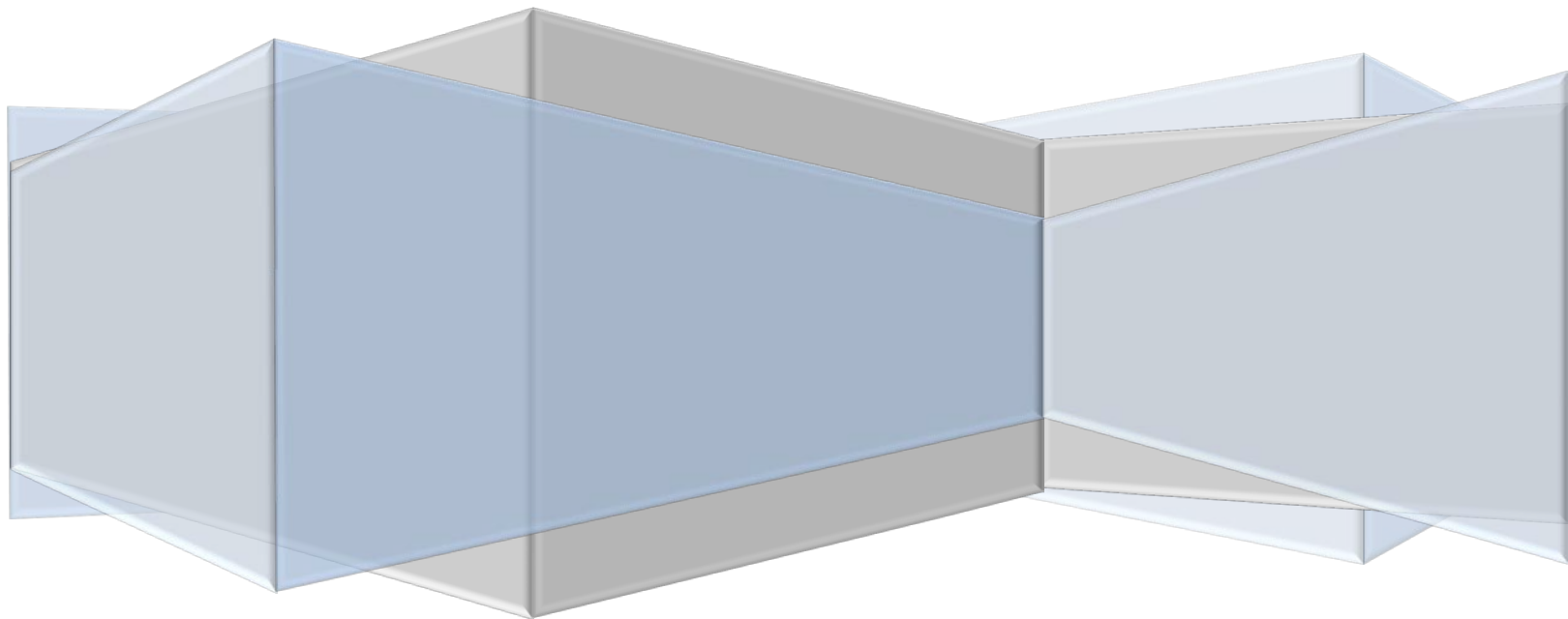




Mississippi Home Corporation  
BLIGHT ELIMINATION PROGRAM

# Field Compliance Services

## Payment Process



Rev. 05.25.18

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### Forms

0801	Assigned Services List
0802	Assigned Services Map
0803	Field Compliance Site Visit Report
0804	Contact Information Form
0805	Request for Payment Invoice
0807	IRS Form W-9
0204	Wire Transfer Set-up Form

## I. Overview

MHC will designate a Field Compliance Services Contractor (“Contractor”) to conduct site visits for each property listed in a BEP Application Package. Properties will be assigned based on the county location of the property and the Contractor assigned to that county (see Assigned Service Areas list and map). Contractors will be compensated on a per unit fee as outlined in the contract.

## II. Required Information

MHC must have the following documents on file for each Contractor prior to any properties being assigned:

1. Executed Contract  
The term of the contract is thirty-six (36) months from the Effective Date (July 1, 2017) and may be renewed annually for up to two consecutive twelve (12) month terms. MHC must maintain a current executed contract on file.
2. Request for Taxpayer Identification Number and Certification (IRS Form W-9)
3. Contact Information Form (Form 0804)  
All written correspondence from MHC will be via email. It is the responsibility of the Contractor to make sure that an updated Contact Information Form be submitted for MHC’s file.
4. Wire Transfer Set-up Form (Form 0204)  
Contractors that choose to have payments issued in the form of a wire transfer must complete the Wire Transfer Set-up Form. If a check is preferred, the check will be mailed to the business address listed on the Contact Information Form via US Postal Service.

## III. Resource Information

Property Assignments:	Lisa Coleman, VP of Federal Grants (601) 718-4757 <a href="mailto:lisa.coleman@mshc.com">lisa.coleman@mshc.com</a>
Request for Payments:	Bridgette Butler, AVP of Federal Compliance & Research (601) 718-4755 <a href="mailto:bridgette.butler@mshc.com">bridgette.butler@mshc.com</a>
Email Address:	<a href="mailto:hfh.bep@mshc.com">hfh.bep@mshc.com</a>
MHC Website:	<a href="http://www.mshomecorp.com">www.mshomecorp.com</a>
BEP Information Page:	<a href="https://www.mshomecorp.com/federal-programs/bep/">https://www.mshomecorp.com/federal-programs/bep/</a>
BEP Documents & Forms:	<a href="https://archivemhc.com/hfh/">https://archivemhc.com/hfh/</a>

## IV. Site Visits

MHC will request that Contractors conduct a minimum of two (2) site visits for each property. MHC also requires that a representative from either the Applicant/Grantee or Blight Partner be present at each visit.

