

**HFA Emergency Housing Repair Program Report  
March 2019**

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
12/17/18	585252	Roberts	Daniel and Elizabeth	850-445- 6615	7261 New Field Drive	32303	4. Move to Permanent Repair	SF Home	Yes	Low	Pump out septic tank	02/01/19		-\$370.00		-\$370.00	<p>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).</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> <p>1/3/19 LT contacted Brian's Septic to schedule Pump Out Paid for pump out on P-card waiting on receipt from LT.(MTH) card declined sent request to Purchasing</p> <p>1/29/19 payment sent to finance for First Pump out.(MTH)</p> <p>1/24/19 AL sent request to purchasing for PO for pump out(MTH)</p> <p>2/4/19 sent Purchasing request of PO status(MTH)</p> <p>2/5/19 received PO from Purchasing to process second pump out payment(MTH)</p> <p>2/6/19 Sent an email to Purchasing to correct PO for second pump out it did not have account number on</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
06/06/17	585290	Griffith	Carol & Harold	877-6605- h	1154 Antler Dr	32317	3. Completed	Mobile Home Pre - 1994	Yes	Very Low	Pump out septic tank	10/31/18, 3/15/19			-\$500.00	-\$500.00	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 \$11,250.00 (MTH)  3/1/19 received invoice from Brians' Septic for 5/15/18 pump out, was allocated on last years funds but just now received invoice. Gave Po request for pump out to MW for signature(MTH) 3/6/19 Received PO from Purchasing(MTH) 3/7/19 Processed payment for pump out sent to finance for payment(MTH) 4/2/19 posted check number and date paid for pump out(MTH)
01/14/15	585429	Richardson	Carrie	661-9606- 942-6966	1548 Sparrow Rd	32305	3. Completed	Mobile Home 1990	Yes	Extremely Low	Pump out septic tank	11/07/18, 2/21/19			-\$435.00	-\$435.00	11/7/18 pumpout payment taken from advance of \$11,250.00 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)  2/4/19 Waiting on Completion form with signatures before processing payment request for second pump out advised Lon(MTH)  2/6/19 Gave MW payment for 2nd pump out to be signed(MTH) 2/6/19 MW gave payment with signature back to me processed and submitted to finance for payment(MTH)  2/22/19 posted payment for second pump out on smartsheet(MTH)

