



Cost Certification Requirements

Updated March 2024

Table 1: Owner Requirement

| Funding Source | Form of Cost Certification |
|--|---|
| Housing Tax Credits (HTC) or Low and Moderate Income Rental (LMIR) with United States Department of Housing and Urban Development (HUD) Risk Share Insurance | Final Cost Certification (HTC Form 9) ¹ audited and certified by an independent public accountant |
| National Housing Trust Fund (NHTF) | Template Certified Public Accountant (CPA) ¹ cover letter and updated workbook, if project is NHTF only OR Final Cost Certification (HTC Form 9) ¹ , if required by HTC or LMIR with HUD Risk Share Insurance funds in project |
| Uninsured LMIR or deferred loan (excludes NHTF) | Not applicable |

Table 2: General Contractor Requirement

| Funding Source | Form of Cost Certification |
|--|---|
| HTC or any loan type WITH an Identity of Interest between owner and general contractor | HUD Form 92330A ² audited by an independent public accountant |
| HTC or any loan type WITHOUT an Identity of Interest between owner and general contractor | Notarized AIA G702 (Contractor’s Application for Payment) certified by architect AND AIA G703 (Schedule of Values) |

¹ Final Cost Certification (HTC 9) and Template Certified Public Accountant (CPA) cover letter for NHTF available on the Minnesota Housing [Post-Selection Materials & Forms](#) webpage.

² Contractors Certificate of Actual Costs HUD Form 92330A available at HUD.gov.

Identity of Interest between owner and general contractor is further defined in the Contractor's Guide, available on the [Minnesota Housing Building Standards](#) webpage.

Cost Certifications must be submitted at the following times:

- Minnesota Housing deferred loan or LMIR first mortgage:
 - Required on the Post-Construction Due Diligence checklist
 - After final contractor payment but before final draw close-out
- 4% or 9% Housing Tax Credits projects with no Minnesota Housing loans:
 - Required with the application for 8609