

FLORIDA HOUSING FINANCE CORPORATION (CORPORATION)

ADVANCE REVIEW OF APPLICANT LISTS OF PRINCIPALS  
FOR RFA 2016-108 – ELDERLY HOUSING COMMUNITY LOAN

Applicants responding to the upcoming RFA 2016-108 will be required to list the Principals for the Applicant (“List of Principals”) in accordance with the following instructions (“RFA Instructions”) and definitions (“RFA Definitions”). Due to circumstances unique to the EHCL program, the Corporation will not require disclosure of natural person Principals at the third Principal disclosure level in RFA 2016-108.

**Principals for the Applicant.**

All Applicants must provide a list, as Attachment 4 to Exhibit A, identifying the Principals for the Applicant, as follows:

- (1) For a Limited Partnership, provide a list identifying the following: (i) the Principals of the Applicant as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development.
- (2) For a Limited Liability Company, provide a list identifying the following: (i) the Principals of the Applicant as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development.
- (3) For all other entities, provide a list identifying the following: (i) the Principals of the Applicant as of the Application Deadline.

**For purposes of this RFA the term “Principal” is defined as follows:**

(a) With respect to an Applicant that is a corporation, any officer, director or shareholder of the Applicant corporation, and, with respect to any shareholder of the Applicant corporation that is:

1. A corporation, any officer, director or shareholder of the corporation,
2. A limited partnership, any general partner or limited partner of the limited partnership, or
3. A limited liability company, any manager or member of the limited liability company;

(b) With respect to an Applicant that is a limited partnership, any general partner or limited partner of the Applicant limited partnership, and, with respect to any general partner or limited partner of the Applicant limited partnership that is:

1. A corporation, any officer, director or shareholder of the corporation,
2. A limited partnership, any general partner or limited partner of the limited partnership, or
3. A limited liability company, any manager or member of the limited liability company; and

(c) With respect to an Applicant that is a limited liability company, any manager or member of the Applicant limited liability company, and, with respect to any manager or member of the Applicant limited liability company that is:

1. A corporation, any officer, director or shareholder of the corporation,
2. A limited partnership, any general partner or limited partner of the limited partnership, or
3. A limited liability company, any manager or member of the limited liability company.

For a limited period of time, the Corporation will review an Applicant’s List of Principals for RFA 2016-108 subject to the following terms and conditions:

1. The Corporation’s review of an Applicant’s List of Principals will be subject to the same review standards as in the RFA.

2. An Applicant may submit its initial List of Principals and any corrected List of Principals for review to the Corporation by electronic mail (email) to [FHFCAdvanceReview@floridahousing.org](mailto:FHFCAdvanceReview@floridahousing.org) at any time beginning on **September 6, 2016** (the “Start Date”) and continuing until **September 27, 2016** (the “Submission Deadline”). A List of Principals and any corrected List of Principals submitted to the Corporation by any other means or after the Submission Deadline will not be reviewed under this advance review process by the Corporation.
3. The Applicant’s email transmittal must include the RFA number, a contact person and email address for purposes of any response by the Corporation.
4. Corporation staff will review the Applicant’s List of Principals and notify the Applicant of any deficiency by email directed to the contact person at the email address provided by the Applicant. If the Applicant’s contact email address is incomplete or if the Corporation’s email is returned as undeliverable, the Corporation will make no further attempt to notify the Applicant.
5. The Corporation will only consider a corrected List of Principals that is transmitted to the email address as specified by the Corporation.
6. The Corporation shall notify the Applicant if the List of Principals is approved. As evidence of the Corporation’s approval of a List of Principals (whether it be the Applicant’s initial list, or a revised list submitted by the Applicant in response to a notice of deficiency issued by the Corporation), each page of the approved List of Principals shall be stamped approved by the Corporation for that purpose (“Stamped List of Principals”). The Stamped List of Principals shall be transmitted to the Applicant.
7. A Stamped List of Principals may be submitted by the Applicant in its Application for purposes of responding to RFA 2016-108 for which the Applicant is eligible. In such case, the Corporation will only review the Stamped List of Principals to the extent necessary to confirm that it consists entirely of materials approved by the Corporation; otherwise, the Corporation shall accept the Stamped List of Principals as meeting the applicable requirements of the RFA.
8. The Applicant may submit its initial List of Principals or its corrected List of Principals until the Submission Deadline. However, no Stamped List of Principals or notification of deficiencies shall be issued by the Corporation after 5:00 p.m. Eastern Time on September 29, 2016.

