



## PSC PROJECT ENDORSEMENT CHECK LIST

19 August 2020

1. SHI/ ODA				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
1,1	<b>Project Implementation</b>	Summary of Project Implementation Structure	Executive Summary of Project Implementation Structure incl. - who owns/ will be leasing the building - who will manage the project once construction is completed, - an organogram of all entities involved to indicate contractual relationships (SHI/Delivery Agent, Developer, Prof Team, Contractor, Management Agent etc.)	
1,2	<b>Delivery Agent/ SHI/ Cooperative Signatory</b>	Written authority by Delivery Agent / SHI for signatory to submit this Application	- Signed letter on official organisation letterhead stating date and confirmation of project submission	
1,3	<b>Entity Declaration of Application</b>	Declaration by Company Officer	Provide signed declaration by Board Chair and/or CEO and/or Company Secretary that all information provided in this template and supporting documents is to the best of their knowledge, a true reflection of the nature and status of the project (refer to proforma Declaration attached)	



<b>2. RESTRUCTURING ZONE/ PROVISIONAL RESTRUCTURING ZONE</b>				
<b>ITEM NO.</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>DOCUMENTS REQUIRED</b>	<b>Yes /No</b>
2,1	<b>Restructuring Zone/ Provisional Restructuring Zone</b>	Provide evidence that the supports whether the project is located in a RZ/ PRZ or qualifies through another means	<b>Is project located within a RZ or PRZ?</b>	
2. 2	<b>Municipal Alignment</b>	Does project align with municipal housing plans and spatial development strategies?	Report from town planner, with back up in form of relevant excerpts from IDP Housing Chapter, municipal SDF, Housing Development plan/strategy	
2.3	<b>Socio-economic Viability</b>	In addition to 2.1 – 2.4 above, does project have general locational attributes that support social (class/race/income), economic (income) and spatial (compaction and densification) restructuring objectives and help define it as a “good” social housing project as defined in the Social Housing Policy and the Social Housing Act?	Brief analysis showing how project will promote restructuring as defined in the policy and the Act, supported by relevant excerpts from contextual frameworks, design reports, maps, aerial photos, etc.  This would include inter alia demonstration of proximity and access to economic opportunities (employment and consumer), education institutions, social and other facilities and amenities, and public transport	
2.4		Describe the characteristics of the site, with specific reference to its uniqueness, the links to surrounding landmarks and how the development may potentially align with the cultural, environmental, historical and landscape/context.	Attach detailed report describing the following: characteristics of the site, with specific reference to its uniqueness, the links to surrounding landmarks and how the development may potentially align with the cultural, environmental, historical and landscape/context.	
2,5	<b>Restructuring</b>	Is this project contributing to restructuring South African cities? E.g. economic, social, or spatial restructuring. How does this project address the legacy of apartheid planning?"		



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

2,6	<b>Sustainability</b>	<p>Does this project comply with SANS 10400 Part XA, environmentally sustainability regulations?</p> <p>Is the project complying with any of the guidelines of Green Building Council of South Africa (GBCSA) or the SHRA "Green Social Housing document"?</p>		
-----	-----------------------	--	--	--

3. MUNICIPAL SUPPORT				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
3,1	<b>MUNICIPAL SUPPORT</b>	Has the Municipality indicated commitment to this project?	<ul style="list-style-type: none"> <li>- Letter from the municipality confirming that the project is within a Restructuring Zone</li> <li>- Letter should mention Erf number of the site and the provision of Municipal land (if applicable)</li> <li>- Letter should mention the name of the project</li> <li>- Confirmation of the number of units supported</li> <li>- Confirm that the project is aligned with Municipal IDP and SDF</li> <li>- Confirmation of sufficient bulk services (water, sewer and electricity)</li> <li>- Confirmation of bulk services contribution (if applicable)</li> <li>- Confirmation of support for the project</li> </ul>	



#### 4. PROJECT FUNDING

ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
4,1	<b>DEBT FUNDER</b>	In Principle Approval of Debt Funding	Attach letter from Debt Funder (letter to refer to project, number of units and quantum of debt funding)	
4,2	<b>CAPITAL/ EQUITY CONTRIBUTION</b>	In Principle Approval of any other source of funding	Attach letters from other funders and or confirmation of equity contribution (resolution by Directors) - letters should include quantum of funding	
4,3	<b>OTHER FUNDING</b>	In principle approval of other grants and/or donations	Attach letter from Other Funder (Donations or additional grants): letters to refer to project, number of units and quantum of debt funding	

