

FLORIDA HOUSING FINANCE CORPORATION (CORPORATION)

CONTINUOUS ADVANCE REVIEW PROCESS FOR DISCLOSURE OF APPLICANT AND DEVELOPER PRINCIPALS

Applicants responding to the Non-Competitive Application and most of the upcoming RFAs issued by the Corporation will be required to complete the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019), which is available on the Non-Competitive webpage and the webpage for each particular RFA. The Applicant must disclose on the form the Principals of the Applicant and each Developer, as required by the following instructions and the applicable program rule(s) (i.e., Rule Chapter 67-48, F.A.C., and/or Rule Chapter 67-21, F.A.C.).

To assist Applicants in meeting the Principals disclosure requirements, the Corporation offers a courtesy Advance Review Process. Under this process, the Corporation will review the Applicant's completed form and provide feedback. Applicants are not required to participate in the Advance Review Process in order to submit an Application in response to any RFA. This process is provided solely as a courtesy by the Corporation. The Advance Review Process Terms and Conditions are outlined in Item A below. Applicants may complete the form and submit it to the Corporation for review subject to the Disclosure Instructions outlined in Section B below and the Rule definitions outlined in Section C below. Sample charts and examples are provided in Section D below. In addition, the Corporation has provided Frequently Asked Questions (FAQ) on the Non-Competitive Application webpage and the webpage for each particular RFA, which may be updated from time to time.

**A. Advance Review Process**

The Corporation will review a completed Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019), hereunder referred to as the "Principals Disclosure Form", subject to the following terms and conditions:

1. The Corporation's review of a completed Principals Disclosure Form will be subject to the same review standards as in the Non-Competitive Application or RFA, as applicable.
2. An Applicant may submit its initial Principals Disclosure Form and any corrected Principals Disclosure Form, only in the form of an Excel file, for review to the Corporation by electronic mail (email) to [FHFCAdvanceReview@floridahousing.org](mailto:FHFCAdvanceReview@floridahousing.org) . An initial Principals Disclosure Form and any corrected Principals Disclosure Form submitted to the Corporation by any other means or in any form other than an Excel file will not be reviewed under the Advance Review Process by the Corporation.
3. The Applicant's email transmittal must include a contact person and email address for purposes of any response by the Corporation.
4. Corporation staff will review the Applicant's Principals Disclosure Form 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 an initial or corrected Principals Disclosure Form that is transmitted in the form of an Excel file to the email address as specified by the Corporation.
6. The Corporation shall notify the Applicant's contact person if the Principals Disclosure Form is approved. As evidence of the Corporation's approval of a Principals Disclosure Form (whether it be the Applicant's initial form submittal, or a revised form submitted by the Applicant in response to a notice of deficiency previously issued by the Corporation), the approved Principals Disclosure Form shall be stamped (a) with the date it was received by the Corporation and (b) the date it was approved by the Corporation, for that purpose ("Stamped Principals Disclosure Form"). The received and approval stamps will be inserted in the upper right-hand corner of each page of the Principals Disclosure Form for both the Applicant and the

Developer(s). The Stamped Principals Disclosure Form shall be transmitted via email to the Applicant's contact person. The approved Principals Disclosure form will be locked, and no further changes can be made to the approved form by the Applicant.

7. At the time the Application to which the Principals Disclosure Form applies is submitted to the Corporation, the Applicant must upload the Excel form along with the Application. The Corporation will only review the Stamped Principals Disclosure Form uploaded with the Application submittal to the extent necessary to confirm that it consists entirely of materials approved by the Corporation and is for the Applicant and Developer(s) stated in the Application; otherwise, the Corporation shall accept the Stamped Principals Disclosure Form as meeting the applicable requirements of the applicable RFA.

In a case where the Applicant does not have a Stamped Principals Disclosure Form (i.e., the Applicant participated in the Advance Review Process but did not receive a Stamped Principals Disclosure Form, or the Applicant chose not to participate in the Advance Review Process), an Applicant must complete the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) and upload the form as part of its Application submittal.

8. The courtesy Advance Review Process is an open, ongoing process and an Applicant may submit an initial Principals Disclosure Form or a corrected Principals Disclosure Form at any time. Applicants electing to participate in the Advance Review Process are responsible for submitting information to the Corporation in a timely manner in order to meet any applicable Application deadline. As the Advance Review Process is provided as a courtesy by the Corporation, the Corporation is under no obligation to respond within any specific timeframe. It is the Applicant's sole responsibility to submit the required information in response to an RFA by the applicable Application deadline, and in accordance with any Advance Review deadline outlined in the RFA.
9. Once a Stamped Principals Disclosure Form is received by the Applicant, it may be included in future RFA submissions, provided (a) the information stated on the Stamped Principals Disclosure Form is correct for the particular Application submission and, (b) the correct version of the form is provided pursuant to the RFA instructions.

