



OHIO HOUSING FINANCE AGENCY

CONTRACTOR'S COST CERTIFICATION GUIDELINES

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OHIO HOUSING FINANCE AGENCY

1. CONTRACTOR'S COST CERTIFICATION GUIDELINES

I. GENERAL

These guidelines are designed to assist owners, contractors, and independent certified public accountants in the preparation and submission of the Contractor's Cost Certification Forms for the Ohio Housing Finance Agency's development programs including the Housing Tax Credit (HTC) Program, American Recovery & Reinvestment Act (ARRA) programs, Neighborhood Stabilization Program (NSP), and Housing Development Assistance Program (HDAP). OHFA, under the guidance of its Board, desires to cause the development of as much quality affordable housing as possible with the resources it has at its discretion. Implementing the cost certification process for general contractors will create greater transparency and accountability of the resources available to the affordable housing development community and will assist in developing a database of comparable construction data to aide in the development of future safe, decent and affordable housing for all Ohioans.

The purpose of the cost certification is to establish the total costs incurred by the contractor and the owner in the development of a project. This will enable OHFA to determine certain development costs and the amount of subsidy to be allocated to the project. 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 HTC to be allocated.

The cost certification is required of all owners and all general contractors. The owner of the project is obligated to submit or cause to be submitted the cost certifications applicable to itself and the general contractor prior to issuance of IRS Form 8609 or funding award closeout for Tax Credit Exchange, HDAP or NSP only projects. Where there is an identity of interest relationship between the general contractor and/or the owner and a subcontractor (defined in Section 1-II), OHFA will require a cost certification of that sub-contractor. Any overhead, profit and general requirement fees paid to that sub-contractor will be added to the general contractor's overhead, profit and general requirements and limited to the percentages discussed in Section 1-III.

The general contractor is entitled to include in costs, all ordinary and necessary expenses directly related to the construction contract, including amounts paid to 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). All expenditures must be reduced by the amounts of any kickbacks, rebates, allowances, trade discounts or other sums that the owner has received or is to receive.

OHFA reserves the right to exclude any line item of cost when the amount is determined to be so high as to be out-of-line with reasonable and necessary costs as compared with comparable projects in similar areas.

II. IDENTITY OF INTEREST

An identity of interest (IOI) exists when one of the following conditions exists between any owner or related party general contractor as party of the first part, and any general contractor, subcontractor, material supplier, or equipment lessor as party of the second part:

1. The party of the first part has a financial interest in the party of the second part;
2. One or more of the officers, directors, stockholders, members or partners of the party of the first part is also an officer, director, stockholder, or partner of the party of the second part;
3. An officer, director, stockholder, member, or partner of the party of the first part has a financial interest in the party of the second part;
4. The party of the second part takes an ownership or a financial interest in the party of the first part as part of the consideration to be paid them; or
5. There exists or come into being any side deals, agreements, contracts or understandings entered into thereby altering, amending, or canceling any of the legal documents entered into by the party of the first part and the party of the second part pertaining to the property and resulting in compensation or other benefit to the party of the first part.

If an identity of interest exists between the owner and the general contractor, incentive performance fees may only be paid to the extent that they are included in the fee limitations described in Section 1-III.

Subcontractors Acting as General Contractors

In the case where a sub-contractor is acting as a General Contractor, by entering into sub-contract arrangements for portions or all of the original sub-contract agreement, OHFA reserves the right to require the sub-contractor acting as a General Contractor to the same audit requirements of all General Contractors. If it is determined that these arrangements involve identity of interest relationships, the General Contractor and / or sub-contractor will be limited to the defined fee amounts for general requirements, contractor overhead and contractor profit identified in Section 1-III. These sub-contractor relationships should be identified as early as possible in the application process.

The owner's and contractor's identity of interest certifications must be submitted with the OHFA Forms for the Contractor's Cost Certification.

III. COSTS ALLOWABLE IN CONTRACTOR'S COST CERTIFICATION

Costs to be reported by general contractors are as follows:

1. Trade Items: Construction Cost - Detail

Allowable costs under this heading include amounts paid or owing to all subcontractors, laborers, or material supplier(s) for the construction of on-site (except off-site costs under a supplemental contract) physical improvements included under the general construction contract. Labor can be aggregated in one total for each line item. Included in Section 3. is a trade item listing, clarifying the desired trade item captions and a general description of what should be included in those trade items. Costs for incomplete items should be handled by including the amount of the work in the appropriate line item and inserting next to the contractor's name and amount, the word "incomplete."