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
01/09/19	585468	Bryant	Linda & James	850-345-3196	5030 Pryor Court	32303	5. Move to Rehab or Replacement	SF Home	Yes	Extremely Low	Pump out septic tank	02/21/19		-185.00		<b>-\$185.00</b>	<p>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)</p> <p>1/10/19 Sent PO request to purchasing for pump out(MTH)</p> <p>2/4/19 Waiting on Signoff from client verifying work completed to process payment for pump out. Notified Lon so he could reach out to client to come in to sign off received quote for replacement of system will discuss with Matt/Shington to see if PO can be requested(MTH).</p> <p>2/5/19 Waiting on Client to come in and signoff on completion form to process pump out payment(MTH).</p> <p>2/5/19 client came in signature on completed form(MTH)</p> <p>2/5/19 was authorized to process request for PO for septic Replacement will restoration when JV is completed (MTH)</p> <p>2/6/19 Gave Payment approval to MW for signature for Pump out(MTH)</p> <p>2/6/19 MW gave payment with signature back to me processed and sent to finance for payment of invoice(MTH)</p> <p>2/22/19 posted payment for pump out on smartsheet(MTH)</p> <p>2/22/19 restoration of \$185 expected. MW</p>
12/05/18	585469	McNealy	Ruby	850-212-5025	2335 Southhampton Drive	32311	3. Completed	SF Home	Yes	Low	Other Emergency See note	12/14/18		-220.00		<b>-\$220.00</b>	<p>2/12/19 Replacement out for bid. Due back 18 March</p> <p>12/6/18 MTH client is needing emergency electrical repair.</p> <p>12/11/18 received invoice from Bill Bond for Electrical repair gave KM payment for sign off(MTH)</p> <p>12/19/18 updated smarsheet with payment and completed date.(MTH)</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
08/03/17	585476	Washington	Sandra	322-5751	8125 Pin Oak	32305	4. Move to Permanent Repair	Mobile Home Pre - 1994	Yes	Low	Roof Repair	12/11/18		-\$800.00		-\$800.00	<p>Approved for 2nd tarp. site visit 5-2-18, contractor contacted. 11/26/18 spoke with contract or 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(\$300.00) 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> <p>3/7/19 Added client to smartsheet for funding to come from HFA and Hardest Hit accounts (MTH)</p>
09/21/18	585479	Miller Dean	Jacquelyn	459-2901	6759 Veterans Memorial Dr	32309	4. Move to Permanent Repair	SF Home	Yes	Low	Install tarp - roof leak	12/12/18		-\$800.00		-\$800.00	<p>3/26/19 Split funding calculated on Project Status SmartSheet. Customer to pay out HFA assistance for 11/26/18 sent in payment request to finance(MTH)</p> <p>12/19/18 updated smarthseet with payment date and completed date(MTH)</p> <p>2/28/19 restoration amount expected is \$800.00(MTH)</p> <p>3/1/19 After LHAP review the previous septic emergency expense does not need to be combined with the current nor does it diminish the amount with which we are able to fund the project as this is an entirely separate issue. Funding sources and amounts updated accordingly. Therefore, restoration IS EXPECTED. MW</p> <p>3/25/2019 ST Emergency repair will not be restored. My 3/1 comment is in ERROR. MW</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
04/13/18	585481	Tongen	Danny	445-2222	4755 Flowerwood Dr	32303	4. Move to Permanent Repair	SF Home	Yes	Very Low	Install tarp - roof leak	09/10/18		-\$800.00		-\$800.00	(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)  2/15/19 Gave title search payment to MW for signature(MTH)  2/22/19 Closing on permanent repair on 25 FEB. MW  3/28/19 Restoration not possible as tarp cost incurred in FY18 can't be JV'd. MW
10/23/18	585482	Coleman	Shirley	566-1302	5851 Williams Rd	32310	8. Declined Services	SF Home	Yes	Extremely Low	Install tarp - roof leak	01/14/19		-\$800.00		-\$800.00	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).  1/4/19 Sent payment to finance for processing(MTH)  2/4/19 Updated Smartsheet with check date and check number for tarp payment(MTH)  2/28/19 Client declined roof replacement services(MTH)

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
03/19/17	585484	Jenkins	Maggie	385-5927 / 774 264-0648	Sandy Drive	32312	4. Move to Permanent Repair	SF Home	Yes	Low	Install tarp - roof leak	01/14/19		-\$800.00		-\$800.00	<p>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)</p> <p>12/6/18 received PO from Purchasing waiting on job to be completed and invoice to process for payment(MTH)</p> <p>12/19/18 received signoff for tarp need invoice to process payment</p> <p>12/27/18 received invoice and processed for payment gave to Shington for signature (MTH)</p> <p>1/2/19 sent payment to finance for processing.(MTH)</p> <p>2/12/19 Gave title search fee to MW for signature(MTH)</p> <p>2/12/19 Sent Title search payment to finance for processing(MTH)</p> <p>2/22/19 Closing on 25 FEB. No restoration possible. MW</p>
11/19/18	585485	Shirley	Elizabeth	574-1194	7321 Springhawk Loop	32305	2. In Progress	SF Home	Yes	Low	Install tarp - roof leak			\$0.00		\$0.00	<p>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>
11/29/18	585495	Morris	Shirley	850-363- 0186	8303 Sand Ridge Ct	32305	3. Completed	Mobile Home Pre - 1994	Yes	Very Low	Pump out septic tank	01/14/19		-\$185.00		-\$185.00	<p>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.</p> <p>12/3/18 Received PO for Pump out from Purchasing waiting on invoice for pump out and sign off from Contractor (MTH)</p> <p>12/21/18 Gave to Shington for sign off of payment</p> <p>12/26/18 Sent payment to finance for processing(MTH).</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
02/26/18	585497	Stewart	Mary	877-1726	9861 Kinfolk Loop	32317	4. Move to Permanent Repair	SF Home	Yes	Extremely Low	Install tarp - roof leak	09/10/18		-\$800.00		-\$800.00	<p>Payment dated 9/10/18 was for second tarp taken from advance payment from HFA of \$11,250.00(MTH).</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> <p>1/3/19 Sent payment to finance for roof repair waiting to post to request JV restoration money from SHIP funds to HFA(MTH).</p> <p>2/5/19 sent Felisa Barnes JV request to restoration \$800.00 from SHIP (MTH)</p> <p>2/12/19 sent follow up email to Felisa requesting status of restoration JV request(MTH)</p> <p>2/28/19 restoration amount expected is \$800.00(MTH)</p> <p>3/27/219 Restoration not possible since expense processed in FY18 which is closed out. MW</p>
04/02/18	585498	Del Monaco	Robert	212-9869	2146 Longview Dr	32303	3. Completed	SF Home	Yes	Very Low	Install tarp - roof leak	10/04/18 11/14/18		-\$985.00		-\$985.00	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)

