

FINAL COST CERTIFICATION APPLICATION PACKAGE

FORMS AND INSTRUCTIONS

These instructions are designed to assist Housing Credits (HC) Applicants and independent Certified Public Accountants in the preparation and submission of a Final Cost Certification Application Package (FCCAP). The FCCAP is comprised of the HC Development Final Cost Certification (DFCC), the unmodified opinion in an audit report from an independent Certified Public Accountant regarding the DFCC, the General Contractor Cost Certification (GCCC), the unqualified audit report from an independent Certified Public Accountant regarding the GCCC, and the additional documentation as required by the “Additional Documents Required for the FCCAP” section below.

The FCCAP must be completed and submitted to the Corporation by the earlier of the following two dates, regardless of whether the HC Development was for competitive Housing Credits that received or did not receive a Carryover Allocation or for non-competitive Housing Credits financed with tax-exempt bonds, (1) the date that is within 90 Calendar Days after the last building in the HC Development has been placed in service, or (2) the date that is 30 Calendar Days before the end of the calendar year for which the Final Tax Credit Allocation is requested. The Corporation may grant extensions for good cause upon written request.

The purpose of the cost certification process is to establish the total actual costs incurred by the HC Applicant in the delivery of a HC Development. This will enable Florida Housing to determine certain development costs and the amount of subsidy to be allocated to the HC Development. All costs are included in the calculation of the total development costs; however, not all such costs are necessarily recognizable in determining the eligible basis and the amount of HCs to be allocated.

The DFCC and the GCCC documentation is required of all HC Applicants. The HC Applicant is obligated to submit or cause to be submitted the cost certifications applicable to the HC Development and the General Contractor (see separate instructions for the GCCC). The DFCC must be completed by the HC Applicant and returned to Florida Housing along with an unmodified opinion in an audit report from an independent Certified Public Accountant, each component of which must be reviewed and accepted by Florida Housing prior to the issuance of Final Housing Credit Allocation Certificate and IRS Forms (Form 8609). The Certified Public Accountant’s report must provide the findings of its audit of the HC Applicant’s Development costs and state the HC Development’s Final Cost Certification was completed according to proper regulatory procedures and professional standards, inclusive of the requirements provided herein.

The HC Applicant will receive a HC Development Final Cost Certification template as an electronic Microsoft Excel file. Instructions for completing it are provided below. Please read the instructions before attempting to complete it.

All expenditures must be reduced by the amounts of any rebates, allowances, trade discounts, reimbursements, adjustments or other sums that 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 in Section 42 of the Internal Revenue Code.

The costs included in the GCCC must be included in the DFCC. The costs in the GCCC should be segregated into the construction categories provided below and entered accordingly on the Actual Construction Cost section of the DFCC, except for items included under General Development Costs and specifically identified as being associated with the construction contract (such as Furnishings and Appliances, if applicable).

Accessory Buildings: Should be comprised of all trade items from the GC Cost Breakdown schedule not identified as being Demolition, Site Work, Off-Site Work, or Furnishings/Appliances and any other item(s) included under General Development Costs, but directly related to the delivery of any accessory building.

Demolition: Should be comprised of the following trade items from the GC Cost Breakdown schedule: Demolition and Asbestos Abatement.

New Rental Units: Should be comprised of all trade items from the GC Cost Breakdown schedule not identified as being Demolition, Site Work, Off-Site Work, or Furnishings/Appliances and any other item(s) included under General Development Costs, but directly related to the delivery of new construction units.

Off-Site Work: Should be comprised of the following trade items from the GC Cost Breakdown schedule: Earthwork, Site Utilities, Roads, Walks & Paving, Site Improvements, Lawns and Planting, and Unusual Site Conditions.

Recreational Amenities: Should be comprised of all trade items from the GC Cost Breakdown schedule not identified as being Demolition, Site Work, Off-Site Work, or Furnishings/Appliances and any other item(s) included under General Development Costs, but directly related to the recreational amenities.

Rehabilitation of Existing Common Areas: Should be comprised of all trade items from the GC Cost Breakdown schedule not identified as being Demolition, Site Work, Off-Site Work, or Furnishings/Appliances and any other item(s) included under General Development Costs, but directly related to the rehabilitation of existing common areas.

