# APPENDIX 1 SUBMISSION CHECKLIST

**Please note that you should complete the appropriate checklist depending on whether a response to the Call for Proposals or a Pre-Planning Enquiry is intended.**

**CALL FOR PROPOSALS SUBMISSION**

**The following documentation is required:**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Included Y/N** |
| **1.** | Signed Declaration (Appendix 2) |  |
| **2.** | Call for Proposals Form completed and signed (Appendix 3) |  |
| **3.** | Letters of support from Funders (Appendix 5) |  |
| **4.** | Site Location Map |  |
| **5.** | Proof of ownership |  |
| **6.** | Planning Permission |  |
| **7.** | Layout and maps of development/proposed properties |  |
| **8.** | Rent Valuation with comparables (see 4.1.5) |  |
| **9.** | Part V Compliance |  |
| **10.** | Construction/Delivery Programme |  |
| **11.** | If delivery is through the acquisition of a property or existing portfolio has proof of vacancy been included (See 6.2.6) |  |
| **12.** | If delivery is from existing portfolio has evidence being provided regarding funding arrangements (See 6.2.6(iii)(j)) |  |

**Declaration:**

I/we have reviewed the requirements as set out in the Call for Proposals and confirm that all required documentation is included in our/ my submission

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PRE-PLANNING SUITABILITY ASSESSMENT CHECKLIST**

**The following documentation is required when submitting a Pre-Planning Enquiry:**

|  |  |  |
| --- | --- | --- |
| **No** | **Item** | **Included Y/N** |
| **1.** | Signed Declaration (Appendix 2) |  |
| **2.** | Pre-Planning Enquiry Form completed and signed (Appendix 4) |  |
| **4.** | Site Location Map |  |
| **5.** | Proof of ownership |  |
| **7.** | Layout and maps of development/proposed properties |  |
| **8.** | Statement of consistency with planning policy and infrastructural readiness. |  |
| **9.** | Construction/Delivery Programme |  |

**Declaration:**

I/we have reviewed the requirements as set out in the Call for Proposals and confirm that all required documentation is included in my Pre-Planning Enquiry

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX 2 MINIMUM REQUIREMENTS AND DECLARATION

**Minimum Requirements**

**Part 1**

A Proposer must meet all of the Minimum Requirements for its submission to be eligible for evaluation.

1. Declaration of Eligibility

To be considered for selection a Proposer must comply with the eligibility requirements set out below:

1.1. A Proposer who has been the subject of a conviction by final judgment for one or more of the reasons listed below shall be excluded from further consideration:

(a) Participation in or membership of a criminal organisation; or

(b) Corruption; or

(c) Fraud; or

(d) Money laundering; or

(e) Terrorist financing.

1.2. A Proposer shall be excluded from further consideration who is subject to bankruptcy or insolvency procedure or process, as follows:

1. the Proposer is bankrupt or the subject of a bankruptcy petition; or
2. the Proposer, being a body corporate, is being wound up or the subject of proceedings for compulsory winding up; or
3. the Proposer’s affairs are being administered by a court; or
4. the Proposer is the subject of proceedings in which it is sought to

have the Proposer’s affairs so administered; or

1. the Proposer has entered into an arrangement with creditors; or
2. the Proposer has suspended business activities; or
3. the Proposer is, in the opinion of the Housing Agency, in any situation analogous to any of those mentioned in subparagraphs (a) to (f) under a law of the State, another member state of the European Union or a third country relating to bankruptcy or insolvency of a kind specified in subparagraphs (a) to (f).

1.3. A Proposer may be excluded from further consideration:

(a) who has been found guilty of professional misconduct by a competent authority that is authorised by law to hear and determine allegations of professional misconduct against persons that include the Proposer; or

(b) who has committed grave professional misconduct provable by means that the Housing Agency can demonstrate; or(c) who has not fulfilled an obligation to pay a social security contribution as required by a law of the country or territory:

(i) where the Proposer ordinarily resides, or carries on business; or

(ii) in Ireland; or

(d) who has not fulfilled an obligation to pay a tax or levy imposed by or under a law of the country or territory:

(i) where the Proposer ordinarily resides, or carries on business; or

(ii) in Ireland; or

(e) who has provided a statement or information to the Housing Agency knowing it to be false or misleading or has failed to provide to the Housing Agency a statement or information that is reasonably required by Housing Agency.

