from Felisa Barnes.	
12/17/18	585522	Woodward	Alice	3797 Matt Wing Road	32311	Mobile Home-Post 1994	Yes	Low	Install tarp - roof leak	01/15/19	01/25/19	\$550.00	\$550.00	\$0.00		3. Completed	12/19/18 waiting on estimate for tarp from vendors to request PO(MTH) LT will schedule tarp. MH to req. PO - KCM 11/22/2019 @10:35am 1/2/19 GG requesting account number to be created, once created that Malinda will request PO for tarp installation from Chief Cornerstone(MTH) 1/3/19 Gave Shington Requisition for Tarp for signoff, recived back and sent to Purchasing for PO(MTH) 1/8/19 sent purchasing status request on PO(MTH) 1/10/19 Received PO back from purchasing advised LT of receiving PO requested that he contact Chief Cornerstone to put tarp on waiting on invoice to process payment(MTH) 1/28/19 payment sent to finance for processing(MTH)	

Total \$21,646.00
 Allocation \$30,000.00
 Available Bal. \$5,114.00
 \$4,410.00
 \$1,170.00

**** Received advance from HFA on 9/14/18 for \$11,250.00