#### 5. LAND AVAILABILITY

ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
5,1	<b>Land Acquisition/ Availability</b>	Select and provide proof for the method of building acquisition/ availability	- Title deed in entity's name, plus a SG diagram <b>or</b>	
			Confirmation of land claims ( if claim has been confirmed, written relevant authorisation)	
			- Proof of land/building ownership and draft/ signed agreement of purchase and sale with no suspensive conditions save those referring to provision of funding and a report from a conveyancer stating that no other obstacles to registration remain, and stating the expected date of registration of transfer, <b>or</b>	



# human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

			- Proof of land/building ownership <b>and</b> signed lease agreement (minimum 30 years), <b>or</b>	
			- Proof of land/building ownership <b>and</b> Signed Land Availability Agreement (LAA)	

6. TOWN PLANNING				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
6,1		Will subdivision or consolidation of erven be applicable to create the erf onto which the project will be developed on?	Is a subdivision or consolidation applicable?	
			- Submit a copy of approval letter by the Municipality of consolidation or subdivision, <b>and</b>	
6,2		Re-Zoning	Does the property require rezoning?	
6,3		Zoning certificate	- A copy of zoning certificate	



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

6,4		Provide report and summary from Town-Planning Scheme to outline applicable rights and restrictions	<p>The report must include:</p> <ul style="list-style-type: none"> <li>- an extract from the relevant Town-Planning Scheme</li> <li>- an explanation of the applicable use zone and applicable rights and restrictions</li> <li>- where applicable, any process required to create the required site assembly and conditions imposed and complied with, <b>and</b></li> <li>- <b>preferably</b>, a report of confirmation from the project Town Planner also in respect of any process required to create the required site assembly and conditions imposed and complied with, preferably a letter of confirmation from the project Town Planner</li> </ul>	
6,5	<b>Project Design</b>	Provide sufficient evidence that the project meets development rights and restrictions	Attach letter from Architect or Town Planner confirming that design of the project (layout, density, height and coverage) meets development rights and restrictions (if applicable)	
6,6	<b>Site Development Plan</b>	Provide evidence for an approved Site Development Plan or relevant documentation if it is not approved (where applicable)	Has the Preliminary Site Development Plan (SDP) been approved by the Municipality? (where applicable)	
			- Provide copy of approved preliminary SDP and/or notice of approval	
			- If not as yet approved, declaration by Architect/Project Manager/Principal Agent that the preliminary SDP has been submitted/presented to the Municipality	

7. ENVIRONMENTAL AUTHORISATION				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
7,1	<b>Environmental Authorisation</b>	Provide preliminary environmental assessment	Preliminary environmental assessment report ( including a Preliminary 150 year floodline assessment)	
		IF EIA has been conducted and authorisation granted, provide proof of Environmental Authorisation from relevant bodies (where applicable)	- IF EIA has been conducted ,Attach Environmental Authorisation by the <b>Provincial Department</b> . If it has been applied for, show how this will impact on the project timelines (where applicable)	



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

7,2			-IF Authorisation has been granted on the site, provide report from Environmental Assessment Practitioner (EAP) stating that the Environmental Authorisation is still valid and how conditions will be met	
7,3	<b>Exemption</b>	Provide evidence, if applicable, for Environmental Exemption from relevant bodies	- Attach letter of exemption from Environmental Authorisation by the <b>Provincial Department</b>	
7,4			- Attach letter of exemption from Environmental Authorisation by the <b>Province</b>	

<b>8. BULK SERVICES</b>				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
8,1	<b>Bulk Services Availability and Contributions</b>	Preliminary bulk services assessment	<b>Preliminary bulk services assessment report</b>	
			If detailed designs have been prepared, Provide relevant Municipal confirmation letters or bulk services report prepared by the Engineers and/or Occupation Certificates for the following (where applicable): - Water	
			- Sewer	
			- Electricity	
			- Roads	
			- Storm water	
8,2		If project has advanced to detailed designs, Are bulk services contributions payable? (where applicable)	Provide details of amounts payable for each service and to whom, or provide confirmation of waiver of bulk services contributions	



### 9. LINK SERVICES

ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
9,1	<b>Municipal Services between point of Bulk Services and boundary of site/ property</b>	If project has advanced to detailed designs, Provide confirmation letters of services / agreements made to ensure the provision of these services	<b>Have the services been installed?</b>	