Rehabilitation of Existing Rental Units: Should be comprised of all trade items from the GC Cost Breakdown schedule not identified as being Demolition, Site Work, Off-Site Work, or Furnishings/Appliances and any other item(s) included under General Development Costs, but directly related to the rehabilitation of existing units.

Site Work: Should be comprised of the following trade items from the GC Cost Breakdown schedule: Earthwork, Site Utilities, Roads, Walks & Paving, Site Improvements, Lawns and Planting and Unusual Site Conditions.

Other: Should be comprised of any costs that should not be included in any other category, but does not include general requirements, contractor's profit, or contractor's overhead. Primarily it would include costs associated with commercial space and the trade item section entitled Other Fees Paid by the General Contractor.

General Requirements (on-site): This cost line-item should come directly from the GC Cost Breakdown schedule.

Building Contractor's Profit: This cost line-item should come directly from the GC Cost Breakdown schedule.

Building Contractor's Overhead: This cost line-item should come directly from the GC Cost Breakdown schedule.

ADDITIONAL DOCUMENTS REQUIRED FOR THE FCCAP

Refer to the paragraph below that describes the HC Development for the required documentation that must be submitted for the FCCAP. Please note that **Compliance/Monitoring fees are not due for Developments funded more than 50% by Florida Housing tax-exempt bonds.**

New Construction Without Rural Development Financing must provide:

- 1) Certificates of Occupancy for each building;
- 2) Compliance monitoring fee. The amount of the fee can be obtained by calling the Housing Credit staff at (850) 488-4197.
- 3) Copy of the executed Syndication Agreement (Limited Partnership Agreement);
- 4) Original Extended Low-Income Housing Agreement properly signed along with appropriate recording fee. This was sent to the HC Development's point of contact approximately 60 days prior to the HC Development's estimated Placed-In-Service date. The Agreement must be in effect by the end of the taxable year that the HC Development plans to claim housing credits in order for a HC Development to claim the credits.
- 5) Photographs of the completed HC Development.
- 6) Executed IRS form 8821 for each financial beneficiary.

Substantial Rehabilitation Without Rural Development Financing must provide:

- 1) Evidence reflecting completion of work such as: Certificates of Occupancy, final inspection certificates completed by the local government building inspector, a final inspection certificate from the lender or a letter from the contractor providing detailed list of the work performed.
- 2) Compliance/monitoring fee. The amount of the fee can be obtained by calling the Housing Credit staff at (850) 488-4197.
- 3) Copy of the executed Syndication Agreement (Limited Partnership Agreement).
- 4) Original Extended Low-Income Housing Agreement properly signed with appropriate recording fee. This was sent to the HC Development's point of contact approximately 60 days prior to the HC Development's estimated Placed-In-Service date. The Agreement must be in effect by the end of the taxable year that the HC Development plans to claim housing credits in order for a HC Development to claim the credits.
- 5) Photographs of the completed HC Development.
- 6) Executed IRS form 8821 for each financial beneficiary.

Acquisition Without Rural Development Financing must provide:

- 1) A copy of the closing statement for the HC Development's acquisition.

- 2) Additionally, documentation required for **Substantial Rehabilitation** (above).

HC Developments Financed With Rural Development Funds must provide:

- 1) Certificates of Occupancy for each building.
- 2) Compliance/monitoring fee. The amount of the fee can be obtained by calling the Housing Credit staff at (850) 488-4197.
- 3) Copy of the executed Syndication Agreement (Limited Partnership Agreement).
- 4) Original Extended Low-Income Housing Agreement properly signed with appropriate recording fee. This was sent to the HC Development's point of contact approximately 60 days prior to the HC Development's estimated Placed-In-Service date. The Agreement must be in effect by the end of the taxable year that the HC Development plans to claim housing credits in order for a HC Development to claim the credits.
- 5) Photographs of the completed HC Development.
- 6) Execute IRS form 8821 for each financial beneficiary.

