

**BEFORE THE STATE OF FLORIDA  
FLORIDA HOUSING FINANCE CORPORATION**

AMBAR RIVERVIEW, LTD.,

Petitioner,

vs.

FLORIDA HOUSING FINANCE  
CORPORATION,

Respondent.

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FHFC Case No. 2019-014BP

RFA No. 2018-111

Application No. 2019-035C

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FINANCE CORPORATION

**FORMAL WRITTEN PROTEST AND  
PETITION FOR ADMINISTRATIVE HEARING**

Petitioner, AMBAR RIVERVIEW, LTD. (“Ambar”), pursuant to sections 120.57(3), Florida Statutes (“F.S.”), and Rules 28-110 and 67-60, Florida Administrative Code (“FAC”) hereby files this Formal Written Protest and Petition for Administrative Hearing regarding the review, ranking and scoring decisions of Respondent, FLORIDA HOUSING FINANCE CORPORATION (“Florida Housing”) in awarding funding to responsive bidders pursuant to Request for Application 2018-111 Housing Credit Financing for Affordable Housing Developments Located in Miami-Dade County (the “RFA”). In support Ambar provides as follows:

1. Ambar is a Florida Limited Partnership in the business of providing affordable housing. Ambar is located at 3030 Hartley Road, Suite 310, Jacksonville, FL 32257.
2. Florida Housing is the allocating agency for the State of Florida that was granted the authority to issue the RFA for the purpose of new construction, redevelopment, or rehabilitation of much needed affordable housing. Florida Housing's address is 227 North Bronough Street, Suite 500, Tallahassee, Florida 32301.

3. On September 6, 2018, Florida Housing issued the RFA which offered funding as follows:

This Request for Applications (RFA) is open to Applicants proposing the development of affordable, multifamily housing located in Miami-Dade County.

Under this RFA, Florida Housing Finance Corporation (the Corporation) expects to have up to an estimated \$6,881,821 of Housing Credits available for award to proposed Developments located in Miami-Dade County. The Corporation is soliciting applications from qualified Applicants that commit to provide housing in accordance with the terms and conditions of this RFA, inclusive of all Exhibits, applicable laws, rules and regulations, and the Corporation's generally applicable construction and financial standards.

4. Through the issuance of the RFA, Florida Housing sought to solicit proposals from qualified Applicants that would provide housing consistent with the terms and conditions of the RFA, applicable laws, rules, and regulations.

5. On November 9, 2018, Ambar submitted its Application in response to the RFA that included information concerning the development of a 105 unit apartment complex in Miami Dade County, Florida, named The Ambar. Through the Application, Ambar was requesting \$2,700,000 in tax credit funding. Ambar satisfied all threshold requirements of the RFA and was awarded a score of 15 out of 15 possible points. Florida Housing received 67 applications in response to the RFA.

6. As the owner and developer of a project seeking funding through the RFA, Ambar is substantially affected by the review, scoring, and ranking of the responses to the RFA. The results of this and related proceedings may affect Ambar's ability to obtain funding through the RFA.

7. Consistent with the primary mission and goal of the RFA, Ambar will provide much needed affordable housing in Miami-Dade County. Without the funds provided by the

RFA, Ambar will be unable to provide this much needed housing. Accordingly, Ambar's substantial interests are affected by the decisions made by Florida Housing.

8. On January 23, 2019, the designated Review Committee met and considered the 67 Applications responding to the RFA. At the meeting the Review Committee orally listed and manually input the scores for each section of each RFA Response and ultimately made recommendations to the Florida Housing Finance Corporation Board of Directors ("Board") for their consideration. The Review Committee consisted of Florida Housing staff. During the meeting, the Review Committee determined that Ambar's Application was eligible however not selected for funding. Instead Application 2019-073C (Las Brisas Trace) was recommended for tentative funding ahead of Ambar. On February 1, 2019, the Board accepted and approved the Review Committee's ranking and funding recommendation.

9. Because the demand for funding far exceeds that which is available qualified applicants must compete for funding. To assess the relative merits of proposed developments, Florida Housing has established by rule this competitive solicitation process. How an applicant completes or fails to complete its application is crucial to this process.