#### **B. Disclosure Instructions - Principals for the Applicant and for each Developer**

For each Request for Applications (RFA) requiring the disclosure of Applicant and Developer Principals, the Applicant must complete and upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 05-2019) as a part of the RFA submission, identifying the Principals for the Applicant and the Principals for each Developer, as follows:

1. For a Limited Partnership, identify the following: (i) the Principals of the Applicant as of the Application Deadline and (ii) the Principals for each Developer as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development. For Housing Credits, the investor limited partner (or placeholder for the investor limited partner) must be identified.
2. For a Limited Liability Company, identify the following: (i) the Principals of the Applicant as of the Application Deadline and (ii) the Principals for each Developer as of the Application Deadline. This list must include warrant holders and/or option holders of the proposed Development. For Housing Credits, the investor member (or placeholder for the investor member) must be identified.
3. For all other entities, identify the following: (i) the Principals of the Applicant as of the Application Deadline and (ii) the Principals for each Developer as of the Application Deadline.

#### **C. Rule Definitions for Applicant, Developer and Principal**

1. "Applicant" is defined as follows:

Subsection 67-48.002(9), F.A.C.: "Applicant" means any person or legal entity of the type and with the management and ownership structure described herein that is seeking a loan or funding from the

Corporation by submitting an Application or responding to a competitive solicitation pursuant to Rule Chapter 67-60, F.A.C., for one or more of the Corporation's programs. For purposes of Rules 67-48.0105, 67-48.0205 and 67-48.031, F.A.C., Applicant also includes any assigns or successors in interest of the Applicant. Unless otherwise stated in a competitive solicitation, as used herein, a 'legal entity' means a corporation, limited partnership or limited liability company legally formed as of the Application Deadline.

Subsection 67-21.002(9), F.A.C.: "Applicant" means any person or legal entity of the type and with the management and ownership structure described herein that is seeking a loan or funding from the Corporation by submitting an Application or responding to a competitive solicitation pursuant to Rule Chapter 67-60, F.A.C., for one or more of the Corporation's programs. For purposes of Rule 67-21.031, F.A.C., Applicant also includes any assigns or successors in interest of the Applicant. Unless otherwise stated in a competitive solicitation, as used herein, a 'legal entity' means a corporation, limited partnership or limited liability company legally formed as of the Application Deadline.

2. "Developer" is defined in subsections 67-48.002(28) and 67-21.002(30), F.A.C., as follows:

"Developer" means any individual or legal entity which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application. Unless otherwise stated in a competitive solicitation, as used herein, a 'legal entity' means a corporation, association, joint venturer, or partnership legally formed as of Application deadline.

3. "Principal" is defined in subsections 67-48.002(93) and 67-21.002(85), F.A.C., as follows:

(94) "Principal" has the meanings set forth below and an Principal other than a natural person must be a legally formed entity as of the Application deadline:

- (a) For a corporation, each officer, director, executive director, and shareholder of the corporation.
- (b) For a limited partnership, each general partner, and each limited partner of the limited partnership.
- (c) For a limited liability company, each manager, and each member of the limited liability company.
- (d) For a trust, each trustee of the trust and all beneficiaries of majority age (i.e.; 18 years of age) as of Application deadline.
- (e) For a Public Housing Authority, each officer, director, commissioner, and executive director of the Authority.

#### **D. Sample Charts and Examples**

Disclosure requirements for the Applicant and each Developer are outlined in subsections 67-48.0075, and 67-21.0025, F.A.C., as follows:

- (8) Unless otherwise stated in a competitive solicitation, disclosure of the Principals of the Applicant must comply with the following:
  - (a) The Applicant must disclose all of the Principals of the Applicant (first principal disclosure level). For Applicants seeking Housing Credits, the Housing Credit Syndicator/Housing Credit investor need only be disclosed at the first principal disclosure level and no other disclosure is required;
  - (b) The Applicant must disclose all of the Principals of all the entities identified in paragraph (a) above (second principal disclosure level);
  - (c) The Applicant must disclose all of the Principals of all of the entities identified in paragraph (b) above (third principal disclosure level). Unless the entity is a trust or a non-profit as defined in Section 42(h)(5)(C), subsection 501(c)(3) or 501(c)(4) of the IRC., all of the Principals must be natural persons. A non-profit entity may be identified at the third principal disclosure level if the non-profit wholly owns a real estate development subsidiary identified at the second principal disclosure level; and