Application/ Designation/ Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
06/14/18	585504	Walker	Philip	562-6165	8253 Hunter Ridge Trl	32312	4. Move to Permanent Repair	SF Home	yes	Low	Install tarp - roof leak	09/10/18, 2/21/19		-\$1,350.00	\$550.00	-\$800.00	<p>Client has leaks in the roof. Ceiling fell through 2 wks ago. Intake 6/18/18 @ 3:00- HFA &amp; SHIP eligible</p> <p>9/10/18 Sent in payment for first tarp taken from HFA Advance of \$11,250.00(MTH).</p> <p>1/28/19 AL sent in request to purchasing for second tarp.</p> <p>1/30/19 received PO back from purchasing(MTH)</p> <p>2/4/19 Waiting on Completed form with signatures to process payment for second tarp. Advised Lon(MTH)</p> <p>2/4/19 client came in and signed completion forms for second tarp will process payment and give to MW for signature.</p> <p>2/5/19 Received signed payment request back from MW, processed and sent payment to finance (MTH)</p> <p>2/22/19 posted payment to smartsheet for second tarp(MTH)</p> <p>2/22/19 Closing on 22 FEB. \$1,350 to be restored. MW</p> <p>3/28/19 \$550 to be restored ONLY. Cost incurred in FY18 is locked in closeout. MW</p> <p>4/1/19 Sent Restoration JV request to FB (MTH)</p>
06/28/18	585505	Cowell	John & Lisa	443-4230	6012 Button Willow Ln	32305	3. Completed	Mobile Home 1997	Yes	Extremely Low	Install tarp - roof leak	09/10/18, 12/14/18	-\$1,600.00		-\$1,600.00	<p>9/10/18 tarp payment made from HFA advance of \$11,250.00 (MTH)</p> <p>2nd Request made for Tarp, 11/26/18 spoke with contractor for invoice waiting on getting invoice(MTH).</p> <p>11/28/18 received invoice waiting on job to be completed and sign off of completion forms.</p> <p>12/7/18 received forms processed payment request and gave to KM for signature(MTH).</p> <p>Signed off on payment request. - KCM 12/7/2018 @ 11:27am</p> <p>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 !0018640.</p> <p>12/19/18 updated smartsheet with date of second tarp payment and date completed project(MTH)</p>	

