

Using G704 as an Alternative to a CityFHEPS Inspection

Owners of New Construction affordable housing have an alternative to an inspection for prospective tenants with a CityFHEPS voucher. New Construction HPD/HDC-financed and assisted units do not need to be inspected by HRA for CityFHEPS subsidy approval. HPD, DHS, and HRA have an agreement to allow HPD's Construction Monitoring Unit (BLDS) oversight to serve instead of an inspection.

Owners may use the G704 (Certificate of Substantial Completion) instead of scheduling apartment inspections for CityFHEPS Packages on HPD/HDC-financed and assisted new construction projects. This alternative process will expedite the move-in process for households with a CityFHEPS voucher.

Process:

Instead of the standard Clearance Checklist and unit inspection report, an owner may submit an executed G704 form and cover sheet in their subsidy package to DHS/HRA. A G704 is a Certificate of Substantial Completion issued by an architect after the Department of Buildings issues a Certificate of Temporary Occupancy.

When an architect issues a G704 to the building owner, the G704 and cover sheet must be shared with HPD:

- A copy of the G704 and cover sheet must be submitted to BLDS
- If the owner intends to utilize this form for households referred for a homeless set aside unit, the owner must submit a copy of the G704 and cover sheet to HPD Homeless Placement Services (HPS). HPS will include the G704 in the subsidy package that is submitted to HRA.
- If the owner intends to utilize this form for Lottery Applicants with CityFHEPS, the owner must submit a copy of the G704 and cover sheet to HPD Marketing
 - Upon receipt of the G704, Marketing Supervisor will confirm the unit is under BLDS's jurisdiction and send an executed cover sheet back to the owner to include in their CityFHEPS subsidy packages. Submission of the G704 and an executed cover sheet from HPD will suffice in place of a unit inspection.
 - HRA and its partners will know upon receipt of an executed HPD cover sheet that the G704 form may be accepted and an inspection does not need to be scheduled

A blank coversheet is provided on the reverse side of this document. An owner must submit a copy of the G704 and the accompanying cover sheet.



COVER SHEET

THIS COVER SHEET ACTS AS VERIFICATION OF THE BELOW-MENTIONED HPD/HDC-FINANCED DEVELOPMENT WITH HPD CONSTRUCTION MONITORING TO CONFIRM THE USE OF THE G704 (CERTIFICATE OF SUBSTANTIAL COMPLETION) IN LIEU OF UNIT INSPECTION CHECKLIST FOR THE PURPOSES OF APPROVING CITYFHEPS RENTAL SUBSIDY FOR HOUSING APPLICANTS IN HPD/HDC-FINANCED DEVELOPMENTS

SUBMISSION OF THIS FORM + AN EXECUTED G704 WITH A CITYFHEPS SUBSIDY PACKAGE MAY ACT AS SUFFICIENT PROOF OF MOVE-IN READINESS OF THE UNIT

THIS COVER SHEET MAY BE USED FOR ANY AND ALL UNITS IN THE BUILDING COVERED BY THE EXECUTED G704

Date: _____

Development Name: _____

Development Address: _____

HPD/HDC Sign-Off: _____

Name and Title: _____

