

**GENERAL CONTRACTOR COST CERTIFICATION**  
**FORM AND INSTRUCTIONS**

These instructions are designed to assist Housing Credit (HC) Applicants, General Contractors, and independent Certified Public Accountants in the preparation and submission of the General Contractor Cost Certification (GCCC) as part of the Final Cost Certification Application Package (FCCAP) required of the HC Applicant. The GCCC shall be completed, executed and submitted to Florida Housing in both hard copy format and electronic files of the Microsoft Excel spreadsheet for the General Contractor cost certification, along with the required Certified Public Accountant opinion letter regarding the General Contractor cost certification, and an unqualified audit report prepared by an independent Certified Public Accountant regarding the General Contractor cost certification.

The purpose of the General Contractor cost certification process is to establish the total actual costs incurred by the General Contractor in the delivery of a HC Development. This will assist Florida Housing in determining certain development costs and the amount of subsidy to be allocated to the HC Development.

The cost certification process is required of all HC Applicants and all General Contractors. The HC Applicant is obligated to submit or cause to be submitted the GCCC in a timely manner with respect to its FCCAP submission deadline. The GCCC certification must be completed by the General Contractor and returned to Florida Housing along with an unqualified audit report from an independent Certified Public Accountant, each component of which must be reviewed and accepted by Florida Housing. The Certified Public Accountant's report must provide the findings of its audit of the General Contractor's construction contract costs and state the General Contractor's cost certification was completed according to proper regulatory procedures and professional standards, inclusive of the requirements provided herein.

The HC Applicant will receive a GCCC template as an electronic Microsoft Excel file to forward to the General Contractor or the General Contractor can obtain one directly from Florida Housing. Instructions for completing it begin on page 3. Please read the instructions before attempting to complete it.

The General Contractor is entitled to include in the General Contractor's cost certification costs, all ordinary and necessary expenses directly related to the construction contract to deliver the HC Development, inclusive of amounts paid or owing to all subcontractors, all labor and material required for the purpose of performing the contract, insurance premiums, and all types of ordinary and necessary costs related to the construction (light, power, telephone, water and other utilities furnished to the construction job, and all other ordinary expenditures of the contractor incidental to the performances of the contract). Labor can be aggregated in one total for each cost line item, but all subcontractors/vendors paid for said labor must be identified and included in the information provided to the Certified Public Accountant as provided below. In such a case, insert a comment under the 'Name of Subcontractor or Payee' column header indicating there are multiple payees for that cost line item. If a subcontractor is providing both labor and material for

a specific line item and a separation of labor and material costs cannot be detailed, then the costs for that specific line item can be reported as a combined total. Attachment A is a trade item listing, clarifying the desired trade item captions and a general description of what should be included in each of those trade items.

All expenditures must be reduced by the amounts of any rebates, allowances, trade discounts, reimbursements, adjustments or other sums that the General Contractor and/or the HC Applicant has received or is to receive.

Florida Housing reserves the right to exclude any cost when the amount is determined to be so high as to be out-of-line with reasonable and necessary costs or not in compliance with any restrictions outlined in the application, credit underwriting, and/or allocation processes. Florida Housing also reserves the right to exclude any cost deemed not appropriate as provided by Section 42 of the Internal Revenue Code.

The General Contractor shall provide at least the following information to the Certified Public Accountant:

- 1) Completed Florida Housing's General Contractor cost certification forms, including any required descriptions of costs (see Attachment A: Trade Item Captions and Definitions);
- 2) Copy of construction contract and any change orders;
- 3) Listing of all sub-contractors utilized on the job, with amounts paid or to be paid;
- 4) Listing of all other costs and fees paid and/or incurred for the HC Development by the general contractor.

The Certified Public Accountant performing the audit of the General Contractor's cost certification must send the following confirmation requests to the three largest dollar sub-contractors:

- 1) Confirm the construction contract amount;
- 2) Confirm any change orders;
- 3) Confirm what additional costs were incurred outside of the contract, if any;
- 4) Confirm the type of services provided (trade breakdown); and
- 5) Confirm amounts paid to date and balance(s), if any, to be paid.

In addition, the Certified Public Accountant must randomly select other sub-contractors sufficient in number (but in no event less than five), when taken together with the three largest dollar sub-contractors, to account for at least 40% of the total contract construction cost, and verify the amounts paid to each sub-contractor by reviewing check copies, contract documents, change orders, and other supporting information to verify amounts included within the cost certification for each sub-contractor selected.

