

# AFFORDABLE HOUSING PROGRAM APPLICATION FORM

## FOR OFFICIAL USE ONLY

Applicant reference number					
Date of submission of application					
Date of receipt of application					
Date of AHP review					
Decision of AHP Committee	Approve		Reject		Request more information
Date of response to applicant					

### Instructions to applicants:

- The AHP Application Form must be completed in full.
- Where information requested is not relevant or not available, please indicate as such or provide relevant alternative information.
- All submissions must be in English.
- Any requested and/or other supporting documentation provided in any other language must be accompanied by certified translations.

**SECTION A: APPLICANT CATEGORY*****All applicants must fill in this section.***

1.	Please check the category(ies) of Strategic Partner that describe(s) you or your organization/consortium:							
	A. Land owner	<input type="checkbox"/>	B. Financier	<input type="checkbox"/>	C. Developer	<input type="checkbox"/>	D. Consortium	<input type="checkbox"/>
2.	Please check the category of technical capacity for which you are applying. Please note that only local Strategic Partners will be considered for projects with number of housing units below 1,000.							
	Category A	Capability to undertake projects with greater than 1,000 number of housing units						<input type="checkbox"/>
	Category B	Capability to undertake projects with between 100 and 999 number of housing units.						<input type="checkbox"/>

**SECTION B: APPLICANT CONTACT INFORMATION*****All applicants must fill in this section.****Please provide your contact information.*

1.	Full legal name of applicant	
2.	Mailing address	
3.	Physical address if different from mailing address	
4.	Telephone number	
5.	Email address	
6.	Website	
7.	Primary contact person	

**SECTION C: APPLICANT ORGANIZATION DETAILS**

***All applicants must fill in this section.***

*Please provide information on your organization. In the case of the Consortium, the Consortium Lead should fill in this section and attach contact information for other consortium member(s) separately.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Type of legal entity (e.g. private limited company)	
2.	Date of incorporation/registration	
3.	Incorporation/registration certificate number (or equivalent)	
4.	Applicant ownership, management or shareholder structure	
5.	Names and nationalities of key shareholders	
6.	Income tax registration (PIN) certificate number (or equivalent)	
7.	Value added tax (VAT) registration certificate number (or equivalent)	
8.	Tax Compliance certificate number (or equivalent)	
9.	National Construction Authority registration certificate number (or equivalent)	
10.	Description of main or related business activities	
11.	List of Directors and Key personnel	

**SECTION D: GENERAL LEGAL REQUIREMENTS****All applicants must fill in this section.**

Where applicable, please enclose with your AHP Application Form the following information. All submissions must be English. Documents in any other language must be accompanied by certified translations.

Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.

1.	Certified copy of Certificate of Incorporation or Registration or equivalent.
2.	Certified copy of Trading Certificate.
3.	Certified copy(ies) of certificate(s) of registration with relevant regulatory authorities.
4.	Certified copy of CR12 or equivalent.
5.	List of and certified copies of National Identification cards of all Directors, their telephone numbers, postal and email address.
6.	Company Organogram.
7.	A Consortium Agreement (in the case of a consortium).
8.	Registered Power of Attorney authorizing signatory to sign on behalf of the organization and/or consortium.
9.	Duly signed undertaking that the Applicant has not, and will not, participate in corrupt or fraudulent practices.
10.	List of material litigation that may impact ability to undertake projects in the AHP.

**SECTION E: TECHNICAL REQUIREMENTS****All applicants must fill in this section.**

Please provide the information requested below and evidence of fulfilment of the following technical requirements. All submissions must be English. Documents in any other language must be accompanied by certified translations.

Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.

1.	Signed CVs of senior staff and key personnel proposed to be involved in the project.	
2.	Completion of at least three (3) projects similar or related to the proposed project along with a listing of all similar or related ongoing and completed contracts in the last ten (10) years, providing the following information:	Status of project:
		Client name:
		Country:
		Value of the Project:
		Project Description:
		Scope of work:
3.	Name and address of at least three (3) clients in respect of similar projects undertaken in the last ten (10) years.	

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**SECTION F: FINANCIAL REQUIREMENTS**

**All applicants must fill in this section.**

*Please provide the information requested below and evidence of fulfillment of the following financial requirements. All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Certified copies of audited financial statements for the past three (3) years.
2.	Proof of ability of the applicant to provide a minimum amount of equity to the project, measured in terms of net worth of the company <sup>1</sup> , or a deposit equivalent to the minimum equity required set aside for the project.
3.	A letter from a domestic or international bank attesting that the applicant is one of its current clients in good financial standing.
4.	Duly signed undertaking to provide a Commitment Fee <sup>2</sup> , in the form required by the contracting authority, which may be in cash, banker's cheque, letter of credit or bank draft/guarantee with a reputable local or foreign bank, in the amount of up to 10% of the project cost, or a minimum of KES 100,000,000, as may be specified by the Contracting Authority. This undertaking must be signed by a duly authorized person and evidence of such authorization attached.

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<sup>1</sup> Proof of financial health appropriate for the equivalent participation in a Development (dependent on the size of the Development and the size of the envisaged participation). By way of example, assuming a Development costs USD 10 million (KES 1bn @ USD1: KES 100), the Contracting Authority would not wish to see – in the case of the Lead Developer - it having less than a corporate net worth / available funds to invest of USD 10 million (KES 1bn).