2. General Requirements

General requirements may not exceed 6% of the total construction cost, exclusive of contractor profit, contractor overhead, and general requirements, from the Contractor's Cost Certification Forms. See Section 3 "Trade Item Captions and Definitions", for items to be included in general requirements.

3. Contractor's Overhead

Contractor's overhead, also called builder's overhead, may not exceed 2% of the total construction cost, exclusive of contractor profit, contractor overhead, and general requirements, from the Contractor's Cost Certification Forms.

4. Contractor's Profit

Contractor's profit, also called builder's profit, may not exceed 6% of the total construction cost, exclusive of contractor profit, contractor overhead, and general requirements, from the Contractor's Cost Certification Forms.

IV. CONTRACTOR'S COSTS ALLOWABLE IN OWNER'S COST CERTIFICATION

The owner's certified costs generally should include all costs to finance and construct the development, whether or not they are includable in HTC eligible basis. The costs to syndicate or otherwise sell interest in the development must be included with the Owner's Cost Certification Forms. If any estimates are included in the Owner's Cost Certification Forms, they must be identified as such.

The construction costs from the Contractor's Cost Certification Forms should be segregated into the following construction categories on the Project Costs section of the Owner's Cost Certification Forms as follows:

On-Site Improvements: Should be comprised of the following trade items from the contractor's cost certification: Earthwork, Site Utilities, Roads, Walks & Paving, Site Improvements, Lawns and Planting, Demolition and Asbestos Removal, Retaining Walls, and Unusual Site Conditions.

Offsite Improvements: Should be comprised of the following trade items from the contractor's cost certification: Earthwork, Site Utilities, Roads, Walks & Paving, Site Improvements, Lawns and Planting, and Unusual Site Conditions.

Construction – Residential New Construction: Comprised of all trade items not identified as being Furnishings/Appliances, Site Improvements, Offsite Improvements, or Other Fees Paid by the General Contractor contained within the Contractor's cost breakdown.

Construction – Residential Rehab: Comprised of all trade items not identified as being Furnishings/Appliances, Site Improvements, Offsite Improvements, or Other Fees Paid by the General Contractor contained within the Contractor's cost breakdown, for projects that have been identified as an acquisition/rehabilitation project.

Construction - Commercial: Should represent the costs incurred to construct or renovate any commercial space as part of the overall development of the project. Costs for the commercial portion of the project should be specifically identified to allow for proper segregation on the contractor's cost certification. If costs for the commercial space are not specifically identified, then the auditor will need to allocate the costs for the commercial space based upon a reasonable allocation method. NOTE: A third party (architect and/or engineer) computation of allocable costs for the commercial space would be acceptable supporting documentation.

Other Fees Paid by the General Contractor: These amounts are comprised of the building permit fees, tap fees, impact fees, construction insurance, bond premium costs, and site security paid by the contractor on behalf of the development.

Furnishings/Appliances: Comprised of the following trade items from the contractor's cost certification: Appliances, Blinds and Shades, Artwork, and Carpeting.

General Requirements: Enter the amount from the sub-schedule for general requirements, contractor overhead and contractor profit.

Contractor Overhead: Enter the amount from the sub-schedule for general requirements, contractor overhead and contractor profit.

Contractor Profit: Enter the amount from the sub-schedule for general requirements, contractor overhead and contractor profit.

Construction management and construction guarantee fees will be included, along with consulting fees, in the owners cost certification forms and will be aggregated with the developer fees and limited to the maximum allowable amount of developer fees.

V. GUIDANCE TO CERTIFIED PUBLIC ACCOUNTANT

Reference to Technical Guidance

OHFA believes the Contractor's Certification of Costs Incurred ("Contractor's Cost Certification") is governed within the guidance of SAS No. 62: *Special Reports (AU Section 623)* and SAS No. 77 as applicable to SAS No. 62.

There is currently an outstanding exposure draft *Statements on Auditing Statements, Special Considerations – Audits of Financial Statements Prepared in Accordance with Special Purpose Financial Frameworks* to monitor and use as guidance once issued. The proposed SAS would supersede SAS No. 1, *Codification of Auditing Standards and Procedures*, section 544, *Lack of Conformity with Generally Accepted Accounting Principles*, as amended and SAS No. 62, *Special Reports*, as amended, except paragraphs 19-21.

The proposed SAS would be effective for audits of financial statements for periods beginning on or after December 15, 2010. This effective date is provisional but will not be earlier than December 15, 2010.