### 10. PROJECT DEMAND

ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
10,1	<b>Preliminary Demand Study</b>	Has demand for the project been demonstrated?	<b>Was a Demand Study utilised to support demand for the present project?</b>	
		Provide a copy of the demand study and relevant documents and reports	- Provide a copy of a preliminary study.	
			- demand study should not be older than 12 months	





11. PROJECT IMPLEMENTATION STRATEGY				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
11,1	<b>Project Implementation Plan</b>	Has a SMART Project implementation plan been prepared?	<ul style="list-style-type: none"> <li>- Provide a brief SMART project implementation plan that shows the applicant's clear understanding of how projects are planned, implemented and monitored for performance against the usual project management goals (cost, time, quality, risk). The plan must consist of the following:</li> <li>- a network type schedule (e.g. critical path analysis), or at least a Gantt chart,</li> <li>- a responsibility matrix, and</li> <li>- a narrative description of process and how adherence will be ensured.</li> </ul>	
11,4	<b>Contracting Strategy</b>	Has a Contracting Strategy been developed and agreed?	<p>Provide a summary highlighting the following:</p> <ul style="list-style-type: none"> <li>- Details as to which entity will be contracting with whom and the type of contract that will be adopted (JBCC, PROCSA etc.).</li> <li>- Provide reasons for choice, also provide roles and responsibilities of each entity (Delivery Agent / SHI / Turnkey Developer / Professional Team / Contractor etc).</li> <li>- Provide the Organogram and the CV's of the development staff from the Applicant's development team.</li> <li>- Provide BEE certificates of all entities (incl. Coops).</li> </ul>	

12. PROFESSIONAL TEAM APPOINTMENTS				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
12,1	<b>Professional Appointments</b>	Has the design team been appointed for design, tender and construction stages?	<b>Has the Project Team been formally appointed?</b>	
			- Principal Agent	



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

			- Architect	
			- Quantity Surveyor	
			- Civil Engineer	
			- Structural Engineer	
			- Electrical Engineer	
			- Environment Control Officer	
			- Health & Safety Consultant	
			- Fire Consultant	
			-Real Estate Agent	
			-Social Facilitator	
			- Any other consultants that may be required to address specific requirements (Heritage Consultant, etc)	

13. BUILDING SPECIFICATIONS AND REQUIREMENTS				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
13,1	Engineering Design	Have engineering designs/upgrades been finalised?	- Provide declaration by respective engineers confirming status of engineering design	
13,2	Structural Integrity	Provide evidence for Structural Integrity if the property is an existing building	<b>Is the project an acquisition (existing building) with no or limited associated refurbishment? (brownfield)</b>	
13,3	Design Criteria	Social Housing Policy requirements	- Does the preliminary design comply with minimum standards and specifications for social housing units laid down in the Housing Code, Social Housing Policy Guidelines, Building Regulations and SHRA Specification Guidelines with respect to unit size, room size and level of finish?	



## human settlements

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

13,5		Will facilities and amenities be provided on the property?	List all facilities and amenities that will be provided on the property (i.e. post boxes, drying yards, play-ground or play equipment, community hall, community facility, management office, security system etc.)	
------	--	--	---	--

14. COST ESTIMATES, FINANCIAL VIABILITY STUDIES AND CASH FLOWS				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
14,1	Financial Viability	Are cost estimates and financial viability studies up to date?	- Copy of up to date cost estimates	
14,2		Has an updated financial viability study and cash flow been carried out	- NB: It is particularly important that the cash flow accurately reflects the real anticipated requirements and aligns with the development/construction programme as in 17 below, as there is a possibility of multi-year funding where CCGC funding for a project may be spread over more than one year to allow for more projects to be funded	
14,3	Development Programme	Has a Development Programme clearly indicating phasing, commencement and completion of the project been prepared?	- Please provide an up-to-date detailed planning programme either in MS Project or Excel format. This is also to show the cash flow related to the programme and the anticipated drawdown from the funding sources.	



**human settlements**

Department:  
Human Settlements  
**PROVINCE OF KWAZULU-NATAL**

15. OTHER				
ITEM NO.	ITEM	DESCRIPTION	DOCUMENTS REQUIRED	Yes /No
15,1		Provide additional information to support application	Provide any additional information which you believe to be of importance and relevance	