## GENERAL CONTRACTOR COST CERTIFICATION INSTRUCTIONS

The General Contractor must use the Microsoft Excel file provided to complete the GCCC. The Microsoft Excel file provided via email is named “General Contractor Cost Certification Template”. **Open the file in Microsoft Excel and immediately save the file under another name to preserve the formulas in the original file.**

Many cells are protected, the computer will automatically generate these entries depending on your other entries, and you will not be able to enter anything into these areas. Many entries once entered are automatically incorporated into formulas throughout the template.

You will notice that the fonts have different colors:

- Items in a black font represent those items that are the template.
- An item in a brown font represents an item entered by you.
- An item in a dark blue font represents a copy of an item previously entered by you or a calculation made based on entries previously entered by you. You will be unable to enter anything into a cell that has a dark blue font.

Start at the top of the worksheet tab called ‘GC Cost Breakdown.’

Type in the Development Name, Development Location, Contractor Name, and Owner’s Name in the spaces provided.

There are six separate cost sections to this report: Site Improvements, Off-Site Improvements, Building, Furnishings/Appliances, Other Fees Paid by the General Contractor, and Contractor General Requirements, Overhead and Profit. Within each of these sections, there are various Trade Item areas which must be completed, as applicable, with each cost line item divided into new construction, rehabilitation, and commercial categories. The column to the right of the Trade Item description is reserved to designate each cost line item as being used for either an accessory building, recreational amenities, or existing common areas. If the cost line item is not to be designated as one of these three categories, leave the corresponding cell blank. These cost line items will be grouped accordingly within the Summary of Construction Costs section at the bottom of the template.

For each Trade Item area there are seven rows defaulted to be available for detailed input. If you need more than those seven rows, you may insert additional rows as needed. If a row is inserted, be sure to copy the formula in the ‘Total’ column from another row and paste it into the new row. In order to condense a print-out of the worksheet, you may hide a row that has no entry and does not need to be viewed. In all cases, at least the first line of each Trade Item area (showing the Trade Item description) and the corresponding ‘Subtotal’ row must be visible in a print-out.

When entering cost line items for the Trade Item description of ‘Demolition and Asbestos Abatement’, you can only enter those costs either under ‘New Construction’ or ‘Rehabilitation’ because the column designated for ‘Commercial’ is only supposed to represent the hard costs

related to the delivery of that space.

All costs must be entered into one of the existing Trade Item areas. In order to appropriately detail the costs paid versus the costs owing to each subcontractor, report the costs that have been paid to a particular subcontractor on one line and then report the costs owing to that subcontractor on another line.

Under the Trade Item sections for ‘Furnishings/Appliances’ or ‘Other Fees Paid by the General Contractor,’ you cannot designate the cost line items to fall under the categories of accessory building, recreational amenities, or existing common areas since these sections exist as their own separate category.

There are five pre-filled cost line items under ‘Other Fees Paid by the General Contractor’ and there are two empty spaces available for your own designation. Simply enter a description in the first column for that option. If additional rows are needed, you can insert additional rows.

When entering the three detailed cost line items under ‘Contractor General Requirements, Overhead and Profit,’ the total of these are limited by the application process and cannot exceed the limit of 14% of the actual construction cost.

Once completed, the various cost line items will be automatically grouped together under the various construction cost categories provided under the ‘Summary of Construction Costs’ section. If the Certified Public Accountant believes the pre-set groupings are not correct for this section, comments can be provided in the ‘Exhibit A’ worksheet tab explaining the needed variances.

If any comments are deemed necessary by the General Contractor or the Certified Public Accountant, they can be included in the ‘Exhibit A’ worksheet tab.

Once the ‘GC Cost Breakdown’ worksheet tab is completed and all necessary comments have been incorporated into the ‘Exhibit A’ worksheet tab, the GC Certification form found on the ‘Certification’ worksheet tab must be completed. All information in this worksheet tab can be completed in the form itself except for the original signatures. Original signatures must be provided by the General Contractor’s authorized representative and the Certified Public Accountant on the hard copy that is to be provided to Florida Housing.

### **Printing:**

The template is designed to print in a portrait orientation setting on letter-sized paper. Please provide a print-out of each worksheet tab.