10. On February 5, 2019, Ambar timely filed its Notice of Intent to Protest. This Formal Written Protest is being timely filed and Florida Housing has waived the bid protest bond requirement for the RFA. As a Developer of affordable housing in need of supplemental funding, Ambar's substantial interests are affected by Florida Housing's decision not to award the necessary funding pursuant to the RFA. In this action Ambar is challenging the eligibility of the Las Brisas Trace Application in that Las Brisas Trace provided incorrect and incomplete information on the Principals of the Applicant and Developer(s) Disclosure Form, failed to include an acceptable Equity Proposal, failed to provide a complete response to the RFA, and

failed to provide a correctly prepared Local Government Contribution Form. If successful in its challenge Ambar will move into the funding range.

### IDENTIFICATION OF PRINCIPALS

11. Initially in this challenge Ambar asserts that Las Brisas has not provided complete and accurate information concerning the Principals of the Applicant and Co-Developer. Florida Housing requires Applicants to identify the Applicant, all Developer(s), and all Principals of the Applicant and Developer(s).

12. The Principal Disclosure process includes an extensive set of Instructions ( See Exhibit A) and answers to Frequently Asked Questions (See Exhibit B) to facilitate accurate and complete Principal Disclosure Forms. A customized Microsoft Excel Florida Housing spreadsheet is used to list the Principals of the Applicant and Developer(s) pursuant to the Instructions and Frequently Asked Questions. Once all the information is entered, the spreadsheet becomes the Principal Disclosure Form and it must be included with each application as an Eligibility Item.

13. At Section Four A(4)(d) the RFA specifically provides as follows:

Principals Disclosure for the Applicant and for each Developer (5 points)

(1) Eligibility Requirements

To meet the submission requirements, the Applicant must upload the Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) (“Principals Disclosure Form”) with the Application and Development Cost Pro Forma, as outlined in Section Three above.

The Principals Disclosure Form must identify the Principals of the Applicant and Developer(s) as of the Application Deadline and should include, for each applicable organizational structure, only the types of Principals required by Subsection 67-48.002, F.A.C. A Principals Disclosure Form should not include, for any organizational structure, any type of entity that is not specifically included in the Rule definition of Principals.

(2) Point Item

Applicants will receive 5 points if the uploaded Principal Disclosure Form was stamped “Approved” during the Advance Review Process provided (a) it is still correct as of Application Deadline, and (b) it was approved for the type of funding being requested (i.e., Housing Credits or Non-Housing Credits). The Advance Review Process for Disclosure of Applicant and Developer Principals is available on the Corporation’s Website <http://www.floridahousing.org/programs/developers-multifamilyprograms/competitive/2018/2018-111> (also accessible by clicking here) and also includes samples which may assist the Applicant in completing the required Principals Disclosure Form.

Note: It is the sole responsibility of the Applicant to review the Advance Review Process procedures and to submit any Principals Disclosure Form for review in a timely manner in order to meet the Application Deadline.

14. In response to this RFA requirement, Las Brisas Trace, LP, a limited partnership, is identified as the Applicant entity and EHDOD Development Services, LLC as a co-Developer. As shown on the Principal Disclosure Form, EHDOD Las Brisas Trace Charitable Corporation is listed as the General Partner of the Applicant. As also shown on the Principal Disclosure Form, Elderly Housing Development and Operations Corporation (“EHDOD”) is identified as the Manager and Sole Member of the co-Developer. (See Exhibit C) Based on the information provided EHDOD Las Brisas Trace Charitable Corporation is a subordinate entity of Elderly Housing Development and Operations Corporation. At the Second Disclosure Level for the Applicant, Mr. Steve Protulis is listed as the “Executive Director,” which according to the Principal Disclosure Q&A is the drop down word to use for the role similar to President and/or CEO.

15. At the Second Disclosure level for co-Developer, Mr. Steve Protulis is listed as the “Officer” of the Manager and Sole Member of EHDOD Development Services, LLC.