- (d) If any of the entities identified in (c) above are a trust or a non-profit, the Applicant must disclose all of the Principals of the trust or non-profit (fourth principal disclosure level), all of whom must be natural persons.
- (9) Unless otherwise stated in a competitive solicitation, disclosure of the Principals of each Developer must comply with the following:
  - (a) The Applicant must disclose all of the Principals of the Developer (first principal disclosure level); and
  - (b) The Applicant must disclose all of the Principals of all the entities identified in paragraph (a) above (second principal disclosure level).
  - (c) A competitive solicitation may require disclosure of a natural person Principal of the Developer to meet Developer experience requirements.

To assist the Applicant in completing the Principals Disclosure Form, the Corporation has developed a decision tree chart as well as samples designed to illustrate the acceptable format for listing Principals for the Applicant and for each Developer. The chart and samples are set out below for easy reference.

**1. Principal Disclosures for the Applicant and each Developer:**

The Corporation is providing the following charts and examples to assist the Applicant in completing the required Principals Disclosure Form identifying the Principals for the Applicant and for each Developer. The terms Applicant, Developer and Principal are defined in Section C above and in Rules 67-48.002 and 67-21.002, F.A.C.

Section a.(1) below outlines the required information concerning the ownership structure for the Applicant entity. By the Third Principal Disclosure Level, all Principals of the Applicant entity, with the exception of a trust or non-profit disclosed at the Third Principal Disclosure Level, must be natural persons (e.g., Samuel S. Smith). If a trust is disclosed at the Third Principal Disclosure Level, the Trustee and all Beneficiaries of majority age must be natural persons by the Fourth Principal Disclosure Level. If a non-profit is disclosed at the Third Principal Disclosure Level, the Executive Director and Officers/Directors of the non-profit must be disclosed as natural persons by the Fourth Principal Disclosure Level.

Section a.(2) below outlines the required information concerning the ownership structure of each Developer entity.

a. Charts:

**(1) For the Applicant entity:**

(a) Limited Partnership:

If the Applicant entity is a Limited Partnership, identify the Applicant Limited Partnership by name

and

(i) First Principal Disclosure Level:

List the Name of each General Partner of the Applicant Limited Partnership and label each as General Partner	and	List the name of each Limited Partner of the Applicant Limited Partnership and label each as either non-investor Limited Partner or investor Limited Partner (i.e., equity provider and/or placeholder), as applicable
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Note: For any General Partner and/or Limited Partner that is a natural person, no further disclosure is required. For any General Partner and/or Limited Partner that is **not** a natural person, a Second Principal Disclosure Level is required.

and

(ii) Second Principal Disclosure Level:

At the Second Principal Disclosure Level, the parties involved in each General Partner and Limited Partner entity can include a Limited Partnership, a Limited Liability Company, a Corporation, a Trust, a Public Housing Authority (PHA), and/or a natural person.

For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Limited Partnership:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Limited Liability Company:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Corporation:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a Trust:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and List the name of each Shareholder and label each as Shareholder		and/or List the name of each Executive Director, and label each as Executive Director  and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member, or Shareholder that is a natural person, no further disclosure is required. For any General Partner, Limited Partner, Manager, Member, or Shareholder that is **not** a natural person, a Third Principal Disclosure Level is required.

and

(iii) Third Principal Disclosure Level:

By the Third Principal Disclosure Level, the parties involved in each General Partner and Limited Partner entity must be natural persons and cannot involve any type of entity except a Trust.

For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Limited Partnership:	For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Limited Liability Company:	For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Corporation:	For each General Partner and Limited Partner that, at the Second Principal Disclosure Level, is a Trust:	For each General Partner and Limited Partner of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and

List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

- (iv) If any Party involved in a General Partner or Limited Partner entity at the Third Principal Disclosure Level is a Trust, list the name of the Trustee and each Beneficiary (each of whom must be a natural person) at the Fourth Principal Disclosure Level. If any Party involved in a General Partner or Limited Partner entity at the Third Principal Disclosure Level is a non-profit corporation, list the name of the Executive Director and all officers/directors (each of whom must be a natural person) at the Fourth Principal Disclosure Level.

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), (iii), and (iv) above constitute the entire ownership structure of the Applicant Limited Partnership entity.