1.4. Each Proposer must provide details in its Declaration of Eligibility where any of the paragraphs of this section 1.3 applies to it.

**Part 2**

**Declaration of Eligibility**

The following declaration must be completed and signed by the authorised representative of the Proposer and submitted along with the Submission.

Declaration

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Name]

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Proposer’s name]

hereby declare that none of the grounds for exclusion listed in the Declaration of Eligibility of the all for Proposals for Enhanced Long Term Social Housing Leasing Scheme applies.

And

That none of the grounds detailed in paragraph 1.3 of Part 1 Appendix 2 applies save in respect of:

[provide full details to include any pending or threatened litigation or any other legal proceedings or regulatory investigations pending or threatened into the affairs of the Proposer]

I declare that I have taken all reasonable measures to confirm that this information is true and accurate as of this date.

For and on behalf of the Proposer:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX 3 CALL FOR PROPOSALS FORM

|  |  |
| --- | --- |
| **Section 1: Proposer Details** | |
| **Proposer Name:** |  |
| **Contact Name:** |  |
| **Address:** |  |
| **Direct Telephone No:** |  |
| **Contact Email Address:** |  |
| **Tax Clearance Certificate Number and**  **Expiry Date:** |  |
| **Section 2: Proposer Profile** | |
| **1. Proposer type:**  *Tick box*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Investment bank |  | Sovereign wealth fund |  | Bank |  | | Private equity fund |  | Limited company |  | REIT |  | | Pension fund |  | DAC |  | Special Purpose Vehicle |  | | Insurance company |  | QIF |  | Individual |  | | Partnership |  | Other – specify below |  |  |  | | |

|  |  |
| --- | --- |
| **Section 2: Proposer Profile** | |
| **2. Corporate Structure:**  Please provide details of corporate structure, including Certificate of Incorporation, constitutional documents, if available, equity ownership (including names and addresses of shareholders), any guarantors. (Any additional information should be referenced here and attached to the Submission). |  |
| **3. Proposer team members:**  (If the proposer is working in conjunction with other parties please detail the names of those parties): |  |
| **4. Financial advisors:**  (If applicable specify the name of your financial and/or corporate advisors) |  |
| **5.** Committed funding is a condition precedent for entry into an Agreement for Lease with a local authority. Proposers are required to provide a brief summary of their funding strategy to source committed funding to meet their Agreement for Lease and Lease obligations, to include, without limitation, delivery of units and delivery of services under the Lease |  |
| **6. Brief proposer profile**  This should include details of proposer’s current activities:  *Please highlight what in your view is relevant activity* |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Section 3: Detailed Proposals for Scheme** | |
|  | | **7. Proposal Overview**  Please give overview of your proposal. This should include, but not limited to the number, type and location of properties, how it is felt that the proposal provides for a sustainable community, tenure mix in the area/development.  *You should pay attention to the detail listed in Sections 6 and 8 of the Call for Proposals (CFP)* |  |
|  | | **8.Delivery Strategy**  Please state how the properties are to be delivered i.e. acquisition / new build / vacant existing properties.  *Please ensure that you include all information required as set out in Section 6.2.6 (i, ii. And iii) of the Proposal depending on the delivery strategy being proposed* |  |
|  | | **9.Programme Delivery**  Please give details of the timeframe for the delivery of the properties clearly setting out dates when properties will be available for tenanting and the timing of works (if any) required to deliver the properties. |  |
|  | | **10. Number and Type of Properties**  Please state  • Number of properties in the development  • Number of properties included in this proposal   * Type of properties (number of each type should be stated) |  |
|  | | * 1bedroom properties * 2 bedroom properties * 3 bedroom properties * 4+ bedroom properties |  |
| **11. Distribution of Properties**  Please provide details of where within the development the properties will be located, highlighting the tenure mix in areas where the properties are located, having regard to Criterion 2 of Section 8.3 and Criterion 5 of Section 8.4 of the CFP. | |  |
| **12. Proposed Rent (see Section 4.1 of the CFP)**  a) Please state the Proposed Rent amount in Euros itemised per property type.  b) Please state the monthly Open Market Rent, itemised per property type.  c) Please state the percentage of the Open Market Rent that each of the Proposed Rents represents.  As per Section 4 of the CFP, the maximum Proposed Rent is 95% of Open Market Rent. Open Market Rent is to be evidenced by a rent valuation report prepared by a qualified valuer, (being a Member of the Irish Auctioneers and Valuers Institute or of the Society of Chartered Surveyors Ireland or of such body of professional valuers or surveyors as shall for the time being have undertaken in Ireland the functions in the activity of property valuation currently performed by said institute or society) to evidence the Open Market Value per property type by referencing to three (3) comparable properties in the relevant area for each property type. | |  |

