



USER GUIDELINES FOR OA INITIATIVE DATA PROVIDERS

A Guide to the OA Initiative Data Template



Centre for Affordable
Housing Finance
in Africa



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What is Open Access data sharing about?

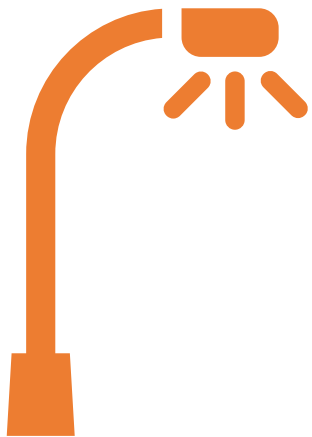
While the Open Access approach is driven in practice from the perspective of an actual investment, it sits within the affordable housing sector, in which a range of players are already producing information and data that is relevant to the performance of that investment.

Open Access seeks to **curate** all of this **information in support of the investment**, while then also adding to the resource with the data that the investment itself creates. To this end, the approach draws both on the existing activities of all affordable housing sector players, as well as on the participation of the investor, the investee, and their developer, in the context of a specific investment.

The Open Access (OA) data sharing initiative aims to **build up a repository of shared experiences**, learnings and tools for improving efficiency and scale of affordable housing development across the African continent and eventually beyond.

The overall approach comprises collection and processing of data on **Product** (development cost), **Process** (time and cost), **People** (demand) and **Performance** (of the fund, the investment and the project). This data collection template deals with the Product component.

All data to be shared is in alignment with the Data Sharing Agreements signed under the OA Initiative with AHIA.



What is this Template dealing with?

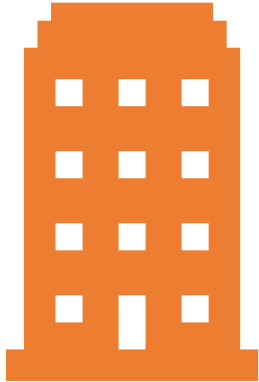
This template is **primarily aimed at developers** of affordable housing, but also makes provision for contributions from investees/lenders.

This template deals with **residential developments only**.

A template for more complex mixed-use developments is under development for later use. It does however, allow for **residential developments which include minor other non-residential uses** such as convenience type retail facilities which may include small convenience stores, cell-phone charging kiosks, personal services such as hair salons, etc.

The template makes provision for a range of residential development types and tenure options, for instance, pure rental schemes, so-called tenant schemes, communal ownership schemes.

The template furthermore provides for a range of physical options, for instance; greenfield and brownfield land as well as different building typologies ranging from freestanding low-rise single dwellings to multi-storey apartment blocks.



What is this Template dealing with?

The process of affordable housing development generally involves similar stages or steps regardless of where it is done and by whom. The main process steps could be defined as:



The "**upstream**" process controlled fully by the funder and lender:

1. Planning, feasibility/due diligence, review of applications, collecting more detail, conditional approval
2. Negotiations with developer and final funding/lending agreements



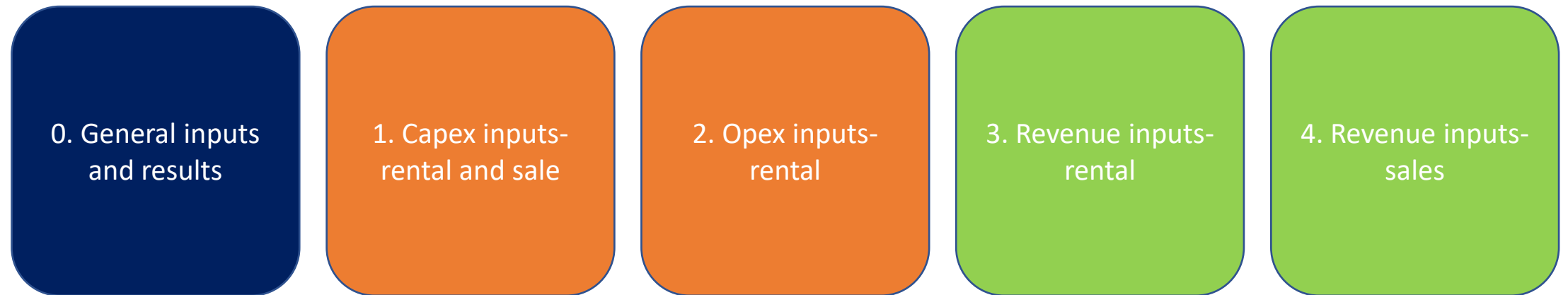
The "**downstream**" processes under direct control of the developer, with oversight from funder/lender:

3. Design and construction
4. Off-take (leasing and/or selling completed product)
5. Operations (management of property and linked tenancies)

This template deals primarily with the **downstream processes**, hence steps 3 to 5 above.