- (b) Limited Liability Company:

If the Applicant entity is a Limited Liability Company, identify the Applicant Limited Liability Company by name

and

(i) First Principal Disclosure Level:

List the name of each Manager of the Applicant Limited Liability Company and label each as either non-investor Manager or investor Manager (i.e., equity provider and/or placeholder) , as applicable	and	List the name of each Member of the Applicant Limited Liability Company and label each as either non-investor Member or investor Member (i.e., equity provider and/or placeholder), as applicable
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Note: For any Manager and/or Member that is a natural person, no further disclosure is required. For any Manager and/or Member that is **not** a natural person, a Second Principal Disclosure Level is required.

and

(ii) Second Principal Disclosure Level:

At the Second Principal Disclosure Level, the parties involved in each Manager and Member entity can involve a Limited Partnership, a Limited Liability Company, a Corporation, Trust, PHA, and/or a natural person.

For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Limited Partnership:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Limited Liability Company:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Corporation:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a Trust:	For each Manager and Member of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and List the name of each Shareholder and label each as Shareholder		and/or List the name of each Executive Director, and label each as Executive Director  and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member, or Shareholder that is a natural person, no further disclosure is required. For any General Partner, Limited Partner, Manager, Member, or Shareholder that is **not** a natural person, a Third Principal Disclosure Level is required.

and

(iii) Third Principal Disclosure Level:

By the Third Principal Disclosure Level, the parties involved in each Manager and Member entity must be natural persons and cannot involve any type of entity except a Trust.

For each Manager and Member that, at the Second Disclosure Level, is a Limited Partnership:	For each Manager and Member that, at the Second Disclosure Level, is a Limited Liability Company:	For each Manager and Member that, at the Second Disclosure Level, is a Corporation:	For each Manager and Member that, at the Second Disclosure Level, is a Trust:	For each Manager and Member of the Applicant that, at the Second Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director
				and
				List the name of each Commissioner and label each as Commissioner

- (iv) If any party involved in the Manager or Member entity at the Third Principal Disclosure Level is a Trust, list the name of the Trustee and each Beneficiary (each of whom must be a natural person) at the Fourth Principal Disclosure Level. If any Party involved in the Manager or Member entity at the Third Principal Disclosure Level is a non-profit corporation, list the name of the Executive Director and all officers/directors (each of whom must be a natural person) at the Fourth Principal Disclosure Level.

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), (iii), and (iv) above constitute the entire ownership structure of the Applicant Limited Liability Company entity.

(c) Corporation:

If the Applicant entity is a Corporation, identify the Applicant Corporation by name  
and

(i) First Principal Disclosure Level:

List the name of each Officer/Director of the Applicant Corporation and	and	List the name of each Executive Director of the Applicant Corporation and	and	List the name of each Shareholder
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label each as Officer/Director		label each as Executive Director		
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Note: For any Shareholder that is a natural person, no further disclosure is required. For any Shareholder that is **not** a natural person, a Second Principal Disclosure Level is required.

and

(ii) Second Principal Disclosure Level:

At the Second Principal Disclosure Level, the parties involved in each Shareholder entity can involve a Limited Partnership, a Limited Liability Company, a Corporation, a Trust, PHA, and/or a natural person.

For each Shareholder that, at the First Principal Disclosure Level, is a Limited Partnership:	For each Shareholder that, at the First Principal Disclosure Level, is a Limited Liability Company:	For each Shareholder that, at the First Principal Disclosure Level, is a Corporation:	For each Shareholder that, at the First Principal Disclosure Level, is a Trust:	For each Shareholder of the Applicant that, at the First Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and List the name of each Shareholder and label each as Shareholder		and/or List the name of each Executive Director, and label each as Executive Director  and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member, and/or Shareholder that is a natural person, no further disclosure is required. For any General Partner, Limited Partner, Manager, Member, and/or Shareholder that is **not** a natural person, a Third Principal Disclosure Level is required.

and

(iii) Third Principal Disclosure Level:

By the Third Principal Disclosure Level, the parties involved in each Shareholder entity must be natural persons and cannot involve any type of entity except a Trust.

For each Shareholder entity that, at the Second Principal Disclosure Level, is a Limited Partnership:	For each Shareholder entity that, at the Second Principal Disclosure Level, is a Limited Liability Company:	For each Shareholder entity that, at the Second Principal Disclosure Level, is a Corporation:	For each Shareholder that, at the Second Principal Disclosure Level, is a Trust:	For each Shareholder of the Applicant that, at the Second Principal Disclosure Level, is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director, and label each as Executive Director	List the name of each Beneficiary who has reached the age of majority (i.e., 18 years of age) as of Application deadline (each of whom must be a natural person) and label each as Beneficiary	List the name of each Executive Director, and label each as Executive Director
		and		and/or
		List the name of each Shareholder and label each as Shareholder		List the name of each Executive Director, and label each as Executive Director and List the name of each Commissioner and label each as Commissioner

- (iv) If any party involved in a shareholder entity at the Third Principal Disclosure Level is a Trust, list the name of the Trustee and each Beneficiary (each of whom must be a natural person) at the Fourth Principal Disclosure Level. If any Party involved in a shareholder entity at the Third Principal Disclosure Level is a non-profit corporation, list the name of the Executive Director and all officers/directors (each of whom must be a natural person) at the Fourth Principal Disclosure Level.