HC DEVELOPMENT FINAL COST CERTIFICATION INSTRUCTIONS

The file provided via email is named “HC Development Final Cost Certification Template”. **Open the file in Microsoft Excel and immediately save the file under another name.** The program is written so as you complete the certification, you write over program commands and if you do not save the file under another name, you will not be able to use it successfully in the future. Additionally, for the program to work successfully, **you must complete the tabs going from left to right.**

Many cells are protected, the computer will automatically generate these entries depending on your entries, and you will not be able to enter anything into these areas. Many entries once entered are automatically entered in other parts of the certification so you do not have to enter them twice.

On the bottom of your screen you will notice a string of worksheet tabs that represent different worksheets. You work from the worksheet tab that is the farthest to the left and as you complete one worksheet tab move to the next worksheet tab to the right.

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.
- An item in a dark green font represents either a copy of something you have previously entered or something you have entered in the cell for the first time. You will be unable to enter anything in a cell with a green font if you have already entered the appropriate information earlier.
- An item in a red font is a message that may require your attention.

Start at the worksheet tab called ‘COSTS’.

‘COSTS’ Worksheet Tab:

ENTER ALL COST/SOURCE FIGURES AS WHOLE NUMBERS.

Page 1

Type in the HC Development name and Florida Housing’s Application number in the spaces provided.

Paragraph A SOURCES:

- 1) List the appropriate amount next to its respective listed source in Column 1 and for historic credits in Column 2.

Paragraph B.1 (a) Building Costs:

- 1) Enter the HC Development's eligible and ineligible expended building costs in the appropriate column.

Paragraph B.1 (b) Building Contractor Costs/Fees:

- 1) Enter the expended building contractor costs in their appropriate spaces.

Note: The computer will give you an error message for the total in Column 3 if building contractor costs exceed 14% of the "Building Cost" total listed in Column 3. Adjust your entries for Building Contractor Costs so they fall within the 14% limitation and the error message will disappear.

Page 2

Continue as you did on page 1 listing the expended costs in the appropriate spaces for paragraphs B.2 and B.3. Costs incurred to secure an allocation of Housing Credits or costs associated with issuing tax-exempt bonds are to be classified as Housing Credit ineligible costs. Some of these qualifying costs are blocked from having any of the costs listed as an eligible cost, but not all qualifying cost line items are blocked. Cost line items that can be split between eligible and ineligible costs include, but are not limited to, Accounting Fees and Market Study. The cost of the final cost certification must be listed as a Housing Credit ineligible cost on the Account Fees cost line item. The cost of the market study required by Internal Revenue Code Section 42 must be listed as a Housing Credit ineligible cost on the Market Study cost line item. There are various costs associated with the issuance of tax-exempt bonds that must be identified and classified accordingly.

Page 3

Paragraph B.5 ACQUISITION COST OF EXISTING BUILDING(S) EXCLUDING LAND:

- 1) Enter the expended amounts in the appropriate spaces. Please note that the summation of the amounts in Column 3 for cost line items B.5.(a), B.8.(a), and B.8.(b) cannot exceed the appraised value of the property. If actual costs, inclusive of any extension fees, exceed the appraised value, then the actual costs, inclusive of any extension fees, that exceed the appraised value must be provided within the Developer Fees section as cost line item B.6.(c). If any brokerage fees are incurred related to acquisition of property, a prorata share should be allocated across the building and land cost allocations with the building portion being placed in B.5.(b) and the land portion being placed in B.8.(c).

Paragraph B.6 DEVELOPER FEES:

Read the paragraph on 16%, 18% and 21% developer fees and then enter the appropriate percentage for the developer fee limit for which the HC Development qualifies. Enter whole numbers, 16, 18 or 21. If you do not know the appropriate percentage, you may call Florida Housing's HC staff and they will get the answer for you from the HC Development's file.

- 1) Enter the expended amounts in the appropriate spaces and columns. See instructions above for Paragraph B.5 and below for Paragraph B.8. regarding the use of cost line item B.6.(c).
- 2) All costs of the HC Development must be identified that were incurred by the effective date of the final cost certification. Any cost incurred that is not included in B.1., B.2., B.3., B.5. B.7., or B.8. must be included in B.6. and identified accordingly.