Concepts to Follow During Testing

Consideration of Internal Control, Risk Assessments and Design of Audit Program

The Independent Certified Public Accountant ("the Accountant") must follow the general standards (**AU Section 200**), standards of fieldwork (**AU Section 300**), other types of reports (**AU Section 600**) and various sections of **AU Sections 400 and 500**, as applicable. These standards and specific procedures included in these AU Sections include but are not limited to the following items:

- Training and proficiency, independence and due professional care.
- Gaining an understanding of the entity and its environment.
- Gaining an understanding of internal control.
- Fraud risk considerations.
- Risk assessment procedures and planning the audit engagement.
- Concepts of materiality (see further guidance below).
- Audit documentation.
- Supervision and review

Materiality

Materiality is governed by SAS 107 *Audit Risk Materiality in Conducting an Audit (AU Section 312)*.

As defined in SAS 107.04, "The auditor's consideration of materiality is a matter of professional judgment and is influenced by the auditor's perception of the needs of the users of the financial statements. The perceived needs of users are recognized in the discussion of materiality in Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") **FAS ASC 730** formerly known as Financial Accounting Standards Board (FASB) Statement of Financial Accounting Concepts No 2., *Qualitative Characteristics of Accounting Information*, which defines materiality as the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement. That discussion recognizes that materiality judgments are made in light of surrounding circumstances and necessarily involve both quantitative and qualitative considerations."

Furthermore, the considerations of audit risk and materiality are impacted by the size and complexity of the engagement and the auditor's experience with and knowledge of the entity and its environment, including internal control.

The concept of tolerable misstatement must be defined with the documentation for the audit of the Contractor's Cost Certification. When assessing the risks of material misstatement and designing and performing further audit procedures to respond to the assessed risks, the Accountant should allow for the possibility that some misstatements of lesser amounts (as defined in **AU Section 312**) than the materiality levels, in the aggregate, could result in a material misstatement of the financial statements. To do so, the Accountant should determine one or more levels of tolerable misstatement. Such levels of tolerable misstatement are normally lower than the materiality levels.

The Accountant must conduct the audit to obtain reasonable assurance of detecting misstatements that the auditor believes could be large enough, individually or in the aggregate, to be quantitatively material to the Contractor's Cost Certification. Although the Accountant should be alert for misstatements that could be qualitatively material, it ordinarily is not practical to design audit procedures to detect them.

Minimum Audit Procedures

The following are required minimum audit procedures provided for the use and consideration of the Accountant. The technical standards referred to above and these required procedures are not intended to replace the Accountant's use of professional judgment or knowledge of the client, programs, and the affordable housing industry in determining the appropriate level of testing required to issue his/her opinion on the Contractor's Cost Certification.

The Accountant must obtain and review a sub-contractor listing to search for any identity of interest relationships between the owner, general contractor, sub-contractor, material supplier, or equipment lessor based upon information provided by the client. The Accountant should also inquire of OHFA about their knowledge of identity of interest relationships and compare that information to the information obtained from the client.

If identity of interest sub-contractors are being utilized by the general contractor, then those sub-contractors will also be subjected to an audit of their sub-contract to determine the actual cost and the contractor's overhead, contractor's profit and general requirements.

General contractor shall provide to the Accountant:

- a. Completed OHFA Contractor's Cost Certification Forms, including any required descriptions of costs – see Section 3., "Trade Item Captions and Definitions".
- b. Copy of construction contract and any change orders.
- c. Listing of all sub-contractors utilized on the job, with amounts paid and to be paid.
- d. Listing of all "other costs/fees" paid and/or incurred for the project by the contractor.

The Accountant must send third party confirmations to at least three(3) vendors who comprise a majority of the sub-contractor costs.

- a. Confirm contract amount.
- b. Confirm any change orders.
- c. Confirm what additional costs were incurred outside of the contract, if any.
- d. Confirm type of services provided (trade breakdown).
- e. Confirm amounts paid to date and balance to be paid.

The Accountant shall select at least five(5) other sub-contractors haphazardly or by a sampling method, 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.

Coverage should be at least 40% of total cost incurred on the construction contract. If not, the Accountant shall select additional sub-contractors and perform procedures above until the 40% requirement is exceeded.

The Accountant shall inquire about the use rental equipment used in the development activities. If an identity of interest exists with the equipment lessor, the Accountant shall disclose this in the notes to the Contractor's Cost Certification and perform a reasonableness test by comparing the rental rates charged to the project to those charged by independent equipment lessors.