16. At the Applicant Certification and Acknowledgement Form Mr. Steve Protulis signed on behalf of the Applicant as President/CEO of General Partner of the Applicant or EHDOC Las Brisas Trace Charitable Corporation. (See Exhibit D)

17. Under attachment 3 of the Application, the Applicant provided the Names and Addresses of the Members of the Governing Board of EHDOC Las Brisas Trace Charitable Corporation. A review of the EHDOC website also apparently shows all Directors at <https://www.ehdoc.org/board-of-directors/>. The list of Directors includes those listed on the Principal Disclosure Form as Directors of the Applicant, but also includes Steve Protulis, Christopher M. Shelton, Morton Bahr, Edward L. Romero, Leo W. Gerard, Maria C. Cordone, and Erica Schmekzer as Director

18. Based on their multiple roles/titles Steve Protulis, Christopher M. Shelton, Morton Bahr, Edward L. Romero, Leo W. Gerard, Maria C. Cordone, and Erica Schmekzer should have been identified in the Principal Disclosure Form for the Applicant as a Director in addition to being identified as the indicated Executive Director and Officer(s), respectively. Steve Protulis, Christopher M. Shelton, Morton Bahr, Edward L. Romero, Leo W. Gerard, Maria C. Cordone, and Erica Schmekzer should have been identified in the Principal Disclosure Form for the Co-Developer as a Director in addition to being identified as Officer(s). Not listing these individuals correctly, pursuant to the Frequently Asked Questions, must result in the Application being deemed ineligible or at a minimum a 5 point reduction should result.

19. Additionally a review of the EHDOC website shows officers that are not disclosed on the Principal Disclosure Form including Mauricio Bayon – VP of IT; Melissa Tarrant, VP of Field Operations; Irene Phillips VP of Finance and Accounting; Delmar Melton, VP – Development Director. Not including all Principals renders the Las Brisas Trace Application ineligible for funding.

20. Because of these deviations in its Principal Disclosure Form, Las Brisas Trace's Application should be deemed ineligible.

### EQUITY PROPOSAL

21. At Section Four 9(A)(10)(a)(5) the RFA provides as follows:

#### (5) Housing Credit Equity Proposal

A HC equity proposal must be provided as Attachment 14. For purposes of this RFA, to be counted as a source, an equity proposal, regardless of whether the documentation is in the form of a commitment, proposal, term sheet or letter of intent, must meet the requirements outlined below:

(i) If the Eligible HC Request Amount is less than the anticipated amount of credit allocation stated in the equity proposal, the equity proposal will be considered a source of financing and, for scoring purposes, the maximum amount of HC equity to be permitted in the Development Cost Pro Forma will be adjusted downward from the amount stated in the equity proposal. This adjusted maximum HC equity will be calculated by taking the total amount of equity to be provided to the proposed Development as stated in the equity proposal letter, dividing it by the credit allocation stated in the equity proposal and multiplying that quotient by the Applicant's Eligible HC Request Amount. If the Eligible HC Request Amount is greater than the anticipated amount of credit allocation stated in the equity proposal, the equity proposal will be considered a source of financing and the maximum amount of HC equity to be permitted for scoring in the Development Cost Pro Forma will be the amount stated in the equity proposal.

(ii) If syndicating/selling the Housing Credits

(A) The Housing Credit equity proposal must also meet the following criteria:

- Be executed by the equity provider;
- Include specific reference to the Applicant as the beneficiary of the equity proceeds;
- State the proposed amount of equity to be paid prior to construction completion;
- State the anticipated Eligible Housing Credit Request Amount;

- State the anticipated dollar amount of Housing Credit allocation to be purchased; and
  - State the anticipated total amount of equity to be provided.
- (B) If the limited partnership agreement or limited liability company operating agreement has closed, the closed agreement must be provided. To be counted as a source of financing, the partnership agreement or operating agreement must meet the requirements of (A) above or the Applicant must submit separate documentation, signed by the equity provider, expressly stating any required criteria not provided in the agreement.
- (iii) If not syndicating/selling the Housing Credits, the owner's commitment to provide equity must be provided as Attachment 14.
- (A) The commitment must include the following:
- The proposed amount of equity to be paid prior to construction completion;
  - The anticipated Eligible Housing Credit Request Amount;
  - The anticipated dollar amount of Housing Credit allocation to be purchased; and
  - The anticipated total amount of equity to be provided.
- (B) Evidence of ability to fund must be provided with Attachment 14 to the Application.

**Note: Exhibit D to the RFA outlines the requirement and deadline for the Applicant's confirmation that the documented equity amount to be paid prior to or simultaneous with the closing of construction financing is at least 15 percent of the total proposed equity to be provided (the 15 percent criteria).**

22. In response to this RFA requirement Las Brisas Trace provided at Attachment 14, a Equity Proposal from Boston Capital. (See Exhibit E) The Equity Proposal does not meet the requirement that the documented equity amount to be paid prior to or simultaneous with the closing of construction financing is at least 15 percent of the total proposed equity to be provided. ("The 15 percent criteria") Another Application in this RFA, which also included



using a Boston Capital Equity Proposal did in fact include specific language that satisfies the “15 percent criteria.” (See Exhibit F) In the absence of this confirmation Las Brisas Trace fails the “15 percent criteria” and its Application should be deemed ineligible.

