



FIELD COMPLIANCE SITE VISIT REPORT GUIDE

MISSISSIPPI HOME CORPORATION

The Field Compliance Site Visit Report (“Site Visit Report”) must be completed in its entirety by the assigned Field Compliance Services Contractor (“Contractor”). Incomplete reports will not be accepted by MHC. All information on the report must be entered electronically, including the date. Upon completion of each site visit, a copy of the Site Visit Report and photos of the property must be submitted to MHC. Photos submitted must meet the requirements stated in the [Field Compliance Services Payment Process Handbook](#).

GENERAL INFORMATION

The General Information section will be completed by MHC. It will list the contact information for the Grantee, Blight Partner, and the Field Compliance Services Contractor that will be assigned to monitor the property. Grantees that will be partnering with multiple Blight Partners will have a separate report prepared for each Blight Partner.

PART I: PROJECT MANAGEMENT ASSESSMENT

This section must be completed by the Contractor. The Contractor must schedule a meeting with the Grantee and Blight Partner immediately following the date of assignment. The meeting must be held at the location where the BEP records will be maintained. The purpose of the meeting is for the Contractor to assess the organization skills and staff capacity of the Grantee/Blight Partner. Examples of questions that should be addressed on this report include but are not limited to the following:

- Do they appear to be organized?
- Do they have enough personnel to oversee the program?
- Do their record-keeping abilities seem to be adequate for the program?
- Do they seem knowledgeable of the blight program’s requirements?

The Contractor’s assessment will not determine whether or not the application gets funded; however, it will alert MHC on whether or not additional monitoring/training may be necessary to ensure the Grantee/Blight Partner is successful with the program.

PART II: INITIAL SITE VISIT (PRE-DEMOLITION)

Immediately following the meeting with the Grantee/Blight Partner staff members, the Contractor should be accompanied by the Grantee/Blight Partner to the property sites. Contractors must complete *Part II: Initial Site Visit (Pre-Demolition)* section for each property to be demolished.

Contractors are expected to conduct quality inspections and evaluations of each site. All fields of the report must be completed in its entirety. Additional pages may be included in the report as necessary.

Upon completing this section for a property, the Contractor must enter the date and then click on **NEXT PROPERTY>>** in order to enter data for the next property. (See *Diagram 1*). The date entered here will automatically be entered under *Part IV: Exhibit A* of the report. (See *Diagram 2*.)

Diagram 1 (Part II: Initial Site Visit)

Certification I certify that I have carefully inspected this property on this date. I have no personal interest, present or prospective, in the property, Grantee, Blight Partner, Demolition Contractor, or proceeds of the disbursements from the Grantee's BEP funds. To the best of my knowledge I have reported all noncompliance, work requiring correction, and unacceptable work to MHC.		NEXT PROPERTY >>
Prepared By: _____	Date: <u>11/01/18</u>	

Diagram 2 (Part IV: Exhibit A)

Date of Completion	
Pre-Demo Insp	Post-Demo Insp
11/01/18	

Contractors must submit the completed report along with photos of each site and the Contractor's Invoice to MHC within ten (10) business days from the date of assignment.

PART III: FOLLOW-UP SITE VISIT (POST-DEMOLITION)

MHC will notify Contractors when a follow up site visit is required for a property. The purpose of this site visit is to make sure that the structure has been demolished, the lot has been graded and seeded, and that all debris has been removed from the lot. Contractors must also notify MHC if any damage has occurred on the lot as a result of the demolition process or demolition equipment. Contractors must describe in detail if any corrective actions need to be taken.

Upon completing this section for a property, the Contractor must enter the date and then click on **NEXT PROPERTY>>** in order to enter data for the next property. (See *Diagram 1*). The date entered here will automatically be entered under *Part IV: Exhibit A* of the report. (See *Diagram 3*.)

Diagram 3 (Part IV: Exhibit A)

Date of Completion	
Pre-Demo Insp	Post-Demo Insp
11/01/18	12/01/18

PART IV: EXHIBIT A

MHC will list all properties to be demolished on Exhibit A of the report. Contractors must conduct a site visit for each property listed in this section. The dates entered on Parts II and III of the report will automatically be transferred to this section. Upon completion of each site visit, the Contractor must sign and date this section and submit to MHC.

The following list outlines the fields included in Exhibit A:

1. Property ID: The identification number assigned to a property by MHC.
2. Parcel Number: The legal number assigned to parcels of real property by tax assessor of a particular jurisdiction for purposes and record-keeping.
3. Abbreviated Legal Description: The lot number, plat/subdivision number, township, and range from the legal description of the property.
4. Property Address: The legal address for the property, including city, state, and zip code.
5. End Use: The proposed end use of the property. Green space, side lot program, community redevelopment, etc. are examples of end use after the demolition of blighted property.
6. Date of Completion:
 - a. Pre Demo Insp— Date of completion for the 1st Site Visit. This date is automatically transferred from the *Part II: Initial Site Visit (Pre-Demolition)* section.
 - b. Post Demo Insp – Date of completion for the 2nd Site Visit. This date is automatically transferred from the *Part III: Follow-up Site Visit (Post-Demolition)* section
7. Certification
 - a. Authorized Signature – This form must be executed by the authorized representative listed on the Contract.
 - b. Site Visit Conducted By - The name of the individual that conducted the site visit.
 - c. Date—Enter the date of the certification.

SUBMISSION

Contractors that are assigned to a property will be given login access to the MITAS system. Contractors must log in to the system and upload reports, photos, and invoices for each property. Additional guidance that provides more detailed instructions on uploading documents in MITAS will be issued at a later date as Addendum B.