Advance review of an Applicant’s List of Principals is optional with the Applicant and is not required in order to submit an Application in response to RFA 2016-108.

To assist the Applicant in developing its List of Principals, the Corporation has developed a decision tree chart as well as samples designed to illustrate the acceptable form for listing Principals. The chart and samples are attached for reference.

**If an Applicant received a Stamped List of Principals from the Corporation as a result of the RFA Advance Review process for a previous RFA, that Stamped List of Principals may be submitted in the Applicant’s RFA 2016-108 Application provided the information on the Stamped List of Principals is still correct.**

**Principal Disclosures for Applicants**

The Corporation is providing the following charts and examples to assist the Applicant in providing the required list identifying the Principals for the Applicant. The term Principals is defined in Rule Chapter 67-48, F.A.C.

For purposes of RFA 2016-108, only disclosure of the Principals of the Applicant is required.

a. Charts:

(1) For the Applicant:

(a) If the Applicant is a Limited Partnership:

Identify All General Partners	and	Identify All Limited Partners
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and

For each General Partner that is a Limited Partnership:	For each General Partner that is a Limited Liability Company:	For each General Partner that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

and

For each Limited Partner that is a Limited Partnership:	For each Limited Partner that is a Limited Liability Company:	For each Limited Partner that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

For any General Partner and/or Limited Partner that is a natural person (i.e., Samuel S. Smith), no further disclosure is required.

(b) If the Applicant is a Limited Liability Company:

Identify All Managers	and	Identify All Members
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and

For each Manager that is a Limited Partnership:	For each Manager that is a Limited Liability Company:	For each Manager that is a Corporation:
Identify each General Partner	Identify each Manager	Identify each Officer
and	and	and
Identify each Limited Partner	Identify each Member	Identify each Director
		and
		Identify each Shareholder

and

For each Member that is a Limited Partnership:		For each Member that is a Limited Liability Company:		For each Member that is a Corporation:
Identify each General Partner		Identify each Manager		Identify each Officer
and		and		and
Identify each Limited Partner		Identify each Member		Identify each Director
				and
				Identify each Shareholder

For any Manager and/or Member that is a natural person (i.e., Samuel S. Smith), no further disclosure is required.

(c) If the Applicant is a Corporation:

Identify All Officers	and	Identify All Directors	and	Identify All Shareholders
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and

For each Shareholder that is a Limited Partnership:		for each Shareholder that is a Limited Liability Company:		For each Shareholder that is a Corporation:
Identify each General Partner		Identify each Manager		Identify each Officer
and		and		and
Identify each Limited Partner		Identify each Member		Identify each Director
				and
				Identify each Shareholder

For any Officer and/or Director and/or Shareholder that is a natural person (i.e., Samuel S. Smith), no further disclosure is required.

b. Examples:

➤ Example No. 1:

Applicant: Acme Properties, LLC

Sole Member/Manager: ABC, LLC

Manager: Amy Smith

Sole Member: Patty Jones

➤ Example No. 2:

Applicant: Acme Builders, LLC

Manager: Acme Management Co, Inc.

Officers: Peter Smith, President/CEO  
Fred Jones, Vice President  
Patty Jones, Vice President  
Bob Brown, Secretary  
Amy Smith, Treasurer

Directors: Peter Smith  
Fred Jones  
Patty Jones

Shareholders: Fred Jones  
Patty Jones  
Bob Brown  
Amy Smith

Member: Adam Jones  
Member: Amy Smith

➤ Example No. 3:

Applicant: Acme Properties, Ltd.

Managing General Partner: ABC, Ltd.  
General Partner: XYZ, Inc.  
Limited Partner Fred Jones

Co-General Partner: Acme Homes 3, LLC  
Sole Manager/Member: Peter Smith

Co-General Partner: ABC, LLC  
Manager: Adam Jones  
Manager: Peter Smith  
Member: XYZ, LLC  
Member: Adam Jones  
Member: Peter Smith

Limited Partner: Acme Homes Contractors, Inc.  
Officers: Fred Jones, President  
Bob Brown, Vice President  
Patty Jones, Secretary/  
Treasurer  
Directors: Fred Jones  
Bob Brown  
Patty Jones

Shareholders: Fred Jones  
Bob Brown  
Peter Smith  
Patty Jones  
Adam Jones