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Date: 10/31/2014 5:01:44 PM

Subject: Rental Assistance Productivity

Attachments: Copy of ERA Spreadsheet 2014 (Autosaved).xlsx

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Updated Spreadsheet attached.

Worked:

Mary Washington

Sandra Price

Sara Smith

Shirley Jefferson

Betty Aiken

Contacted:

Shirley Jefferson - Verification

Margie Mango – Called for application

Patrick Wilson – Called for application

Mary Washington – Called for Proof of income

Susan McGuffin – Checked status of assistance

Betty Aiken – Called to check if landlord sent in documents

Tameka Odom – Number disconnected

Earnest Brown – Checked status of application

Leroy Robinson – Return call for assistance, needs application

Queen Thompson – Returned call for assistance, needs application

Mailed:

Margie Mango

Barbara McIlwain

Leroy Robinson

Queen Thompson

Transmittal:

Betty Aiken

Shirley Jefferson

Sara Smith

Sandra Price

Mary Washington

Spreadsheet:

Vincent Richardson Sr.

Laura Anthony

Joyce Mason

Mildred Oyer

Joseph Chaisson

Virginia Seigler

Jeffrey Mattson

Daniel McCollum

Filed:

Vincent Richardson Sr.3

Laura Anthony

Joyce Mason

Mildred Oyer

Joseph Chaisson

Virginia Seigler

Jeffrey Mattson

Daniel McCollum