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), (iii), and (iv) above constitute the entire ownership structure of the Applicant Corporation entity.

**(2) For Each Developer entity:**

- (a) If the Developer entity is a Limited Partnership, identify the Developer Limited Partnership entity by name

and

- (i) First Principal Disclosure Level:

List the Name of each General Partner of the Developer Limited Partnership and label each as a General Partner	and	List the name of each Limited Partner of the Developer Limited Partnership and label each as a Limited Partner
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Note: For any General Partner and/or Limited Partner that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

and

(ii) Second Principal Disclosure Level:

For each General Partner or Limited Partner of the Developer that is a Limited Partnership:	For each General Partner or Limited Partner of the Developer that is a Limited Liability Company:	For each General Partner or Limited Partner of the Developer that is a Corporation:	For each General Partner and Limited Partner of the Developer that is a PHA:
List the name of all General Partners and label each as General Partner	List the name of all Managers and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director and label each as Executive Director	List the name of each Executive Director, and label each as Executive Director
		and	and/or
		List the name of each Shareholder and label each as Shareholder	List the name of each Executive Director, and label each as Executive Director  and  List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member and/or Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

(b) If the Developer entity is a Limited Liability Company, identify the Developer Limited Liability Company by name

and

(i) First Principal Disclosure Level:

List the name of each Manager of the Developer Limited Liability Company and label each as a Manager	and	List the name of each Member of the Developer Limited Liability Company and label each as Member
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Note: For any Manager and/or Member that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

and

(ii) Second Principal Disclosure Level:

For each Manager and Member of the Developer that is a Limited Partnership:	For each Manager and Member of the Developer that is a Limited Liability Company:	For each Manager and Member of the Developer that is a Corporation:	For each Manager and Member of the Developer that is a PHA:
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List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director and label each as Executive Director	List the name of each Executive Director, and label each as Executive Director
		and	and/or
		List the name of each Shareholder and label each as Shareholder	List the name of each Executive Director, and label each as Executive Director and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member and/or Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

(c) If the Developer entity is a Corporation, identify the Developer Corporation by name

and

(i) First Principal Disclosure Level:

List the name of each Officer of the Developer Corporation	and	List the name of each Director of the Developer Corporation	and	List the name of each Shareholder of the Developer Corporation
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Note: For any Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required  
and

(ii) Second Principal Disclosure Level:

For each Shareholder of the Developer that is a Limited Partnership:	For each Shareholder of the Developer that is a Limited Liability Company:	For each Shareholder of the Developer that is a Corporation:	For each Shareholder of the Developer that is a PHA:
List the name of each General Partner and label each as General Partner	List the name of each Manager and label each as Manager	List the name of each Officer/Director and label each as Officer/Director	List the name of each Officer/Director and label each as Officer/Director
and	and	and	and
List the name of each Limited Partner and label each as Limited Partner	List the name of each Member and label each as Member	List the name of each Executive Director and label each as Executive Director	List the name of each Executive Director, and label each as Executive Director
		and	and/or
		List the name of each Shareholder and label each as Shareholder	List the name of each Executive Director, and label each as Executive Director and List the name of each Commissioner and label each as Commissioner

Note: For any General Partner, Limited Partner, Manager, Member and/or Shareholder that is a natural person (e.g., Samuel S. Smith), no further disclosure is required.

- b. Examples are provided on the following pages, utilizing the Principals of the Applicant and Developer(s) Disclosure Form (Rev. 05-2019)

## Principal Disclosures for the Applicant

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Liability Company

Provide the name of the Applicant Limited Liability Company:

Vineland Housing, LLC

### First Principal Disclosure Level:

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified
1.	<u>Non-Investor Member</u>	<u>Vineland GP, LLC</u>	<u>Limited Liability Company</u>
2.	<u>Investor Member</u>	<u>Acme Non-Profit Development Corporation</u>	<u>Non-Profit Corporation</u>
3.	<u>Manager</u>	<u>Masters, Matthew S.</u>	<u>Natural Person</u>

### Second Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified
<u>1. (Vineland GP, LLC)</u>	<u>1.A. Managing Member</u>	<u>Acme Development, LLC</u>	<u>Limited Liability Company</u>