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
07/05/18	585507	Williams	Eugene	893-7316	16123 Ro Co Co Rd	32309	4. Move to Permanent Repair	SF Home	Yes	Extremely Low	Install tarp - roof leak	09/25/18		-\$800.00		-\$800.00	<p>scheduled intake 7/9/18 @ 9:30 HFA and SHIP eligible</p> <p>Transitioned into SHIP Emergency Repairs strategy. Chief Cornerstone scheduled to complete new roof on 1/30/2018 - KCM 11/29/2018</p> <p>9/25/18 tarp payment taken from HFA advancement of \$11,250.00.</p> <p>2/4/19 Sent in roof repair payment waiting on posting to request JV from Felisa Barnes.</p> <p>2/12/19 Sent request to Felisa Barnes for JV request to move expense to SHIP of \$800.00 for tarp.</p> <p>3/20/19 JV completed on 3/6/19 verified in banner(MTH)</p> <p>3/27/219 Restoration not possible since expense processed in FY18 which is closed out. MW</p>
07/02/18	585508	Miller	Wiley & Maxine	666-2353 716-0953	10869 Trumpet Vine Ln	32309	4. Move to Permanent Repair	SF Home	Yes	Extremely Low	Install tarp - roof leak	09/10/18		-\$800.00	-\$800.00	-\$1,600.00	<p>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 &amp; SHIP Eligible</p> <p>9/10/18 payment for tarp taken from HFA advancement of \$11,250.00 (MTH).</p> <p>12/21/18 Sent a JV request to Felisa Barnes for restoration of Tarp cost from SHIP.(MTH)</p> <p>1/14/19 verified that JV completed for restoration(MTH)</p> <p>3/25/19 JV in JAN was actually a split fund for a change order. Therefore, JV did NOT restore eligibility but diminished it. MW</p>
07/25/18	585509	Hodge	Ava	510-0721 878-2784	5906 Deer Park Cir	32311	3. Completed	Mobile Home 1994	Yes	Low	Roof Repair	09/10/18		-\$1,650.00		-\$1,650.00	<p>Tree limb through roof of home. Happened a couple of weeks ago. Intake scheduled for 7/26/18 @ 10:30</p> <p>9/10/18 Payment for Roof Repair taken from advance of \$11,250.00 from HFA(MTH).</p>
07/27/18	585510	Jugger	Valerie	339-3336	8452 Augustwood Ln	32311	3. Completed	SF Home	Yes	Low	Pump out septic tank	09/18/18		-\$185.00		-\$185.00	<p>9/18/18 pump out payment taken from HFA advancement of \$11,250.00(MTH)</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
08/07/18	585511	Robinson	Cornelia	893-8480 / 264-8116	8276 Roberts Rd	32309	4. Move to Permanent Repair	SF Home	Yes	Low	Install tarp - roof leak	09/25/18, 12/14/18		-\$1,600.00		<b>-\$1,600.00</b>	2/4/19 First tarp payment made with advance payment from HFA \$11,250.00(MTH)  2/28/19 restoration amount expected is \$1,600.00(MTH)  3/21/19 Expense restoration no longer possible due to significant change order. MW
07/19/18	585512	Rebb	Patricia	241-4073	9571 Old St. Augustine Rd	32311	3. Completed	Mobile Home Pre 1994	Yes	Extremely Low	Install tarp - roof leak	10/04/18		-\$800.00		<b>-\$800.00</b>	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.  10/4/18 tarp payment was taken from advance of \$11,250.00 from HFA(MTH)
11/28/18	585512	Rebb	Patricia	241-4073	9571 Old St. Augustine Rd	32311	3. Completed	Mobile Home Pre 1994	Yes	Extremely Low	Well repair	12/17/18		-\$251.00		<b>-\$251.00</b>	Client called 11/28/18 - No water for past 3 weeks. Thinks it may be electrical  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  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)  12/6/18 Received PO from purchasing prepared, waiting on completed sign off to process invoice.(MTH)  12/10/18 received completed signoff gave KM payment request for signature(MTH)  12/11/18 received signed payment back sent to finance for processing.(MTH)

