

GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF HOUSING FINANCE

**2020 CONTRACTOR COST CERTIFICATION GUIDELINES**

The owner/developer should check the auditor and contractor's submissions before submitting the contractor cost certification with the checklist below and ensure explanations have been provided where required:

1. Verify that all forms have been submitted:
  - a. Auditor opinion letter
  - b. General Contractor Certification
  - c. Multifamily Loan Contractor's Cost Certification of Actual Project Costs
  - d. Contractor's Cost Certification
2. Verify that the "General Contractor Certification" document has the **correct** box checked. If there is an identity of interest, you must provide an additional sheet explaining the relationship.
3. Regarding Exhibit E, the "Contractor's Cost Certification (CCC) form"
  - a. Is the total in the "**Budgeted Amount**" column equal to the "**Original Contract Sum**" as stated in the contract incorporated in the closing documents?  
Note: The CCC schedule of values line item distribution should reconcile to the **first** contractor AIA pay app form (G703) schedule of values line item distribution.
  - b. Does the total in the "**Actual Cost**" column (which includes contractor fee) equal the "**Contract Sum To Date**" amount per the **final** contractor pay app form (AIA G702/703)? If not, provide additional supporting payment documents (i.e. off contract invoices, etc.) and an explanation.  
Note: The CCC form is for **Hard Costs** and should not include off contract expenses incurred by the contractor related to DCA **Soft Cost** items (i.e. cost incurred for purchasing the payment/performance bond for the owner, etc.).
4. Verify the supplemental material has been provided by the contractor:
  - a. Explanation of changes in the line items from the budget to actual column that exceeds **10% and \$10,000**.
  - b. Completed **DCA Executed Change Order Log** and a copy of each signed change orders (including supporting documents).

\* Note that DCA may require additional information such as copies of subcontracts or general ledgers to verify information presented in the certification.