Failure to provide complete response to RFA

23. Rule 67-60.006, F.A.C. provides that “[t]he failure of an Applicant to supply required information in connection with any competitive solicitation pursuant to this rule chapter shall be grounds for a determination of nonresponsiveness with respect to its Application.”

24. Furthermore, by submitting an application, each applicant certifies that the:

Proposed Developments funded with Housing Credits under this RFA will be subject to the requirements of the RFA, the Application requirements outlined in Rule Chapter 67-60, F.A.C., the credit underwriting and HC Program requirements outlined in Rule Chapter 67-48, F.A.C., and the Compliance requirements of Rule Chapter 67-53, F.A.C.

25. The RFA at Exhibit A asks for the following information:

f. Public Housing Authority as a Principal of the Applicant Entity

Is a Principal of the Applicant Entity a Public Housing Authority and/or an instrumentality of a Public Housing Authority?

Choose an Item.

If the Principal of the Applicant Entity is an instrumentality of a Public Housing Authority, state the name of the Public Housing Authority:

[Click here to enter text.](#)

Simply put each applicant is asked this question and a yes or no response is required.

26. In response to this RFA question Las Brisas Trace failed to provide any answer. In reviewing the responses to the RFA, Las Brisas Trace and its sister entity Applicants were the

only Applicants who chose not to respond to this simple question. Accordingly, Las Brisas failed to provide required information in connection with this competitive solicitation and should be deemed non-responsive as required by Rule 67-60.006, F.A.C. and the RFA.

Local Government Verification of Contribution – Fee Waiver Form

27. The RFA at Section Four (A)(11) asks the applicant to provide evidence of Local Government Certification as follows:

c. Evidence of the Local Government Contribution for the RFA

As evidence of the Local Government contribution, the Applicant must provide the properly completed and executed Local Government Verification of Contribution Form(s) (Form Rev. 08-16) as Attachment 17 to Exhibit A. The Local Government Contribution forms (Form Rev. 08-16) are available at the Corporation's Website <http://www.floridahousing.org/programs/developers-multifamilyprograms/competitive/2018/2018-111/forms-related-to-rfa-2018-111> (also accessible by clicking here). Note: If the Applicant provides any other version of a Florida Housing Local Government Verification of Contribution form(s), the form(s) will not be considered.

28. In response to this RFA requirement Las Brisas Trace provided a Fee Waiver Form. At the Development Location Las Brisas Trace listed multiple addresses as follows:

On NW 55<sup>th</sup> Street, northwest of the intersection of NW 55<sup>th</sup> Street and NW 27<sup>th</sup> Avenue, unincorporated Miami-Dade County, and on NW 54<sup>th</sup> Street, northeast of the intersection of NW 54<sup>th</sup> Street and NW 25<sup>th</sup> Avenue, unincorporated Miami-Dade County

(See Exhibit G)

29. The Las Brisas Trace proposed Development is a Scattered Site however the Local Government Verification of Contribution Form clearly provides:

If the Development consists of Scattered Sites, the Development Location stated above must reflect the scattered site where the Development Location point is located.

30. Las Brisas Trace has not provided correct information as required by the RFA in that it is not possible, by reviewing this Form, to determine which location contains the Location of the Development Location Point. Accordingly this Form is not acceptable and because of the specificity provided by the Form itself, this deviation cannot be waived as a minor irregularity.

31. Material issues to be resolved:

- a. Whether Florida Housing review and actions taken concerning Application #2019-073C was arbitrary or capricious, clearly erroneous and contrary to competition.
- b. Whether the review of Application #2019-073C was inconsistent with the RFA requirements.
- c. Whether Application #2019-073C submitted acceptable information regarding the Principals for its Developer and Applicant.
- d. Whether Application #2019-073C has provided an acceptable Equity Commitment Letter.
- e. Whether Application #2019-073C has submitted a complete response to the RFA.
- f. Whether Application #2019-073C has provided an acceptable Local Government Verification of Contribution – Fee Waiver Form

WHEREFORE, Ambar requests a hearing and entry of an order determining that Florida Housing's review and scoring of Application #2019-073C was contrary to the RFA specifications and to Florida Housing's governing statutes, rules and policies to such an extent as to be arbitrary, capricious, contrary to competition, and clearly erroneous.