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
08/15/18	585513	Johnson	Francell	574-6742 / 408-7482	1310 Westhaven Ct	32310	4. Move to Permanent Repair	SF HOME	Yes	Low	Install tarp - roof leak	09/25/18		-\$800.00		-\$800.00	Client is requesting a tarp. We will call for intake when we receive additional funds  9/12/18 payment for tarp taken from HFA advance of \$11,250.00(MTH).  2/28/19 restoration amount expected is \$800.00(MTH)  3/27/219 Restoration not possible since expense processed in FY18 which is closed out. MW
08/29/18	585514	McGriff	Ola	556-6868	1404 Dawson Rd	32305	3. Completed	Mobile Home 1995	Yes	Very Low	Install tarp - roof leak	09/28/18		-\$800.00		-\$800.00	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 \$11,250.00 from HFA(MTH).
08/10/18	585515	Humose	Anita	590-8808	1405 Bareback Dr	32310	3. Completed	Mobile Home 1999	Yes	Very Low	Install tarp - roof leak	09/28/18		-\$800.00		-\$800.00	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  9/10/18 payment for tarp made from HFA advance of \$11,250.00 (MTH).
11/29/18	585516	McDonald	Sue	850-656- 1176, 850- 524-9002	1514 Twin Lakes Circle	32311	4. Move to Permanent Repair	SF Home	Yes	Low	Pump out septic tank	12/07/18		\$0.00	-\$185.00	-\$185.00	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 restoration.(MTH)  1/14/19 Confirmed JV completed (MTH)

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
09/19/18	585517	Henry	Janie & Albert	668-2317	7417 Sandy Oaks Ln	32309	3. Completed	Mobile Home Pre - 1994	Yes	Very Low	Install tarp - roof leak	12/17/18		-\$800.00		-\$800.00	<p>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.</p> <p>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)</p> <p>called client today 12/4/18 mailbox is full information taken from project status smartsheet (MTH)</p> <p>12/6/18 received PO from Purchasing Waiting on work and invoice and sign off(MTH)</p> <p>12/11/18 received sign off and invoice gave KM payment for signing(MTH)</p> <p>12/19/18 updated smartsheet with paid date and completed project date(MTH)</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
11/14/18	585519	Roberts	Martha	668-9852	6467 Bold Venture Trl	32309	4. Move to Permanent Repair	SF Home	Yes	Very Low	Pump out septic tank	01/14/19, 2/21/19		-\$370.00	\$370.00	\$0.00	<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 (LHA P 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> <p>1/25/19 Requested 2nd PO (change order) for pump out from Purchasing (GG)</p> <p>2/4/19 sent request to Purchasing on status of PO(MTH)</p> <p>2/5/19 received PO from Purchasing to process second pump out payment(MTH)</p> <p>2/6/19 Sent LT email for getting completed form signed</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
12/10/18	585520	Manning	Nicole	850-544- 7803	3403 Zillah Street	32305	3. Completed	SF Home	yes	Low	Other Emergency See note	01/10/19		-\$1,650.00		<b>-\$1,650.00</b>	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).  2/4/19 updated smartsheet with check number and date of payment(MTH)