### A. First Site Visit

- 1. Assignment of Property.** Upon receipt of an application, MHC will issue a Field Compliance Site Visit Report (HHF/BEP Form 0803) to the assigned Contractor. The Site Visit Report will include the name and contact information of the Applicant/Grantee and the Blight Partner. It will also include a list of all properties to be inspected. The Contractor will have until 5:00 p.m. the next business day to notify MHC via email of whether or not they accept the assignment. If MHC does not receive a response within the timeframe, MHC may provide a courtesy call to the Contractor for an immediate response. In a case where there is no response or a Contractor is unable to accept the assignment, MHC will retract the assignment via email and reassign the project to another Contractor.

Upon acceptance of the Assignment, MHC will issue a Portal Access Letter to the Contractor. The letter provides the Contractor with access to the Property Manager's Portal in the MITAS system. Contractors must upload their report through this system.

- 2. Conducting First Site Visit.** Contractors must contact the Applicant/Grantee to set up a meeting. The meeting must take place at the office location where the record-keeping for the BEP files will be maintained. During the meeting, the Contractor must complete **Part I: Project Management Assessment** of the Site Visit Report. Following the meeting, a representative of the Applicant/Grantee or the Blight Partner must accompany the Contractor to the properties. During the property site visit, the Contractor must complete **Part II: Initial Site Visit (Pre-Demolition)** of the Site Visit Report and at a minimum, take pictures of:
  - a) the entire lot;
  - b) all sides of the structure to be demolished;
  - c) any other structures on the property;
  - d) the street scene;
  - e) the neighborhood
- 3. Submitting Documentation.** Contractors must submit the Site Visit Report form (HHF/BEP Form 0803) and pictures through MHC's MITAS system. The report must be completed and submitted in accordance with the Field Compliance Site Visit Report Guide (Addendum A) and Documents Submission (Addendum B).
- 4. Submission Deadline.** Contractors will have ten (10) business days from the date of assignment to complete the first site visit on all properties and upload all required information to MHC. Should additional time be needed, the Contractor must notify MHC via email of the circumstances that would require additional time.

## B. Second Site Visit

1. **Assignment of Property.** Contractors that conducted the first site visit on a property will automatically be assigned the task of conducting the second site visit for the same property. MHC will notify the Contractor via email when a second site visit is needed. The second visit will take place after the demolition is complete and MHC has received the required documentation from the Grantee/Blight Partner. The Contractor will have until 5:00 pm the next business day to notify MHC via email of whether or not they will be able to complete the visit within the next three business days. If MHC does not receive a response within the 24-hour timeframe, MHC may provide a courtesy call to the Contractor for an immediate response. In a case where there is no response or a Contractor is unable to accept the assignment within the timeframe, MHC will retract the assignment via email and reassign the project to another Contractor.
2. **Conducting Second Site Visit.** Contractors must contact the point of contact person provided by the Grantee to set up a date and time for the second site visit. During the property site visit, the Contractor must complete **Part III: Follow-up Site Visit (Post-Demolition)** of the Site Visit Report and at a minimum, take pictures of:
  - a) the entire lot;
  - b) all sides of the structure to be demolished;
  - c) any other structures on the property;
  - d) the street scene;
  - e) the neighborhood
3. **Submitting Documentation.** Contractors must submit the Site Visit Report form (HHF/BEP Form 0803) and pictures through MHC's MITAS system. The report must be completed and submitted in accordance with the Field Compliance Site Visit Report Guide (Addendum A) and Documents Submission (Addendum B).
4. **Submission Deadline.** Grantees will not receive reimbursement from MHC for demolition costs until the completion of a second site visit conducted by Contractor or MHC Staff. Therefore, it is imperative that site visits be conducted in a timely manner. Contractors will have three (3) business days from the date of assignment to complete the second site visit. Upon completion of the second site visit, the Contractor will have two (2) business days from the date of the site visit completion to upload all required information to MHC. Should additional time be needed, the Contractor must notify MHC via email of the circumstances that would require additional time.

## C. Completion of Report

The Site Visit Report must be completed in its entirety. All information on the report may either be manually written or entered directly into the report. However, the date of each inspection must be directly entered into the report. MHC will return any incomplete reports.

## V. Request for Payment

### A. Payment Schedule

Contractors will be compensated on a per unit basis as stated in the contract. Payment will be issued in two equal installments for each assigned property.

### B. Submitting Documentation

The following documentation must be submitted through MHC's MITAS System prior to the release of funds for payment of services:

1. Completed Site Visit Form
2. Photos of the Property
3. **Part IV: Exhibit A** of the Site Visit Form listing the dates of all inspected property

Once all required documents are uploaded into the system, the Contractor may submit their invoice to the BEP email address at [hhf.bep@mshc.com](mailto:hhf.bep@mshc.com). MHC will acknowledge receipt of all invoices.

### C. Payment Processing

MHC will issue payment to the Contractor once all of the following have been verified:

1. The Contractor has submitted a complete Site Visit Report.
2. The photos submitted by the Contractor meets the requirement outlined in Section IV(A)(2).
3. The Contractor completed the Request for Payment Invoice
4. A list of all properties and their site visit dates are attached (Part IV: Exhibit A)

All payments will be issued by MHC's Accounting Department within seven to ten business days after the Accounting Department receives authorization to pay. Contractors that opt to receive checks in lieu of a wire transfer may experience additional delays.