|  |  |  |
| --- | --- | --- |
| **Section 3: Detailed Proposals for Scheme** | | |
| **13. Details of how the Repair and Maintenance obligations over the 25 years period will be met**  Any additional information should be referenced here and attached to the Submission | |  |
| **14. Planning Status/Evidence that the proposed properties are compliant with all planning and building regulations**  Any additional information should be referenced here and attached to the Submission |  | |
| **15. If applicable, please indicate the status of the utility connections to the proposed properties.** |  | |
| **16. Please provide evidence of compliance with Part V of the Planning and Development Acts** |  | |
| **17. Evidence, if appropriate, of a percentage of universal design properties**  This should include number and type of properties and the location of the properties in the development |  | |

|  |  |
| --- | --- |
| **Section 4: Other information** |  |
| **If you wish to include any other information with your Submission, please do so as an appendix to this form.** |  |

|  |  |
| --- | --- |
| **Section 4: Other information** |  |
| **Please provide details of any specific funder requirements.** |  |

**Note that evidence of funder support is requested separately in Appendix 5.**

**Proposer name BLOCK CAPITALS**

**Proposer signature**

**Position held**

**DATE:**

# APPENDIX 4 PRE-PLANNING SUITABILITY ASSESSMENT FORM

|  |  |
| --- | --- |
| **Section 1: Proposer Details** | |
| **Proposer Name:** |  |
| **Contact Name:** |  |
| **Address:** |  |
| **Direct Telephone No:** |  |
| **Contact Email Address:** |  |
| **Tax Clearance Certificate Number and Expiry Date:** |  |
| **Section 2: Proposer Profile** | |
| 1. **Proposer type:**   *Tick box*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Investment bank |  | Sovereign wealth fund |  | Bank |  | | Private equity fund |  | Limited company |  | REIT |  | | Pension fund |  | DAC |  | Special Purpose Vehicle |  | | Insurance company |  | QIF |  | Individual |  | | Partnership |  | Other – specify below |  |  |  | | |

| **Section 2: Proposer Profile** | |
| --- | --- |
| 1. **Corporate Structure:**   Please provide details of corporate structure, including Certificate of Incorporation, constitutional documents, if available, equity ownership (including names and addresses of shareholders), any guarantors. (Any additional information should be referenced here and attached to the Submission). |  |
| 1. **Proposer team members:**   (If the proposer is working in conjunction with other parties please detail the names of those parties): |  |
| 1. **Financial advisors:**   (If applicable specify the name of your financial and/or corporate advisors) |  |
| 1. **Brief proposer profile**   This should include details of proposer’s current activities:  *Please highlight what in your view is relevant activity* |  |

