GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF HOUSING FINANCE

CONTRACTOR COST CERTIFICATION GUIDELINES (CCC)

form date: 01.08.2026

The owner/developer should check the auditor and contractor's submissions before submitting the contractor cost certification with the checklist below and ensure explanations have been provided where required. The Contractor should complete all applicable CCC forms prior to the Auditors' review (including "Exhibit E: Contractor Cost Certification form):

1. Verify that all forms have been submitted:

    a. Auditor opinion letter
    b. General Contractor Certification
    c. Multifamily Loan Contractor's Cost Certification of Actual Project Costs
    d. Contractor's Cost Certification

2. Verify that the "General Contractor Certification" document has the **correct** box checked. If there is an identity of interest, you must provide an additional sheet explaining the relationship.

3. Regarding Exhibit E, the "Contractor's Cost Certification (CCC) form"

    a. Is the total in the **"Budgeted Amount"** column equal to the **"Original Contract Sum"** as stated in the contract incorporated in the closing documents?
    Note: The CCC schedule of values line item distribution should reconcile to the **first** contractor AIA pay app form (G703) schedule of values line item distribution.
    b. Does the total in the **"Actual Cost"** column only reflect costs incurred in the **"Contract Sum To Date"** amount per the **final** contractor pay app form (AIA G702/703)? If not, provide additional supporting payment documents (i.e. off contract invoices, Other Hard Costs performed outside of the O/C Agreement etc.) and an explanation.
    Note: The CCC form is for **Hard Costs** only and should not include off contract expenses incurred by the contractor related to DCA **Soft Cost** items (i.e. cost incurred for purchasing the payment/performance bond for the owner, etc.).

4. Verify the supplemental material has been provided by the contractor:

    a. Explanation of changes in the line items from the budget to actual column that exceeds **10% and $10,000**.
    b. Completed **DCA Executed Change Order Log** and a copy of each signed change orders (including supporting documents).

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