If you have any questions or comments, please call Florida Housing at (850) 488-4197.

## Attachment A. Trade Item Captions and Definitions

### Construction Cost Detail - Description of Trade Items

Trade Item	Description of line item
Earth Work	Site preparation (clearing and grubbing), top soil stripping and piling; rough site grading with cuts and fills; structure excavation and backfill; finish grading; footer trenching; soil testing; related field staking; site equipment rental fees.
Demolition and Asbestos Abatement	Labor and material related to demolition, asbestos abatement and any other environmental related tasks.
Site Utilities	Labor and material and all pertinent costs related to installation of water, sewer, storm, electric, gas, telephone, cable, etc. Includes site staking/engineering for each, excavation of each, standby inspection fees for each, utility provider charges for each, removal of abandoned or relocated utility lines, and any other cost related to the installation of site utilities.
Roads, Walks and Paving	Includes labor and material related to the installation of all concrete and asphalt, including all areas outside the building including, but not limited to, roads, streets, alleys, parking areas, sidewalks, stoops, porches, and any other site hard surface. This includes the labor and material for the preparation work, the base, the actual hard surface, and related field staking and concrete testing.
Site Improvements	Labor and material related to the installation of equipment for playground and other special areas; fences; handrails; permanent exterior signs; dumpsters; trash enclosures; mailboxes; flagpoles; gazebos; and non-framing canopies; swimming pools and all pool accessories, and any other site amenity.
Lawns and Planting	Labor and material related to final grading of top soil, the planting of trees; tree walls; flowers; flower beds; shrubs; grass and other ground covers; irrigation systems; edging, sprinkler systems, and any other work related to the exterior finish product.
Retaining Walls	Labor and material related to wood or stone retaining walls, bracing, etc.
Unusual Site Conditions	Labor and material related to any unusual site conditions. Contractor to provide description of such work.
Concrete	Labor and material related to footer concrete, cast-in-place or precast concrete work within a structure, including foundations, piers, floors, walls, etc.; formwork; reinforcement; cementations decks and toppings; gypcrete; related concrete testing; etc.
Masonry	Labor and material related to concrete block within a structure, including elevator shaft, mortar; reinforcement; wall ties; masonry window sill; grouting; cleaning; brick or stone work within a structure; mortar; grouting and cleaning; lintels, etc.
Pest Control	Termite protection on the site, foundations and any other type of pest control.

## Attachment A. Trade Item Captions and Definitions

### Construction Cost Detail - Description of Trade Items

Trade Item	Description of line item
Metals	Labor and material related to the installation of any type of metals.
Rough Carpentry	Labor and material related to wood framing; sheathing; sub flooring; wood decking; wood trusses; glued-laminated construction; stairs; framing steel; house wrap.
Finish Carpentry	Labor and material related to interior and exterior trim and millwork; shelving; counter tops; prefinished paneling; exterior shutters; custom casework; ornamental items; wood window sills; handrails; interior doors, hardware, wire shelving; and any other item to finish the interior of the units not noted herein. Includes temporary hourly labor, final cleaning, punch list labor.
Waterproofing	Labor and material related to sheet or panel waterproofing; bituminous or cementitious damp proofing; building paper; foundation drain tile; sealants and caulking; and any other type of waterproofing or damp proofing.
Insulation	Labor and material related to the installation of perimeter, floor, wall and ceiling insulation; vapor barriers; fireproofing; and any other type of insulation.
Roofing	Labor and material related to the installation of roofing felt; shingles; roofing tile; membrane roofing; attic/roof ventilators; drip edge; flashing; and any other types of roofing.
Siding, Soffit, Fascia, and Exterior Sheathing	Labor and material related to the installation of vinyl, aluminum, wood, or concrete/cement siding; soffit, fascia, shutters, columns, handrails, gable vents; fasteners and adhesives. All items related to the exterior finish of the buildings not included elsewhere herein.
Gutters and Downspouts	Labor and material related to the installation of gutters; downspouts; fasteners, etc.
Doors	Labor (unless included elsewhere) and material related to the installation of exterior doors; frames; garage doors; garage door openers; sliding doors; screen/storm doors; hardware; thresholds; weather-stripping.
Windows	Labor (unless included elsewhere) and material related to the installation of vinyl, wood, steel, aluminum, clad or any other type of windows; screens; storm windows; glazing; weather- stripping; hardware.
Glass	Labor and material related to the installation of store front glass; glass; glazing; special glazing; and any other type of glass not included in doors or windows.
Drywall	Labor and material related to gypsum board systems for walls and ceiling, taped and finished; resilient channels and clips; wall texture; and any other types of interior wall finishes prior to painting.