An error message will appear "Total Developer Fees" if you exceed the limit entered previously. **If this occurs, you need to adjust your figures before proceeding so they fall within the limitation.** The error message will disappear when you have adjusted correctly.

Competitive solicitation processes often have a limitation on Total Development Costs. If the HC Development is subject to a Total Development Cost Per Unit Base Limitation (TDC Limitation) and if the Total Development Costs stated in B.9 exceeds the applicable limit, the Developer fee may have to be adjusted as provided in the competitive solicitation process. A compliance review of any applicable TDC Limitation must be completed prior to the acceptance of the FCCAP by Florida Housing.

Paragraph B.8 ACQUISITION COST OF LAND:

When entering actual cost amounts for cost line items B.8.(a) and/or B.8.(b), these costs shall include any extension fees paid relating to the purchase of the property. The total of these two lines along with cost line item B.5.(a) cannot exceed the appraised value of the property. The appraised value can be found in the Credit Underwriting Report. If actual costs do exceed the appraised value, the actual costs in excess of the appraised value must be placed separately at cost line item B.6.(c). Amounts entered for the Other cost line item (B.8.(c)) must be detailed on page 4 and cannot include such items as real estate taxes, escrows, carrying expenses, extension fees, etc. Depending on the cost item, there may be a cost line item elsewhere that can accommodate the costs not permitted here. This Other cost line item is meant to only capture typical acquisition closing costs such as title work, recording fees, legal fees, brokerage fees, etc.

Complete the rest of the page as appropriate.

You may note an error message on the bottom of page 3. This error message will continue to appear until the total listed in Column 3 for "Total Development Cost" equals the total sources listed on page 1. Since the HC Development's cost certification must reflect the actual costs of the HC Development, an adjustment in the sources will need to be completed prior to finalizing if total sources do not equal total costs, inclusive of the possibility of reducing the HC allocation.

Page 4

Now review page 4. If a statement appears in one of the paragraphs that directs you to type in an explanation, you have entered an expense earlier that requires an explanation here. The statement is not protected so **type right over the statement when entering the explanation**. General entries are not acceptable such as: “County impact fee--\$200,000”. For example, an acceptable entry would be: “Leon County water and sewage impact fee--\$150,000, Leon County road impact fee--\$50,000, Total impact fees--\$200,000.” Florida Housing reserves the right to determine the appropriateness of cost items and the reasonableness of cost amounts.

Now go to the worksheet tab labeled ‘DEV. DATA’ next.

‘DEV. DATA’ worksheet tab:

Page 5

Follow the instructions on the page exactly.

Remember always to put an “x” on the appropriate line when answering “yes” and “no” questions.

- 1) Type in the name of the Syndicator in the space provided.
- 2) Enter the Syndication Rate in the format instructed on the form. This input is used to calculate HC equity in the gap calculation later in the process. Please enter the exact syndication rate (i.e., price paid per dollar for the HC allocation sold). For accuracy, you may want to enter a formula of the total HC equity being provided to the HC Development divided by the total HC allocation being sold.
- 3) Enter the percentage of the credits that are being sold in the format instructed on the form. This input is used to calculate HC equity in the gap calculation later in the process. Please enter the exact figure.
- 4)
 - a) Item 1.a.: Answer the question with an “x” in the appropriate spot. Note: If you answer “Yes” to the question in reference to the buildings all having the same rate, the rate you now enter will be copied to the other worksheets
 - b) Item 1.b.: Enter the rate only if all the buildings have the same rate.
 - c) Item 1.c.: Answer the question with an “x” in the appropriate spot.
 - d) Item 2: Answer the question with an “x” in the appropriate spot.
 - e) Item 3: **If the HC Development has less than 100% set-aside for low-income tenants**, the percentage set-aside will be automatically entered when you have completed the ‘APPLIC. FRACT.’ worksheet tab. If the HC Development has 100% set-aside, and you so indicated by checking “yes”, “100” will be automatically inserted.
 - f) Item 4. Answer the question with an “x” in the appropriate spot.

Page 6

- g) Item 5. If the HC Development is being financed with tax-exempt bonds, enter the requested information at 5.a. and 5.b.
- h) Item 6. Answer the question at 6.a. with an “x” in the appropriate spot and if applicable, enter the information requested at 6.b.