| **Section 3: Detailed Proposals for Scheme** | |
| --- | --- |
| 1. **Proposal Overview**   Please give overview of your proposal. This should include, but not limited to the number, type and location of properties, how it is felt that the proposal provides for a sustainable community, tenure mix in the area/development.  *You should pay attention to the detail listed in Sections 6 and 8 of the Call for Proposals (CFP) documents* |  |
| 1. **Delivery Strategy**   Please state how the properties are to be delivered i.e. planning timeline / new build / vacant existing properties.  *Please ensure that you include all information required as set out in Section 6.2.6 (i, ii and iii) of the Proposal depending on the delivery strategy being proposed* |  |
| 1. **Programme Delivery**   Please give details of the timeframe for the delivery of the properties clearly setting out dates when properties will be available for tenanting and the timing of works (if any) required to deliver the properties. |  |
| 1. **Proposers interest in property (owner, option to purchase etc.).**   *Note: If proposer is not the property owner, please provide evidence of sufficient interest in the property / properties (i.e. letter of consent from property owner)* |  |
| 1. **Number and Type of Properties to be Proposed**   Please state   * Number of properties in the proposed development * Number of properties included in this proposal * Type of properties (number of each type should be stated)   + 1 bedroom properties   + 2 bedroom properties   + 3 bedroom properties   + 4+ bedroom properties |  |
| 1. **Distribution of Properties**   Please provide details of where within the development the proposed properties will be located, highlighting the tenure mix in areas where the properties are located, having regard to Criterion 2 of Section 8.3 and Criterion 5 of Section 8.4 of the CFP. |  |
| 1. **Statement of Compliance with Planning Policy**   Any additional information should be referenced here and attached to the Submission, signed by a suitably qualified person in the area of the built environment. |  |
| 1. **If applicable, please indicate the status of the utility connections to the proposed properties.** |  |
| 1. **Please provide intentions with respect to compliance with Part V of the Planning and Development Acts.** |  |
| 1. **Evidence, if appropriate, of a percentage of universal design properties**   This should include number and type of properties and the location of the properties in the development |  |
| **Section 4: Other information** |  |
| **If you wish to include any other information with your enquiry, please do so as an appendix to this form.** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposer name BLOCK CAPITALS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposer signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position held**

**DATE:**

# APPENDIX 5 FUNDER SUPPORT LETTERS (MODEL CERTIFICATES)

**MODEL CERTIFICATE A: EQUITY PROVIDER SUPPORT LETTER**

**MODEL CERTIFICATE B: FUNDER SUPPORT LETTER (EXISTING FACILITIES)**

**MODEL CERTIFICATE C: FUNDER SUPPORT LETTER (NEW FACILITIES)**

**MODEL CERTIFICATE D: PRINCIPAL BANK SUPPORT LETTER**

**MODEL CERTIFICATE A: EQUITY PROVIDER SUPPORT LETTER**

Ms. Claire Feeney,

Housing Agency,

53 Mount Street Upper,

Dublin 2.

**Enhanced Long Term Social Housing Leasing Scheme (the “Project”)**

Dear Ms. Feeney,

[Equity Provider Name] (the “**Equity Provider**”) is pleased to provide this letter, in support of [*Proposer’s Name* ]’s submission on [●] (the “**Submission**”) for the Project in response to the Call for Proposals issued by the Housing Agency and the Department of Housing, Planning and Local Government on [●] (“**CFP**”). Capitalised terms used in this letter have the same meanings as are attributed to them in the CFP.

The Equity Provider confirms that:

1. we have received the appropriate approvals to underwrite the provision of the level of equity to the Proposer up to a maximum of €[⚫].
2. *[any other items as appropriate.]*

Yours faithfully,

[Equity Provider]

***To be signed by the authorised representative for each Equity Provider.***

**MODEL CERTIFICATE B: FUNDER SUPPORT LETTER (EXISTING FACILITIES)**

Ms. Claire Feeney,

Housing Agency,

53 Mount Street Upper,

Dublin 2.

**Enhanced Long Term Social Housing Leasing Scheme** (**the** “**Project**”)

Dear Ms. Feeney,

[*Bank name*] are pleased to provide this letter, in support of [*Proposer’s Name*] submission (the “**Submission**”) for the Project in response to the Call for Proposals issued by the Housing Agency and the Department of Housing, Planning and Local Government on [●] (“**CFP**”). Capitalised terms used in this letter have the same meanings as are attributed to them in the CFP.