### Third Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Third Level Principal Disclosure for the Applicant](#)

Select the corresponding Second Level Principal Entity # from above for which the Third Level Principal is being identified

Third Level Entity #	Select the type of Principal being associated with the corresponding Second Level Principal Entity	Enter Name of Third Level Principal who must be either a Natural Person or a Trust	The organizational structure of Third Level Principal identified Must be either a Natural Person or a Trust
<u>1.A. (Acme Development, LLC)</u>	<u>1.A.(1) Sole Member</u>	<u>Acme Non-Profit Development Corporation</u>	<u>Non-Profit Corporation</u>

### Fourth Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Fourth Level Principal Disclosure for the Applicant](#)

Select the corresponding Third Level Principal Entity # from above for which the Fourth Level Principal is being identified

Fourth Level Entity #	Select the type of Principal being associated with the corresponding Third Level Principal Entity	Enter Name of Fourth Level Principal who must be a Natural Person	The organizational structure of Fourth Level Principal identified Must Be a Natural Person
<u>1.A.(1) (Acme Non-Profit Developmnt Corporatio</u>	<u>Executive Director</u>	<u>Jones, Ira X., Jr.</u>	<u>Natural Person</u>
<u>1.A.(1) (Acme Non-Profit Developmnt Corporatio</u>	<u>Officer/Director</u>	<u>Smith, Amy A.</u>	<u>Natural Person</u>
<u>1.A.(1) (Acme Non-Profit Developmnt Corporatio</u>	<u>Officer/Director</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>
<u>1.A.(1) (Acme Non-Profit Developmnt Corporatio</u>	<u>Officer/Director</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>

## Principal Disclosures for the Applicant

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Liability Company

Provide the name of the Applicant Limited Liability Company:

Vineland Housing, LLC

% Ownership input features will not be made available until invitation to credit underwriting

### First Principal Disclosure Level:

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified	% Ownership of Applicant
1.	<u>Non-Investor Member</u>	<u>Vineland GP, LLC</u>	<u>Limited Liability Company</u>	
2.	<u>Investor Member</u>	<u>Spencer Development Corporation</u>	<u>For-Profit Corporation</u>	
3.	<u>Manager</u>	<u>Masters, Matthew S.</u>	<u>Natural Person</u>	

### Second Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified	Second Level Principal % Ownership of First Level Principal
<u>1. (Vineland GP, LLC)</u>	<u>1.A. Sole Member</u>	<u>Acme Development, Inc.</u>	<u>For-Profit Corporation</u>	

### Third Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Third Level Principal Disclosure for the Applicant](#)

Select the corresponding Second Level Principal Entity # from above for which the Third Level Principal is being identified

Third Level Entity #	Select the type of Principal being associated with the corresponding Second Level Principal Entity	Enter Name of Third Level Principal who must be either a Natural Person or a Trust	The organizational structure of Third Level Principal identified Must be either a Natural Person or a Trust	3rd Level Principal % Ownership of 2nd Level Principal
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(1) Executive Director</u>	<u>Jones, Ira X., Jr.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(2) Officer/Director</u>	<u>Smith, Amy A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(3) Officer/Director</u>	<u>Jones, Peter A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(4) Officer/Director</u>	<u>Davis, Sam A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(5) Shareholder</u>	<u>Brown, Bob A.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(6) Shareholder</u>	<u>Anderson, Jennifer S.</u>	<u>Natural Person</u>	
<u>1.A. (Acme Development, Inc.)</u>	<u>1.A.(7) Shareholder</u>	<u>Adam Hampton Family Trust</u>	<u>Trust</u>	

### Fourth Principal Disclosure Level:

Vineland Housing, LLC

[Click here for Assistance with Completing the Entries for the Fourth Level Principal Disclosure for the Applicant](#)

Select the corresponding Third Level Principal Entity # from above for which the Fourth Level Principal is being identified

Fourth Level Entity #	Select the type of Principal being associated with the corresponding Third Level Principal Entity	Enter Name of Fourth Level Principal who must be a Natural Person	The organizational structure of Fourth Level Principal identified Must Be a Natural Person	4th Level Principal % Ownership of 3rd Level Principal
<u>1.A.(7) (Adam Hampton Family Trust)</u>	<u>Trustee</u>	<u>Hampton, John</u>	<u>Natural Person</u>	
<u>1.A.(7) (Adam Hampton Family Trust)</u>	<u>Beneficiary</u>	<u>Hampton, Adam</u>	<u>Natural Person</u>	

## Principal Disclosures for the Developer

How many Developers are part of this Application structure?