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
10/05/18	585521	Ross	Amos	294-5366	721 Crossway Rd	32305	3. Completed	SF Home	Yes	Extremely Low	HVAC Repair	01/14/19		-\$265.00		-\$265.00	<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> <p>1/2/19 sent payment to finance for processing(MTH).</p> <p>2/1/19 Updated Spreadsheet with payment data and</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
12/17/18	585522	Woodward	Alice	850-408-8373	3797 Matt Wing Road	32311	3. Completed	Mobile Home-Post 1994	Yes	Low	Install tarp - roof leak	01/25/19		-\$550.00		-\$550.00	<p>12/19/18 waiting on estimate for tarp from vendors to request PO(MTH)</p> <p>LT will schedule tarp. MH to req. PO. - KCM 1/2/2019 @10:35am</p> <p>1/2/19 GG requesting account number to be created, once created that Malinda will request PO for tarp installation from Chief Cornerstone(MTH)</p> <p>1/3/19 Gave Shington Requisition for Tarp for signoff, received back and sent to Purchasing for PO(MTH)</p> <p>1/8/19 sent purchasing status request on PO(MTH)</p> <p>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)</p> <p>1/28/19 payment sent to finance for processing(MTH)</p> <p>2/4/19 updated smartsheet with check number and Date paid(MTH)</p>
01/02/19	585524	Kasimira	Kelly	850-545-1498	2056 Canewood Court	32303	4. Move to Permanent Repair	SF Home	Yes	Very Low	Pump out septic tank	02/21/19		-\$185.00	\$185.00	\$0.00	<p>1/8/19 Client added to smartsheet and gave Shington Request for pump out for signature(MTH)</p> <p>1/10/19 sent PO request to Purchasing for pump out(MTH)</p> <p>2/1/19 gave payment request to MW to sign(MTH)</p> <p>2/4/19 received signed payment back for pump out sent to finance for processing(MTH).</p> <p>2/22/19 posted payment for pump out(MTH)</p> <p>2/22/19 Closing for permanent repair on 26 FEB. \$185 restoration expected. MW</p> <p>4/1/19 Sent JV to FB for restoration (MTH)</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
12/12/18	585525	Jenkins	Elizabeth	850-580-6052	2600 Gerald Drive	32310	9. Resolved	SF Home	Yes	Very Low	Install tarp - roof leak			\$0.00		\$0.00	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)  2/28/19 Waiting on quotes for roof repair to be taken from HFA instead of tarp.(MTH)  3/4/2019 Called client after heavy rain; roof is not leaking. LT  3/12/19 Move to ST complete. Future assessment may be authorized if requested by customer. MW
01/09/19	585526	Horigan-Lehman	Ethel	850-545-6202	7768 Briarcreek N	32312	4. Move to Permanent Repair	SF Home	Yes	Very Low	Pump out septic tank	02/05/19		-\$185.00		-\$185.00	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)  2/28/19 quotes were sent out for permanent replacement of septic by LT on 2/25/19, restoration amount expected is \$185.00(MTH)
01/28/19	585527	Gadson	Renee	933-6893	215 Ponce DeLeon	32305	3. Completed	SF Home	Yes	Very Low	Install tarp - roof leak	03/06/19		-\$550.00		-\$550.00	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) 2/5/19 Received Po back from purchasing waiting on job to be completed and invoice(MTH).  2/11/19 received invoice for roof tarp waiting on completion forms to be signed off on.(MTH)  2/13/19 Sent payment for tarp to finance for processing(MTH)  2/28/19 No roof replacement at this time due to foreclosure process.(MTH)

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
02/04/19	585528	Tongen	Rita	850-408-5346	7508 Wren Drive	32310	4. Move to Permanent Repair	SF home	Yes		Pump out septic tank	03/29/19	-\$950.00	-\$370.00		-\$370.00	<p>2/15/2019 request received via email for account creation for client(MTH) 2/13/19 received notice to add client to add to HFA Smartsheet added client(MTH)</p> <p>2/20/19 was advised to request pump out for client by LT gave to MW for signature(MTH) 2/20/19 received signed request for pumpout back sent to purchasing for PO(MTH) 2/25/19 waiting on PO for pump out from purchasing(MTH)</p> <p>2/28/19 received PO from Purchasing for pump out notified LT that he can contact contractor to complete job(MTH)</p> <p>3/6/19 received invoice for pump out advised LT that I needed to get the signoff for paying invoice(MTH) 3/7/19 sent payment to finance for processing(MTH)</p> <p>3/13/19 received call from LT with approval from MW to do second pump out for client prepared request for PO gave to MW for signature(MTH)</p> <p>3/14/19 received PO from Purchasing for pump out(MTH) 3/20/19 sent invoice out for payment for second pump out(MTH) 3/26/19 Tree removal in prep for septic replacement to be paid out of 932019. MW 3/27/19 Processed PO request for Tree removal gave to MW for signature(MTH). 4/2/19 noted check number and date paid for pump out, also sent in request to purchasing for status</p>