In support of the [Proposer’s] Submission, we confirm the following:

* 1. we have completed our due diligence in support of its Submission (which the [Proposer] has confirmed to us complies with the requirements of the CFP), subject only to the items in this letter;
  2. we have had a relationship with the [Proposer] for [*insert years*] and provide term facilities of € [•] ([amount in words] Euro);
  3. as of the date of this letter, sufficient headroom exists within these term facilities which are available to the [Proposer] to fund the Project. Specifically, €[•] ([amount in words] Euro) have been ring-fenced for sole use in respect of this Project;
  4. as of the date of this letter the [Proposer] is in full compliance with the terms of all banking facilities available to it. Furthermore, there are no impediments to the [Proposer] drawing these ring-fenced term facilities to fund the construction of the Project.

This letter is intended for your exclusive use and may not be relied upon or used by any other person. This letter is provided on the condition that the contents will be treated as strictly private and confidential and shall not be disclosed or quoted in whole or in part to any person other than the Housing Agency, the Minister and/or their respective advisers.

Yours sincerely

**MODEL CERTIFICATE C: FUNDER SUPPORT LETTER (NEW DEBT FACILITY(IES))**

Ms. Claire Feeney,

Housing Agency,

53 Mount Street Upper,

Dublin 2.

**Enhanced Long Term Social Housing Leasing Scheme** (**the** “**Project**”)

Dear Ms. Feeney,

[*Bank name*] are pleased to provide this letter, in support of [*Proposer’s Name*] submission (the “**Submission**”) for the Project in response to the Call for Proposals issued by the Housing Agency and the Department of Housing, Planning and Local Government on [●] (“**CFP**”). Capitalised terms used in this letter have the same meanings as are attributed to them in the CFP.

In support of the [Proposer’s] Submission, we confirm the following:

1. we have completed our due diligence sufficient to enable us to approve in principle debt facilities to the [Proposer] in support of its Submission (which the [Proposer] has confirmed to us complies with the requirements of the CFP), subject only to the items in this letter;

2. we have had a relationship with the [Proposer] for [*insert years*] and we have in principle approval to make available term facilities of € [•] ([amount in words] Euro) for sole use in respect in respect of this Project;

3. as of the date of this letter the [Proposer] is in full compliance with the terms of all banking facilities available to it.

This letter is intended for your exclusive use and may not be relied upon or used by any other person. This letter is provided on the condition that the contents will be treated as strictly private and confidential and shall not be disclosed or quoted in whole or in part to any person other than the Housing Agency, the Minister and/or their respective advisers.

Yours sincerely

**MODEL CERTIFICATE D: PRINCIPAL BANK SUPPORT LETTER[[1]](#footnote-1)**

Ms. Claire Feeney, Housing Agency,

53 Mount Street Upper,

Dublin 2.

**Enhanced Long Term Social Housing Leasing Scheme** (**the** “**Project**”)

Dear Ms. Feeney,

[*Bank name*] are pleased to provide this letter, in support of [*Proposer’s Name*] submission (the “**Submission**”) for the Project in response to the Call for Proposals issued by the Housing Agency and the Department of Housing, Planning and Local Government on [●] (“**CFP**”). Capitalised terms used in this letter have the same meanings as are attributed to them in the CFP.

In support of the [Proposer’s] Submission, we confirm the following:

* 1. we are [*one of (if applicable)*] the principal account bank(s) of [*Proposer Name*] and have had a relationship with the [Proposer] for [*insert years*];
  2. as of the date of this letter [*Proposer Name*] has €[•] ([amount in words] Euro) of cash balances available to it which are free and clear of any restrictions;
  3. as of the date of this letter the [*Proposer*] has €[•] ([amount in words] Euro) ringfenced and available in support of its submission for the sole purpose of meeting its obligations under the project; and
  4. as of the date of this letter the [proposer] is on full compliance with the terms of all our banking facilities available to it.

This letter is intended for your exclusive use and may not be relied upon or used by any other person. This letter is provided on the condition that the contents will be treated as strictly private and confidential and shall not be disclosed or quoted in whole or in part to any person other than the Housing Agency, the Minister and/or their respective advisers.

Yours sincerely

1. To be one of the principal account banks identified in the annual financial statements of the Proposer. Where the Proposer group consists of more than one member, a letter in respect of each member is required. The Proposer may be asked to provide a refresh of the letter(s) in the same or substantially the same terms at a date on or prior to financial close [↑](#footnote-ref-1)