Enter the appropriate information in the spaces provided. The Federal Tax Identification Number you list will be the one that goes on the 8609(s), so insure the appropriate one is listed. Make sure page 6 is properly signed and that the original signatures appear on the copy submitted to the Corporation.

Go to the worksheet tab labeled ‘APPLIC. FRACT.’ next.

‘APPLIC. FRACT.’ worksheet tab:

Page 7

You only need to complete the first 3 columns if the HC Development’s units are 100% affordable.

All units must be included within the Total Residential Units column regardless of their set-aside status. If a HC Development is less than 100% affordable, then any management/employee units must be included as part of the non-set-aside units. Only include the set-aside units in the Total Set-Aside Unit column as well as the associated square footage of said set-aside units in the Total Set-Aside Square Footage column.

Complete the worksheet as follows:

- 1) Enter the building address. **If there is a Carryover Agreement, the address should match with what is on Exhibit A of the Carryover Agreement unless the address was unknown at the time the Agreement was made.** This is the address that will go on the IRS Form 8609.
- 2) Enter the total number of residential units in the building.
- 3) Enter the number of set-aside units in the building. **If there is a Carryover Agreement, the number of units for each building should match with what is on Exhibit A.** Otherwise the total number of units should match with what is in the HC Development’s Application.
- 4) The Unit Fraction will automatically be calculated for you.

If the HC Development has less than 100% set-aside for low-income tenants, continue with the following instructions:

- 5) Enter the total residential square footage for all units in the building.
- 6) Enter the total square footage of the set-aside units in the building.
- 7) The Floor Space Fraction will automatically be calculated for you.
- 8) The Applicable Fraction will automatically be calculated for you.
- 9) Complete the above for each building.

‘FLOOR SPACE’ worksheet tab:

Exhibit D, Pages 1+:

This worksheet tab only needs to be completed if the HC Development does not have 100% of its units set-aside as HC units. If the HC set-aside commitment is less than 100%, then the requested data must be provided for each building, even if one or more of the buildings of a multiple-building HC Development is 100% set-aside.

There are some cells that are automatically filled with information from the ‘APPLIC. FRACT.’ worksheet tab and some cells are calculated based on data entered. The columns that will need to have data entered are ‘Type Unit (# BR/# Bath)’, ‘Unit Square Footage’, ‘Total Number of Units’ and ‘Number of Units Set-Aside,’ except for the ‘Totals’ rows. If additional rows are needed for any of the buildings, they can be inserted, but in order to have the data included in the totals, the inserted row(s) cannot be located immediately above the Totals row.

If the amounts in the Totals rows do not match the corresponding amounts entered in the ‘APPLIC. FRACT.’ worksheet tab, the mis-matched Totals row cells will change font to indicate the error.

Now go to the worksheet tabs labeled “QUAL. CALC.” and/or “QUAL. ACQU.” as required below. These two worksheets are your qualified basis calculation worksheets.

‘QUAL. CALC’ and ‘QUAL ACQU.’ worksheet tabs:

Pages 8 and 9:

Most of the entries on these worksheet will automatically be entered for you based on your input on the worksheets and your previous input on other worksheets.

Complete the ‘QUAL. CALC’ worksheet using the following instructions. If credits are being sought for the acquisition of a building, follow the same instructions for the ‘QUAL. ACQU.’ worksheet.

For each building:

- 1) Enter the placed-in-service date in the second column. The date should correspond to **the certificate of occupancy or other documentation being provided to the Corporation showing the placed in service date.**

- 2) Enter the eligible basis in the fourth column. The eligible basis **should reflect the adjustments listed at Item 6.b. on page 6** on the ‘DEV. DATA’ worksheet tab such as federal grants, etc. If the eligible basis total for the ‘QUAL. CALC’ worksheet tab does not equal the total eligible basis listed on the ‘COSTS’ worksheet tab minus the acquisition eligible basis and any adjustments, a message will appear at the bottom of the worksheet advising you of a possible error. If the eligible basis total for the ‘QUAL. ACQU.’ worksheet tab does not equal the eligible basis listed for acquisition on the ‘COSTS’ worksheet tab, a message will appear at the bottom of the worksheet advising you of a possible error. If either or both of these happen, please provide an explanation at Exhibit A.
- 3) If you entered that the HC Development’s buildings all had the same credit rate at Item 1 on page 5 at ‘DEV. DATA’ worksheet tab, the credit rate that was entered on page 5 will be automatically entered here. If the HC Development’s buildings have different credit rates, you must enter the applicable credit rate based on the placed-in-service date of the building.