Application/ Designation Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
02/06/19	585529	Hawkins	Cecelia	850-309-1232	1991 Oconnell Lane	32317	2. In Progress	Mobile Home Pre-1994			Install tarp - roof leak			-\$550.00		-\$550.00	<p>2/12/19 received notification to add client to HFA smart sheet added client(MTH)</p> <p>2/20/19 Sent email to GG for update on account number and certificate to be able to process PO for tarp.(MTH)</p> <p>2/21/19 received email back with account number number waiting on confirmation that account has been set up in banner to process PO request for tarp(MTH)</p> <p>2/25/19 account has been created in banner gave MW request for PO for tarp for signature(MTH)</p> <p>2/25/19 sent PO request for tarp to purchasing waiting on PO(MTH)</p> <p>2/28/19 received PO for tarp installation from Purchasing called LT and advised him that he could contact contractor to go and install tarp(MTH)</p> <p>3/13/19 received invoice for tarp placement waiting on sign off to process(MTH)</p> <p>3/29/19 received signoff for payment of invoice processed payment gave to MW for signature(MTH).</p> <p>3/29/19 received payment request back signed from MW sent to finance for payment(MTH).</p>
03/01/19	585530	Adams	Rodney	850-879-6200, 850-321-8720	4043 Hals Circle	32304	3. Completed	Mobile Home Pre-1994	Yes		Pump out septic tank		-\$350.00	\$0.00		\$0.00	<p>3/7/19 Pump out scheduled for client waiting on GG to return to create account number so Po can be processed(MTH)</p> <p>3/7/19 Work was completed received signoff waiting on account number to process PO and also waiting on invoice from vendor(MTH)</p> <p>3/8/19 received invoice today fro \$350.00 spoke with LT he stated that septic did not get pumped out and that Brian is only sending an invoice for the tractor(MTH)</p> <p>3/12/19 Received account number assignment waiting on finance to create in Banner to Process PO request for invoice(MTH)</p> <p>3/15/19 Processed PO for tractor work for pump out gave to MW for signature(MTH)</p> <p>3/19/19 Signed Requisition for tractor work. MW</p> <p>3/19/19 sent request to Purchasing for tractor work(MTH)</p> <p>3/26/19 received PO for tractor work processed payment for tractor work gave to MW for signature(MTH).</p>

Application/ Designation/ Date	Account Number	Last Name	First Name	Phone Number	Address	Zip Code	Project Status	Type Dwelling	Certified Income Eligible	Income Target	Project Description	Date Vendor Paid/ Project Closed	Amount Encumbered (-)	Amount Expended (-)	Credit/Debit Amount (+/-)	Final HFA Costs	Notes
02/25/19	585531	Thompson	Antionette	850-491-0876	8417 Lenova Lane	32305	2. In Progress				Pump out septic tank		-\$735.00	\$0.00		\$0.00	3/6/19 Pump out to be paid with P-Card. Malinda to requisition PO tarp once account number is created. MW 3/12/19 received account number waiting on finance to create in banner to process PO for tarp have not received Pcard for pump out also need signoff from Lon for pump out if it has been done(MTH) 3/15/19 Processed PO Request for tarp gave to MW for signature(MTH) 3/18/19 received PO request back from MW sent to Purchasing for PO.(MTH). 3/29/19 received invoice for tarp installation waiting on sign off to process payment(MTH)
04/28/17	587019	Hawkins	Florida	850-893-0278	15332 Kitty Hawk Ln	32309	3. Completed	SF Home	Yes	Extremely Low	Pump out septic tank	11/07/18		-\$250.00		-\$250.00	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)
12/03/18	587049	Whitfield	Patricia	850-421-6259	8401 Lenova Lane	32305	4. Move to Permanent Repair	SF Home	Yes	Very Low	Pump out septic tank	12/12/18		-\$185.00	-\$185.00	-\$370.00	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 restoration to HFA for pump out.(MTH)  1/14/19 Verified that JV was completed (MTH)
	587061	Roberts	Donald		2079 Oakridge Road	32305	3. Completed				Other Emergency See note	03/29/19		-\$375.00		-\$375.00	3/1/19 Received invoice from old soil test and pump out that was done with bid. MW stated to process due to not being processed back in 2017. Gave MW PO request for \$375.00 for signature(MTH)  3/6/19 received PO back from purchasing gave MW payment request for approval(MTH) 3/7/19 Sent payment to finance for processing(MTH) posted check number and payment date for soil test(MTH).

**Total**    **-\$2,035.00**    **-\$25,401.00**    **-\$65.00**    **-\$25,466.00**

Allocation    \$30,000.00

Available Balance    \$2,499.00

\*\*\*\* Received advance for FY19 from HFA on 9/14/18 for \$11,250.00

  
Report Certified By

4/4/2019  
Date