The Template Structure

The data template has five tabs that on a high level touch the below outlined subject areas:



0. General inputs and results

A0.0	Project status at time of this submission
A0.1	Type of scheme (tenure arrangements)
A0.2	General information about investment
A0.3	Project information - general
A0.4	Property information
A0.5	Project scope and parameters - greenfield and brownfield developments
A0.5.1	Development types:
A0.5.2	Building typologies:
A0.5.3	Total Gross construction area (GCA), Gross Lettable Area (GLA) and Gross Sales Area (GSA) and - all buildings, all levels
A0.5.4	Residential units mix - revenue producing (saleable/lettable units - types, numbers, areas, rentals, selling prices)
A0.5.5	Land areas allocated to different uses:
A0.5.6	Land coverage and floor area ratios (development bulk):
A0.5.7	Parameters for brownfield re-developments only (where applicable and where information available)
A0.6	Project programme
A0.7	Construction arrangements
A0.8	Infrastructure notes
A0.9	Greening of Project - certification, physical measures taken, benefits
A0.10	Alternative Building Technologies (ABTs) used, other than those included in Greening of Project described above
A0.11	Project financing structure and parameters
A0.12	Supporting documents provided

1. Capex inputs-rental and sale

A1.1	Project inception/initiation costs
A1.2	Land costs
A1.3	Cost of statutory compliances (obtaining development rights, construction permits, building plan approvals, etc)
A1.4	Infrastructure costs
A1.5	Building construction cost
A1.6	Building construction - associated professional fees (design, supervision, project management)
A1.7	Capitalised sundry land holding costs
A1.8	Initial marketing, promotions, selling/leasing costs
A1.9	Overall development contingency (if not included in construction contingency above)
A1.10	Capitalised interim development/construction finance costs
A1.11	Taxes (VAT, etc.)

2. Opex inputs-rental

A2.1	Company overhead costs allocated to property
A2.2	Total annual direct property operating costs (including maintenance but excluding reserves for long-term capital refurbishment)
A2.3	Maintenance: long-term capital refurbishment reserve (optional, but recommended good practice to provide)

3. Revenue inputs-rental


A3.1	<p>TOTAL GROSS ANNUAL PRE-TAX INCOME</p> <p>This includes gross rental per unit per month as well as other income such as Parking, Utilities recoveries from water, electricity and other as well as general income that cannot be allocated to any particular component or unit type (e.g. cell-phone tower, billboard, kiosk rentals)</p>
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4. Revenue inputs-sales

A4.1	TOTAL GROSS PRE-TAX INCOME This includes gross selling price per unit as well as Parking and other sales - non-residential (please list below what is included)
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How should the template be filled?

A significant amount of detailed data is asked for. Data providers (lenders, developers, etc) are encouraged to insert as much as possible of the detailed data in the relevant input sections themselves.



Where the data is contained in other [supporting documents](#) such as development prospectuses, project reports, feasibility studies, funding applications, etc., such documents should be submitted and referred to in the relevant input sections to assist the data manager in extracting the data and inserting into the template. Data managers may also be available from time to time, at least initially to provide guidance to data providers in populating the template.

NB: While much of the inputs needed could be obtained from the supporting documents provided, at a minimum data providers should complete **Sections A0.0 to A0.5 in Tab A0**. The information asked for in these sections are critical to an overall understanding of the development or project, and is information that should be "owned" by the investee, and/or funder and/or developer.

What are potential supporting documents?



- Project proposal/prospectus/brochure
- Design reports
- Socio-economic/market/demand studies
- Documentation with regard to securing rights to the land (land availability agreement, agreement of purchase and sale, lease agreement, title deed or other confirmation of rights, survey diagram)
- Environmental assessment/scoping report (or summary thereof) and authorisation (record of decision) with conditions
- Town planning report/application/motivation (or summary thereof) and notice of approval with conditions
- Cadastral documents for the approved/completed project (e.g. registered general plan)
- Project implementing structure, stakeholder management strategy, contracting strategies
- Feasibility study
- Elemental or other cost estimate
- Priced contract bills of quantities (BoQ)
- Cash-flow projections
- Funding proposal/application
- Up to date cost reports
- Final account (summary)
- Quarterly operating report (revenue and expenses)
- Project programme
- Project drawings (site development plan (SDP), typical floor layouts, typical unit plans, elevations, sections)
- Project specifications
- Edge report or other indicating energy and water savings, etc.
- Finance structure/proposal/loan agreements/term sheets
- Contracts/agreements - finance, construction, professional service providers, etc., rental leases, sales agreements