The Accountant shall inquire about the use identity of interest material suppliers used in the development activities. If an identity of interest exists with a material supplier, the Accountant shall disclose this in the notes to the Contractor's Cost Certification.

The Accountant shall perform a comparison of actual costs to the amount budgeted at time of application and obtain explanations for significant variances.

The Contractor's Cost Certification Forms must be accompanied by the unqualified opinion of the Accountant. Inclusion in the opinion of any qualifying language will make the opinion and the form unacceptable to OHFA. When there is an identity of interest between two or more of the parties of whom cost certification is required, certification of the parties having such identity of interest must be by the same Accountant.

The following opinion, containing the minimum representations acceptable to OHFA, is suggested to the Accountant:

We have audited the costs included in the accompanying Ohio Housing Finance Agency ("OHFA") forms for the Contractor's Certification of Actual Cost Incurred ("the Contractor's Cost Certification") of Contractor, Inc. ("the General Contractor") as of Date, 2010, related to the development of the Project. The Contractor's Cost Certification is the responsibility of the General Contractor's management. Our responsibility is to express an opinion on the Contractor's Cost Certification based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform our audit to obtain reasonable assurance about whether the Contractor's Cost Certification is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Contractor's Cost Certification. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall Contractor's Cost Certification presentation. We believe our audit provides a reasonable basis for our opinion.

The accompanying Contractor's Cost Certification was prepared under the accrual method of accounting and in conformity with the accounting practices, format and qualified allocation plan rules prescribed by OHFA, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the Contractor's Cost Certification, referred to above presents fairly, in all material respects, the total costs of construction for the Project as of Date, 2010 on the basis of accounting described above.

This report is intended solely for filing with the Ohio Housing Finance Agency and should not be used for any other purpose.

We certify that we have no financial interest in the Contractor/Owner other than the practice of our profession.

OHFA reserves the right to determine whether or not the Contractor's Cost Certification received is satisfactory and meets the standards set forth by OHFA.

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____ Contractor Name: _____

Owner Name: _____ Project Location: _____

All amounts shown below have been reduced to give effect to the amount(s) of any rebates, adjustments, discounts (except as allowed in the Cost Certification Guidelines), or any other devices which, if included, would have the effect of overstating the actual costs.

Please insert additional lines if more space is needed.

Trade Item	New Construction	Rehabilitation	Commercial	Total	Name of Subcontractor or Payee
Site Improvements:					
Earth Work				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Site Utilities				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Roads, Walks and Paving				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Site Improvements				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Lawns and Planting				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Demolition and Asbestos Abatement				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Retaining Walls				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Unusual Site Conditions				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Total Site Improvements	\$0	\$0	\$0	\$0	

Offsite Improvements:					
Earth Work				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Site Utilities				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Roads, Walks and Paving				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Site Improvements				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Lawns and Planting				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Unusual Site Conditions				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Total OffSite Improvements	\$0	\$0	\$0	\$0	

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____ Contractor Name: _____

Owner Name: _____ Project Location: _____

All amounts shown below have been reduced to give effect to the amount(s) of any rebates, adjustments, discounts (except as allowed in the Cost Certification Guidelines), or any other devices which, if included, would have the effect of overstating the actual costs.

Please insert additional lines if more space is needed.

Trade Item	New Construction	Rehabilitation	Commercial	Total	Name of Subcontractor or Payee
Building:					
Concrete				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Masonry				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Pest Control				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Metals				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Rough Carpentry				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Finish Carpentry				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Waterproofing				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Insulation				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Roofing				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Siding, Soffitt, Fascia & Exterior Sheathing				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Gutters and Downspouts				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Doors				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Windows				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Glass				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Drywall				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____ Contractor Name: _____

Owner Name: _____ Project Location: _____

All amounts shown below have been reduced to give effect to the amount(s) of any rebates, adjustments, discounts (except as allowed in the Cost Certification Guidelines), or any other devices which, if included, would have the effect of overstating the actual costs.

Please insert additional lines if more space is needed.

Trade Item	New Construction	Rehabilitation	Commercial	Total	Name of Subcontractor or Payee
Tile Work and Wood Flooring				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Acoustical				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Resilient Flooring				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Painting and Decorating				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Specialities				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Trash Chute				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Special Equipment				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Cabinets and Countertops				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Special Construction				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Elevators				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Plumbing and Hot Water				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Heat, Ventilation & Air Conditioning				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Fire Suppression				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Electrical				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Miscellaneous Labor & Materials				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Total Building	\$0	\$0	\$0	\$0	

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____ Contractor Name: _____

Owner Name: _____ Project Location: _____

All amounts shown below have been reduced to give effect to the amount(s) of any rebates, adjustments, discounts (except as allowed in the Cost Certification Guidelines), or any other devices which, if included, would have the effect of overstating the actual costs.