## Attachment A. Trade Item Captions and Definitions

### Construction Cost Detail - Description of Trade Items

Trade Item	Description of line item
Tile Work and Wood Flooring	Labor and material related to the installation of any type of flooring tile or hardwood. Any type of flooring not included in Resilient Flooring or Carpeting.
Acoustical	Labor and material related to the installation of ceiling tiles; ceiling tile grids; sound absorbing panels in walls or floors; grid bracing and wiring; etc.
Resilient Flooring	Labor and material related to the installation of floor underlayment; all types of resilient tile or sheet good flooring; cove base; adhesives; stair treads and risers; edging; etc.
Painting and Decorating	Labor and material related to the priming and painting of exterior and interior walls, ceilings, doors, windows, trim, lintels, and other surfaces; caulking; decorations; etc.
Specialties	Labor (unless included elsewhere) and material related to the installation of toilet and shower compartments; bathroom accessories including but not limited to grab bars, towel bars, toilet paper holders, soap dishes, medicine cabinets, bathroom mirrors, etc.
Trash Chute	Labor and material related to the installation of the trash chute.
Special Equipment	Labor and material related to the installation of washers, clothes dryers, laundry equipment, furnishings, equipment for offices, and any other type of equipment.
Cabinets and Countertops	Labor and material related to the installation of kitchen wall and base cabinets; bath vanities; hardware; special cabinets; laminate, granite or any other type of tops; and any other cabinetry and tops included.
Appliances	Labor and material related to the installation of refrigerators, ranges/stoves, range hoods, disposals, dishwashers, trash compactors, and any other appliances.
Blinds and Shades, Artwork	Labor and material related to the installation of window blinds; shades; draperies; drapery rods; attached artwork.
Carpeting	Labor and material related to the installation of carpet; carpet tile; padding adhesives; edging; etc.
Special Construction	Labor and material related to the installation of fire places, safety and life safety inspections, green certification and energy rating costs not covered elsewhere.
Elevators	Labor and material related to the installation of elevators.
Plumbing and Hot Water	Labor and material related to the installation of all water and gas piping and fittings within five feet of structures; pipe insulation; bathtubs; water closets; sinks; lavatories; laundry trays; water heaters; pumps; and any other items related to the plumbing therein.

## Attachment A. Trade Item Captions and Definitions

### Construction Cost Detail - Description of Trade Items

Trade Item	Description of line item
Fire Suppression	Labor and materials related to installation of sprinkler system, fire extinguishers and cabinets, fire stop canisters, knox box, etc.
Heating, Ventilation and Air Conditioning	Labor and material related to the installation of warm air heating systems, including boilers, furnaces and ducts; electric resistance heating systems; heat pumps systems; kitchen, bath, and laundry ventilation systems; duct insulation; individual room air conditioning units; stack- on air conditioning units; compressors and racks which hold compressors; and any other items related to the heating, ventilation and air conditioning therein.
Electrical	Labor and material related to the installation of service equipment; raceways; conductors; wiring devices; lighting; fire and smoke alarm systems; communications systems; telephone service; television systems, including signal reception devices; all finish electrical components; and any other item related therein.
Miscellaneous (Labor and Materials)**	Contractor to describe costs included in this Trade Item.

### OTHER FEES PAID BY GENERAL CONTRACTOR

Building Permit, Tap Fees and Impact Fees	Amounts paid for any type of permits, tap fees, and impact fees.
Construction Insurance	Amounts paid for insurance during the construction period.
Bond Premium	Amounts paid for performance, payment and any other types of bonds.
Site Security	Amounts paid for site security.

### CONSTRUCTION COSTS

General Requirements	Includes HC Development management, superintendent, temporary construction sign, field office expense, storage trailers, portable restrooms, temporary utilities, dumpsters, etc. Contractor to describe costs included in this Trade Item. <b>Amounts not audited.</b>
Contractor Overhead	<b>Amounts not audited.</b>
Contractor Profit	<b>Amounts not audited.</b>