1

Select the organizational structure for the Developer entity:

The Developer is a: Limited Liability Company

Provide the name of the Developer Limited Liability Company:

Acme Developers, LLC

### First Principal Disclosure Level:

Acme Developers, LLC

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for a Developer](#)

First Level Entity #	Select Type of Principal of Developer	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified
1.	<u>Manager</u>	<u>Acme Management, Inc.</u>	<u>For-Profit Corporation</u>
2.	<u>Member</u>	<u>Jones, Adam C.</u>	<u>Natural Person</u>

### Second Principal Disclosure Level:

Acme Developers, LLC

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for a Developer](#)

Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified
<u>1. (Acme Management, Inc.)</u>	<u>Executive Director</u>	<u>Carr, Andy T.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Smith, Peter A.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Fred B.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Jones, Patty A.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Brown, Boby L.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Smith, Amy S.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Taylor, Jeremy B.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Officer/Director</u>	<u>Simpson, Pearl V.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Shareholder</u>	<u>Anderson, Richard</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Shareholder</u>	<u>Taylor, Phillip F.</u>	<u>Natural Person</u>
<u>1. (Acme Management, Inc.)</u>	<u>Shareholder</u>	<u>Richardson, Albert L.</u>	<u>Natural Person</u>



**Principal Disclosures for the Applicant**

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Partnership

Provide the name of the Applicant Limited Partnership:

Acme Properties, LP

% Ownership input features will not be made available until invitation to credit underwriting

**First Principal Disclosure Level:**

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified	% Ownership of Applicant
1.	General Partner	ABC, Ltd.	Limited Partnership	
2.	General Partner	Lakeshore Development, LLC	Limited Liability Company	
3.	General Partner	Smith, Peter S.	Natural Person	
4.	Investor LP	Acme Investments, LLC	Limited Liability Company	
5.	Non-Investor LP	Acme Homes 3, LLC	Limited Liability Company	

**Second Principal Disclosure Level:**

Acme Properties, LP

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified	Second Level Principal % Ownership of First Level Principal
1. (ABC, Ltd.)	General Partner	Jones, Adam T., Jr.	Natural Person	
1. (ABC, Ltd.)	General Partner	Smith, Peter S.	Natural Person	
1. (ABC, Ltd.)	Limited Partner	Helping Hands, Inc.	For-Profit Corporation	
2. (Lakeshore Development, LLC)	Managing Member	Lakeshore Housing Authority	Public Housing Authority	
5. (Acme Homes 3, LLC)	Manager	Smith, Adam N.	Natural Person	
5. (Acme Homes 3, LLC)	Member	Jones, Peter B.	Natural Person	
5. (Acme Homes 3, LLC)	Member	Peterson, Greg A.	Natural Person	

**Third Principal Disclosure Level:**

Acme Properties, LP

[Click here for Assistance with Completing the Entries for the Third Level Principal Disclosure for the Applicant](#)

Select the corresponding Second Level Principal Entity # from above for which the Third Level Principal is being identified

Third Level Entity #	Select the type of Principal being associated with the corresponding Second Level Principal Entity	Enter Name of Third Level Principal who must be either a Natural Person or a Trust	The organizational structure of Third Level Principal identified Must be either a Natural Person or a Trust	3rd Level Principal % Ownership of 2nd Level Principal
1.C. (Helping Hands, Inc.)	Executive Director	Davis, Sam A.	Natural Person	
1.C. (Helping Hands, Inc.)	Officer/Director	Jones, Fred L.	Natural Person	
1.C. (Helping Hands, Inc.)	Officer/Director	Jones, Patty L.	Natural Person	
1.C. (Helping Hands, Inc.)	Officer/Director	Jones, Peter A.	Natural Person	
1.C. (Helping Hands, Inc.)	Shareholder	Davis, Sam A.	Natural Person	
1.C. (Helping Hands, Inc.)	Shareholder	Jones, Peter A.	Natural Person	
1.C. (Helping Hands, Inc.)	Shareholder	Jones, Patty L.	Natural Person	
2.A. (Lakeshore Housing Authority)	Executive Director	Kirkland, Andrew S.	Natural Person	
2.A. (Lakeshore Housing Authority)	Commissioner	Rivers, Nancy B.	Natural Person	
2.A. (Lakeshore Housing Authority)	Commissioner	Little, Candy A.	Natural Person	
2.A. (Lakeshore Housing Authority)	Commissioner	Walters, Henry B.	Natural Person	

## Principal Disclosures for the Developer

How many Developers are part of this Application structure?