Please insert additional lines if more space is needed.

Trade Item	New Construction	Rehabilitation	Commercial	Total	Name of Subcontractor or Payee
Furnishings/Appliances:					
Appliances				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Blinds and Shades, Artwork				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Carpets				\$0	
				\$0	
				\$0	
Subtotal	\$0	\$0	\$0	\$0	
Total Furnishings/Appliances	\$0	\$0	\$0	\$0	

Other Fees Paid by the General Contractor:

Building Permits				\$0	
Tap Fees and Impact Fees				\$0	
Construction Insurance				\$0	
Bond Premium				\$0	
Site Security				\$0	
				\$0	
Total Contractor Fees	\$0	\$0	\$0	\$0	
Total Construction Costs***	\$0	\$0	\$0	\$0	

*** - Total must match total of amounts listed as On-Site Improvements, Off-Site Improvements, Construction (Res. N.C.), Construction (Res. N.C.), Construction (Res. Rehab.), Construction (Commercial), Construction (Fee Items), and Furnishings/Appliances on "Project Cost" breakdown on the "8609" tab of the Owners' Cost Certification.

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____

Owner Name: _____

Contractor Name: _____

Contractor Profit, Overhead and General Requirements Calculation

	General Requirements	Contractor Overhead	Contractor Profit
General Contractor Costs	\$0	\$0	\$0
Allowable %'s	6%	2%	6%
Certified Amounts	\$0	\$0	\$0
Subcontractors* (list below)			

Total**	\$0	\$0	\$0

* - Reduce the amount of the above items payable to the General Contractor by the amounts paid for general requirements, contractor overhead and contractor profit to any identity of interest sub-contractor, material supplier or equipment lessor included within the trade item cost breakdown.

** - Totals must match amounts listed as General Requirements, Contractor Overhead and Contractor Profit on "Project Cost" breakdown on the Owner's Cost Certification.

If space is insufficient on this form for any line item, insert additional lines or attach a schedule.

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____

Owner Name: _____

Contractor Name: _____

General Contractor Certification

The undersigned hereby certifies that: (Check One)

There has not been and is not now any identity of interest between the general contractor on the one hand and the owner or any subcontractor, material supplier or equipment lessor on the other.

An identity of interest exists between the general contractor on the one hand and the owner or any subcontractor, material supplier or equipment lessor on the other.
The following statement fully describes the identity of interest relationship(s):

All amounts shown have been reduced to give effect to the amount(s) of any kickbacks, rebates, adjustments, discounts, (except as allowed in the Cost Certification Guidelines), or any other devices which, if included, would have the effect of overstating the actual costs.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Contractor

By _____

Its _____

Date _____

OHIO HOUSING FINANCE AGENCY

2. CONTRACTOR'S COST CERTIFICATION FORMS

Project Name: _____

Owner Name: _____

Contractor Name: _____

Owner Certification

The undersigned hereby certifies that: (Check One)

There has not been and is not now any identity of interest between the owner on the one hand and the General Contractor or any subcontractor, material supplier or equipment lessor on the other.

An identity of interest exists between the owner on the one hand and the general contractor or any subcontractor, material supplier or equipment lessor on the other.

The following statement fully describes the identity of interest relationship(s):

All amounts shown have been reduced to give effect to the amount(s) of any kickbacks, rebates, adjustments, discounts, (except as allowed in the Cost Certification Guidelines), or any other devices which, if included, would have the effect of overstating the actual costs.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Owner

By _____

Its _____

Date _____

OHIO HOUSING FINANCE AGENCY

3. 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, side walks, 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.
Metals	Labor and material related to the installation of any type 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.

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3. Trade Item Captions and Definitions

Construction Cost Detail - Description of Trade Items

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.
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, LEED, HERS or GREEN related 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.

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3. Trade Item Captions and Definitions

Construction Cost Detail - Description of Trade Items

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 project 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. Cannot exceed 6% of CONSTRUCTION COSTS. Amounts not audited.
Contractor Overhead	Cannot exceed 2% OF CONSTRUCTION COSTS. Amounts not audited.
Contractor Profit	Cannot exceed 6% OF CONSTRUCTION COSTS. Amounts not audited.