Now go to the worksheet tab labeled ‘CREDIT CALC.’ next.

‘CREDIT CALC.’ worksheet tab:

Page 10:

Scroll to the Summary towards the bottom of the page and if the HC Development is to receive an allocation of Competitive Housing Credits, enter the Reservation amount on the Preliminary Allocation Certificate or the amount of Allocation on the Carryover Allocation Certificate (most current) at Line 1. Leave Line 1 blank if the HC Development is financed with tax-exempt bonds.

The other entries will automatically be entered for you, except for ‘Additional 1st Mortgage’ under ‘2. Funding Sources.’ That cell is to have a manual input if the stated ‘First Mortgage’ is less than the minimum qualifying first mortgage required for gap calculations in accordance with Rule Chapter 67-48.0072(28)(g) or any applicable competitive solicitation.

Now go to the worksheet tab labeled ‘EXHIBIT A’ next.

‘EXHIBIT A’ worksheet tab:

Page 11:

You do not have to complete this exhibit if Line 2 (Qualified Basis Calculation) of the Summary section on page 10 (‘CREDIT CALC.’ worksheet tab) is the lowest amount of the three entries. Otherwise, you will have to enter a statement similar to the following (this is the case where Line 1 figure is the lowest of the three): “On Exhibit C, the eligible basis shown is a lesser amount than the actual eligible basis. The eligible basis was decreased so the housing credit calculation’s result would equal the amount allocated to the HC Development by the Corporation.” When the Gap

Calculation results in the housing credit amount to be allocated, then a similar statement as the preceding (or that outlined above) needs to be typed in.

Additionally, please type in any other useful information or clarification.

When finished with 'EXHIBIT A' go to the worksheet tab labeled 'EXHIBIT B' next.

'EXHIBIT B' worksheet tab:

Page 12:

You will notice that the amounts have been automatically transferred from page 1 (in the 'COSTS' worksheet tab). Enter the appropriate information in the spaces provided. Use additional sheets of paper if necessary.

Once completed, go to the worksheet tab labeled 'EXHIBIT C' next.

'EXHIBIT C' and 'EX. C. ACQUI.' worksheet tabs:

Pages 13 and 14:

Enter the HC Development's address in the space provided.

All other applicable data, except Building Identification Numbers, will be automatically entered based on your previous input on other worksheets. If the HC Development involved acquisition, the 'EX. C. ACQUI.' worksheet tab will be automatically completed. You may enter the Building Identification Number (BIN), if you wish or leave it for the Corporation to insert. You can obtain the BIN from Exhibit A of the HC Development's Carryover Allocation Agreement. Please ensure that the BIN entered for a building matches the same BIN and building on Exhibit A of the Carryover Allocation Agreement.

If the figure listed at Line 2 of the Summary section on the 'CREDIT CALC.' worksheet tab is the lowest figure listed, the eligible basis for each of the buildings will match what was entered on the 'QUAL. CALC' worksheet tab for the 'EXHIBIT C' worksheet tab and for the 'EX. C. ACQUI.' worksheet tab, what was entered on the 'QUAL. ACQU.' Worksheet tab.

If the figure listed at Line 2 of the Summary on the 'CREDIT CALC.' worksheet tab is not the lowest figure listed, the eligible basis for each of the buildings will have been adjusted downward on a pro rata basis compared to what was listed on the 'QUAL. CALC' and 'QUAL. ACQU.' worksheet tabs. For example, if the lowest figure on the Summary section is at Line 1 and the figure at Line 1 is 80% of the amount listed at Line 2, the eligible basis of each building entered on the 'EXHIBIT C' worksheet tab and for the 'EX. C. ACQUI.' worksheet tab will be 80% of the actual eligible basis previously entered on the other worksheets.