<sup>2</sup> Please note that successful applicants will be required to provide the Commitment Fee to be held in an escrow account when a Letter of Invitation to begin negotiations is presented. The use of the Commitment Fee shall be governed by the terms of an escrow agreement to be signed between such Applicant and the Contracting Authority.

**SECTION G: PROPOSED LAND LOCATION****All applicants must fill in this section.**

Please provide the information on the proposed land location for AHP as requested below along with noted supporting documentation.

Please enclose (where applicable) with your AHP Application Form a 1:50,000 topographical, Google Earth or other map of the project site in electronic and or print form clearly identifying the intended project boundaries and the preliminary locations of the main project infrastructure (if known).

All submissions must be English. Documents in any other language must be accompanied by certified translations.

Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.

1.	Proposed land location details/status <i>(Please check one)</i>	
	<ul style="list-style-type: none"> <li>▪ Land for project has not been identified.</li> <li>▪ The proposed project is from the AHP Pipeline and the required information has yet to be provided.</li> <li>▪ Proposed land for the project has been identified and information provided below.</li> <li>▪ Other (please provide additional details and description).</li> </ul>	
2.	Site name	
3.	Geographical coordinates of project site boundaries	
4.	Site elevation above sea level	
5.	Size of the land	
6.	Title or Deed Number	
7.	If rated, evidence of latest payment of land rates	
8.	County	
9.	Location/Division	
10.	Nearest urban center and/or nearest development	
11.	Current ownership of the land at the project site	
12.	Description of current use of land	
13.	Distance to nearest access road	
14.	External infrastructure requirements (i.e. road, water, sewerage, and power supply)  Where available, please provide details on required infrastructure plans/designs and related costs	

**SECTION H: DESCRIPTION OF THE PROPOSED PROJECT****All applicants must fill in this section.***Please provide the information on the proposed project as requested below along with noted supporting documentation.**All submissions must be English. Documents in any other language must be accompanied by certified translations.**Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Identified project name, if from AHP Pipeline			
2.	Project name			
3.	Brief summary of relevant site information (e.g. size, topography, resettlement needs, relocation of utilities, hydrology, land use planning of the site, etc.)			
4.	Number of housing units to be constructed	Typology	Size in m <sup>2</sup>	No. of Units
		1 Bedroom:		
		2 Bedroom:		
		3 Bedroom:		
5.	Total Number of housing units to be constructed			
6.	Social amenities to be provided within the project (e.g. schools, social halls, clinics, retail space, etc.)			
7.	Total plinth/saleable area (housing plus all social amenities)			
8.	Total Gross Built Up Area (housing plus all social amenities)			
9.	Description of any preliminary legal, environmental, or social considerations to be addressed			
10.	Description of local content integration plan covering preferential use of local Kenyan labor, goods, and services			

**SECTION I: PROJECT DEVELOPMENT AND IMPLEMENTATION PLAN**

***All applicants must fill in this section.***

*Please provide an outline of the proposed project development and implementation plan with anticipated dates of relevant milestones from the date of award of contract for the construction of the affordable housing units.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Project development plan	
2.	Land acquisition details and timeline	
3.	Proposed project timeline	
4.	Environmental and Social Impact Assessment License	
5.	Other consents and approvals	
6.	Financial closure	
7.	Construction program	
8.	Practical Completion	
9.	Intended Sales Plan	



**SECTION J: Information on Project Applicant Partners**

***All applicants must fill in this section.***

*Please provide, where identified, the name(s) of the consultants, technical experts, advisors, equipment suppliers, contractors and other partners with whom the applicant is working or intends to work to develop the proposed project. In each case, please provide a description of the partner(s)' capabilities.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Project Architects	
2.	Project Structural and Civil Engineers	
3.	Project Electrical and Mechanical Engineers	
4.	Feasibility study consultant(s)	
5.	Other project technical expert(s)	
6.	Legal advisor(s)	
7.	Financial advisor(s)	
8.	Anticipated equipment supplier(s)	
9.	Engineering, procurement and construction contractor(s)	

**SECTION K: PRELIMINARY PROJECT ECONOMICS AND FINANCING**

***All applicants must fill in this section.***

*Please provide the preliminary project economics and financing information on the proposed project as requested below along with noted supporting documentation.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

1.	Audited project financial model in MS Excel.	
2.	Estimated preliminary project costs required to reach financial closure	
3.	Projected project CAPEX	
4.	Expected debt/equity ratio	
5.	Source(s) of equity financing	
6.	Source(s) of debt financing	
7.	Other sources of financing.	
8.	Evidence of the availability of adequate development and equity funds or description in which the required financing will be obtained	
9.	Overview of any local benefits that are expected to derive from the project including details on local content development (i.e. benefits from preferential use of local Kenyan goods, services, and labor within the project).	

**SECTION L: FURTHER INFORMATION**

**All applicants must fill in this section.**

*Please provide any further information that may be relevant for the assessment of your AHP application such as, any initial approvals secured by the project applicant, land rights agreements, etc.*

*All submissions must be English. Documents in any other language must be accompanied by certified translations.*

*Applicants should provide as much relevant information as possible – where information is not available or not relevant, please indicate N/A or provide alternative information.*

**SECTION M: PROJECT APPLICANT SIGNATURE**

**All applicants must fill in this section.**

*Please sign this AHP Application Form to confirm that the information provided herein is accurate and to acknowledge that the project applicant has read and understood the Instruction to Call for Applicants, the Development Framework Guidelines, the SPPM, and relevant policies, laws and regulations for, and relating to the AHP.*

Name of representative of the applicant	
Title of representative	
Signature	
Date and place	