1

Select the organizational structure for the Developer entity:

The Developer is a: Limited Partnership

Provide the name of the Developer Limited Partnership:

Acme Properties, Ltd.

### First Principal Disclosure Level:

Acme Properties, Ltd.

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for a Developer](#)

<u>First Level Entity #</u>	<u>Select Type of Principal of Developer</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure of First Level Principal identified</u>
1.	<u>General Partner</u>	<u>ABC, Ltd.</u>	<u>Limited Partnership</u>
2.	<u>General Partner</u>	<u>Acme Homes 3, LLC</u>	<u>Limited Liability Company</u>
3.	<u>Limited Partner</u>	<u>Johnson, Charles L.</u>	<u>Natural Person</u>

### Second Principal Disclosure Level:

Acme Properties, Ltd.

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for a Developer](#)

Select the corresponding First

Level Principal Entity # from

above for which the Second

Level Principal is being

identified

Second Level

Entity #

Select the type of Principal

being associated with the

corresponding First Level

Principal Entity

Enter Name of Second Level Principal

Select organizational structure

of Second Level Principal

identified

1. (ABC, Ltd.)

1.A.

General Partner

Jones, Adam A., Jr.

Natural Person

1. (ABC, Ltd.)

1.B.

General Partner

Smith, Peter A.

Natural Person

1. (ABC, Ltd.)

1.C.

Limited Partner

Helping Hands, Inc.

For-Profit Corporation

2. (Acme Homes 3, LLC)

2.A.

Sole Member

Smith, Peter L.

Natural Person

**Principal Disclosures for the Applicant**

Select the organizational structure for the Applicant entity:

The Applicant is a: For-Profit Corporation

Provide the name of the Applicant For-Profit Corporation:

Americana, Inc.

% Ownership input features will not be made available until invitation to credit underwriting

**First Principal Disclosure Level:**

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for the Applicant](#)

First Level Entity #	Select Type of Principal of Applicant	Enter Name of First Level Principal	Select organizational structure of First Level Principal identified	% Ownership of Applicant
1.	Executive Director	Davis, Sam A.	Natural Person	
2.	Officer/Director	Jones, Fred L.	Natural Person	
3.	Officer/Director	Brown, Bob A.	Natural Person	
4.	Officer/Director	Jones, Patty L.	Natural Person	
5.	Officer/Director	Jones, Peter A.	Natural Person	
6.	Officer/Director	Johnson, Ken V.	Natural Person	
7.	Officer/Director	Masters, James W.	Natural Person	
8.	Shareholder	Davis, Sam A.	Natural Person	
9.	Shareholder	Jones, Peter A.	Natural Person	
10.	Shareholder	United Building, LLC	Limited Liability Company	

**Second Principal Disclosure Level:**

Americana, Inc.

[Click here for Assistance with Completing the Entries for the Second Level Principal Disclosure for the Applicant](#)

Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being identified

Second Level Entity #	Select the type of Principal being associated with the corresponding First Level Principal Entity	Enter Name of Second Level Principal	Select organizational structure of Second Level Principal identified	Second Level Principal % Ownership of First Level Principal
10. (United Building, LLC)	10.A. Manager	Smith, Peter T.	Natural Person	
10. (United Building, LLC)	10.B. Member	Jones, Patty L., Tenant by the Entireties	Natural Person	
10. (United Building, LLC)	10.C. Member	Jones, Adam A., Tenant by the Entireties	Natural Person	

## Principal Disclosures for the Developer

How many Developers are part of this Application structure?

1

Select the organizational structure for the Developer entity:

The Developer is a: For-Profit Corporation

Provide the name of the Developer For-Profit Corporation:

Lakeshore Development, Inc.

**First Principal Disclosure Level:**

Lakeshore Development, Inc.

[Click here for Assistance with Completing the Entries for the First Level Principal Disclosure for a Developer](#)

<u>First Level Entity #</u>	<u>Select Type of Principal of Developer</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure of First Level Principal identified</u>
1.	<u>Executive Director</u>	<u>Kirkland, Andrew S.</u>	<u>Natural Person</u>
2.	<u>Officer/Director</u>	<u>Rivers, Nancy B.</u>	<u>Natural Person</u>
3.	<u>Officer/Director</u>	<u>Little, Candy A.</u>	<u>Natural Person</u>
4.	<u>Shareholder</u>	<u>Kirkland, Andrew S.</u>	<u>Natural Person</u>
5.	<u>Shareholder</u>	<u>Rivers, Nancy B.</u>	<u>Natural Person</u>
6.	<u>Shareholder</u>	<u>Little, Candy A.</u>	<u>Natural Person</u>