If there are multiple buildings, regardless if Line 2 of the Summary on the 'CREDIT CALC.'

worksheet tab is the lowest figure listed, rounding incurred during the determination of the Credit Amount for each building may cause the Total Credit Amount to not match the lowest amount listed in the Summary on the 'CREDIT CALC.' worksheet tab. If this occurs, Eligible Basis can be shifted between buildings, as minimal as possible, in order to adjust the Credit Amount(s). Just enough Eligible Basis should be adjusted to reach the desired total Credit Amount. The amount calculated in cell M48 should be the smallest amount reasonably feasible. The sum of all shifted Eligible Basis must equal zero. Multiple buildings may need adjustments to balance the Eligible Basis and Credit Amount adjustments to achieve the desired results. The adjustments are subject to approval of the Corporation.

Now go to the worksheet tab labeled 'CERTIFY' next.

'CERTIFY' worksheet tab:

Page 15 (Final Cost Certification):

Type in the appropriate word(s) in the spaces provided. Some of the entries will automatically be entered for you.

Ensure this page is signed by the proper signatories and that it is submitted with the original signatures.

Save your work under any file name besides "HC Development Final Cost Certification Template."

Printing:

Print each worksheet tab one at a time.

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

**FLORIDA HOUSING FINANCE CORPORATION
 VERIFICATION OF HOUSING CREDIT INVESTOR INFORMATION
 BY A HOUSING CREDIT SYNDICATOR**

Name of Applicant Entity: _____

Name of Development: _____

County Location of Development: _____

Number of Investors Providing Housing Credit equity to the Applicant: _____

For each Investor, provide the requested information in the table below. Multiple forms may be used, if necessary.

Housing Credit Investor ¹	Amount of Housing Credit Allocation Purchased	Net Dollar Amount of Funding Passed Along to Applicant as Housing Credit Equity	Net Price per Housing Credit ²
TOTALS			

¹The name of the actual investor is optional, but if a name is not used, please use some relevant reference, e.g., First, Second, etc. or Single.
²It is requested that each price be listed to the nearest one-tenth of a cent, e.g., \$0.926.

VERIFICATION

I certify that the foregoing information is true and correct.

Signature

Name of Syndicator

Print or Type Name

Address (street address, city, state)

Print or Type Title

Date Signed

Telephone Number (including area code)

Email Address

**FLORIDA HOUSING FINANCE CORPORATION
 VERIFICATION OF HOUSING CREDIT INVESTOR INFORMATION
 BY THE APPLICANT WHEN HOUSING CREDITS ARE NOT SYNDICATED**

Name of Applicant Entity: _____

Name of Development: _____

County Location of Development: _____

Number of Investors Providing Housing Credit equity to the Applicant: _____

For each Investor, provide the requested information in the table below. Multiple forms may be used, if necessary.

Housing Credit Investor ¹	Amount of Housing Credit Allocation Purchased	Net Dollar Amount of Funding Passed Along to Applicant as Housing Credit Equity	Net Price per Housing Credit ²
TOTALS			

¹The name of the actual investor is optional, but if a name is not used, please use some relevant reference, e.g., First, Second, etc. or Single.

²It is requested that each price be listed to the nearest one-tenth of a cent, e.g., \$0.926.

VERIFICATION

I certify that the foregoing information is true and correct.

Signature

Name of Applicant

Print or Type Name

Address (street address, city, state)

Print or Type Title

Date Signed

Telephone Number (including area code)

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 unmodified ~~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 and the performance compliance of the General Contractor construction contract within specified requirements.

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 unmodified 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. Within the submission package, the certified Public Accountant must inform Florida Housing of the names of the sub-contractors that have been verified and the amounts of the sub-contracts verified. At a minimum, the CPA shall verify the amounts paid to the top three sub-contractors in terms of dollar amount as well as an additional five sub-contractors, selected randomly per the instructions below.

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 sub-contractors, 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 sub-contractors/vendors paid for said labor must be identified and included in the information provided to the Certified Public Accountant as provided below, as well as to Florida Housing. 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. Each sub-contractor, or payee, must be identified as either being related, or not being related, to the general contractor. In addition, each sub-contractor, or payee, must be identified as either being or not being related or affiliated with any other sub-contractor. If any sub-contractors or payees are found to be related or affiliated with any other, the names must be provided and the relationship identified. 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, cost savings, or other sums that the General Contractor and/or the HC Applicant has received or is to receive. If the General Contractor paid sales tax and the sales tax has been or is to be refunded back to another entity (i.e., the Applicant or the Developer), the total amount paid by the General Contractor should reflect the sales tax paid and the amount of the refund will be reflected and identified separately in the FCCAP.

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.
- 5) Listing of all sub-contractors related to the General Contractor utilized on the job.
- 6) Listing of all sub-contractors that are related or affiliated with any other sub-contractor utilized on the job.

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);
- 5) Confirm amounts paid to date and balance(s), if any, to be paid;
- 6) Request to clarify if it is related to the General Contractor; and
- 7) Request to clarify if it is related or affiliated to any other sub-contractor utilized on the job.

In addition, the Certified Public Accountant must randomly select other sub-contractors sufficient in number (but in no event less than five other sub-contractors), 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. Florida Housing reserves the right to require a higher standard of requirements for the audit from the Certified Public Accountant than those provided herein when there is a contractual agreement between Florida Housing and another entity or individual involved in the delivery of the HC Development where such agreement calls for such a higher standard requirement. The affected entity or individual would be required to inform the General Contractor of the higher standard requirement.

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

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. There are certain costs, if and when incurred, must be placed within the ‘Contractor General Requirements’ allocation of costs and cannot be listed within any costs that are included within the ‘Total Actual Constr. Costs’ line item.

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.
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.
Demolition and Asbestos Abatement	Labor and material related to demolition, asbestos abatement and any other environmental related tasks.
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.
Metals	Labor and material related to the installation of any type of metals.

Attachment A. Trade Item Captions and Definitions

Construction Cost Detail - Description of Trade Items

Trade Item	Description of line item
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.
Sheet Metal (Siding, Soffit, Fascia, Exterior Sheathing, Gutters, Downspouts)	Labor and material related to the installation of vinyl, aluminum, wood, or concrete/cement siding; soffit, fascia, shutters, columns, handrails, gable vents; gutters, downspouts, fasteners and adhesives. All items related to the exterior finish of the buildings not included elsewhere herein.
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.
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.

Attachment A. Trade Item Captions and Definitions

Construction Cost Detail - Description of Trade Items

Trade Item	Description of line item
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.
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.'
Carpeting	Labor and material related to the installation of carpet; carpet tile; padding adhesives; 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.
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.
Blinds and Shades, Artwork	Labor and material related to the installation of window blinds; shades; draperies; drapery rods; attached artwork.
Appliances	Labor and material related to the installation of refrigerators, ranges/stoves, range hoods, disposals, dishwashers, trash compactors, and any other appliances.
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.
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.
Fire Suppression	Labor and materials related to installation of sprinkler system, fire extinguishers and cabinets, fire stop canisters, knox box, etc.
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.
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
Trash Chute	Labor and material related to the installation of any permanent trash chute.
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.
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.
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.
Miscellaneous (Labor and Materials)	Contractor to describe costs included in this Trade Item. Total labor costs and purchases of materials amounting to less than \$1,000 may be included as a lump sum here.

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 (Builder's Risk Insurance)	Amounts paid for insurance during the construction period.
Bond Premium	Amounts paid for performance, payment and any other types of bonds.

CONSTRUCTION COSTS

General Requirements	Includes HC Development management and supervision (a mandatory item); field office expenses (including staff); field engineering, temporary items such as construction sign, facilities, roads, walkways, barricades, fences, portable restrooms, and utilities; cleanup and rubbish disposal activities; site security and/or theft and vandalism insurance; sidewalk and street rental, travel, lodging and meals; etc. Contractor to describe costs included in this Trade Item and cannot be included in any other cost line item. Amounts not audited.
Contractor Overhead	Amounts not audited.
Contractor Profit	Amounts not audited.