Respectfully submitted,

CARLTON, FIELDS, JORDEN BURT, P.A.

/s/ Michael P. Donaldson

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*Attorneys for Ambar Riverview Ltd.*

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the original and a copy of the foregoing has been filed by E-Mail and Hand Delivery to Ana McGlamory Corporation Clerk, Florida Housing Finance Corporation, 227 N. Bronough Street, Suite 5000, Tallahassee, FL 32301, this 15<sup>th</sup> day of February 2019.

/s/ Michael P. Donaldson  
MICHAEL P. DONALDSON

FLORIDA HOUSING FINANCE CORPORATION (CORPORATION)

CONTINUOUS ADVANCE REVIEW PROCESS FOR DISCLOSURE OF APPLICANT AND  
DEVELOPER PRINCIPALS

Applicants responding to 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. 08-16), which is available on the Corporation's website <http://www.floridahousing.org/Developers/MultiFamilyPrograms/Competitive/> (also available by clicking [here](#)), as well as on the web page 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 feed-back. 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. Applicants may complete the form and submit it to the Corporation for review subject to the Disclosure Instructions outlined in Section A below, the Rule definitions outlined in Section B below, and the Advance Review Process Terms and Conditions outlined in Item C below. Sample charts and examples are provided in Section D below.

**A. 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. 08-16) as a part of the RFA submission, identifying the Principals for the Applicant and 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.
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.
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.

**B. Rule Definitions for Applicant, Developer and Principal**

1. "Applicant" is defined in subsection 67-48.002(9), F.A.C., as follows:

"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 legally formed corporation, limited partnership or limited liability company with a management and ownership structure that consists exclusively of all natural persons by the third 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. The terms 'first principal disclosure level' and 'third principal disclosure level' have the meanings attributed to them in the definition of "Principal."

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

"Developer" means any individual, association, corporation, joint venturer, or partnership which possesses the requisite skill, experience, and credit worthiness to successfully produce affordable housing as required in the Application.

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

(a) With respect to an Applicant that is:

1. A corporation, at the first principal disclosure level, any officer, director, executive director, or shareholder of the Applicant corporation and, with respect to any shareholder of the Applicant corporation, at the second principal disclosure level, that is:
  - a. A corporation, any officer, director, executive director, or shareholder of the corporation,
  - b. A limited partnership, any general partner or limited partner of the limited partnership,
  - c. A limited liability company, any manager or member of the limited liability company, or
  - d. A trust, any trustee of the trust and all beneficiaries of majority age (i.e., 18 years of age) as of Application deadline, each of whom must be a natural person. Such trust shall be comprised only of trustee(s) and beneficiaries who are natural persons; andwith respect to any shareholder entity identified at the second principal disclosure level that is:
  - e. A corporation, by the third disclosure level, any officer, director, executive director, or shareholder of the corporation, each of whom must be a natural person,
  - f. A limited partnership, by the third principal disclosure level, any general partner or limited partner of the limited partnership, each of whom must be a natural person,
  - g. A limited liability company, by the third principal disclosure level, any manager or member of the limited liability company, each of whom must be a natural person, or
  - h. A trust, any trustee of the trust and all beneficiaries of majority age (i.e., 18 years of age) as of Application deadline, each of whom must be a natural person. Such trust shall be comprised only of trustee(s) and beneficiaries who are natural persons;
2. A limited partnership, at the first principal disclosure level, any general partner or limited partner of the Applicant limited partnership, and, unless otherwise excluded at subsection 67-48.002(9), with respect to any general partner or limited partner of the Applicant limited partnership, at the second principal disclosure level, that is:
  - a. A corporation, any officer, director, executive director, or shareholder of the corporation,
  - b. A limited partnership, any general partner or limited partner of the limited partnership,
  - c. A limited liability company, any manager or member of the limited liability company, or
  - d. A trust, any trustee of the trust and all beneficiaries of majority age (i.e., 18 years of age) as of Application deadline, each of whom must be a natural person. Such trust shall be comprised only of trustee(s) and beneficiaries who are natural persons; andwith respect to any entity identified at the second principal disclosure level that is:
  - e. A corporation, by the third principal disclosure level, any officer, director, executive director, or shareholder of the corporation, each of whom must be a natural person,
  - f. A limited partnership, by the third principal disclosure level, any general partner or limited partner of the limited partnership, each of whom must be a natural person,
  - g. A limited liability company, by the third principal disclosure level, any manager or member of the limited liability company, each of whom must be a natural person, or
  - h. A trust, any trustee of the trust and all beneficiaries of majority age (i.e., 18 years of age) as of Application deadline, each of whom must be a natural person. Such trust shall be comprised only of trustee(s) and beneficiaries who are natural persons; and
3. A limited liability company, at the first principal disclosure level, any manager or member of the Applicant limited liability company, and, unless otherwise excluded at subsection 67-48.002(9), with respect to any manager or member of the Applicant limited liability company, at the second principal disclosure level, that is:

- a. A corporation, any officer, director, executive director, or shareholder of the corporation,
  - b. A limited partnership, any general partner or limited partner of the limited partnership,
  - c. A limited liability company, any manager or member of the limited liability company, or
  - d. A trust, any trustee of the trust and all beneficiaries of majority age (i.e., 18 years of age) as of Application deadline, each of whom must be a natural person. Such trust shall be comprised only of trustee(s) and beneficiaries who are natural persons; and with respect to any entity identified at the second principal disclosure level that is:
    - e. A corporation, by the third principal disclosure level, any officer, director, executive director, or shareholder of the corporation, each of whom must be a natural person,
    - f. A limited partnership, by the third principal disclosure level, any general partner or limited partner of the limited partnership, each of whom must be a natural person,
    - g. A limited liability company, by the third principal disclosure level, any manager or member of the limited liability company, each of whom must be a natural person, or
    - h. A trust, any trustee of the trust and all beneficiaries of majority age (i.e., 18 years of age) as of Application deadline, each of whom must be a natural person. Such trust shall be comprised only of trustee(s) and beneficiaries who are natural persons.
- (b) With respect to a Developer that is:
- 1. A corporation, at the first principal disclosure level, any officer, director or shareholder of the Developer corporation and, with respect to any shareholder of the Developer corporation that is:
    - a. A corporation, at the second principal disclosure level, any officer, director or shareholder of the corporation,
    - b. A limited partnership, at the second principal disclosure level, any general partner or limited partner of the limited partnership, or
    - c. A limited liability company, at the second principal disclosure level, any manager or member of the limited liability company;
  - 2. A limited partnership, at the first principal disclosure level, any general partner or limited partner of the Developer limited partnership, and, with respect to any general partner or limited partner of the Developer limited partnership that is:
    - a. A corporation, at the second principal disclosure level, any officer, director or shareholder of the corporation,
    - b. A limited partnership, at the second principal disclosure level, any general partner or limited partner of the limited partnership, or
    - c. A limited liability company, at the second principal disclosure level, any manager or member of the limited liability company; and
  - 3. A limited liability company, at the first principal disclosure level, any manager or member of the Developer limited liability company, and, with respect to any manager or member of the Developer limited liability company that is:
    - a. A corporation, at the second principal disclosure level, any officer, director or shareholder of the corporation,
    - b. A limited partnership, at the second principal disclosure level, any general partner or limited partner of the limited partnership, or
    - c. A limited liability company, at the second principal disclosure level, any manager or member of the limited liability company.

### **C. Advance Review Process**

The Corporation will review a completed Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16), 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 applicable RFA.
- 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 approved by the Corporation for that purpose ("Stamped Principals Disclosure Form"). The approval stamp 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 form along with the Application and Development Cost Pro Forma. 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; 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. 08-16) 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 and the Corporation will make every effort to review each Principals Disclosure Form submitted for review and respond to the Applicant's contact person within 14 Calendar Days of the date of the initial submission and/or corrected submission ("Corporation's Review Period"). However, 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.



Once a Stamped Principals Disclosure Form is received by the Applicant, it may be included in future RFA submissions, provided the information stated on the Stamped Principals Disclosure Form is correct for the particular Application submission.

**D. Sample Charts and Examples**

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.

As of September 15, 2016, Applicants for certain RFAs must utilize the new Principals of the Applicant and Developer(s) Disclosure Form (Form Rev. 08-16) and any submission of any other form or list (whether for the Advance Review Process or as a part of an Application submittal) will not be considered.

**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 B 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 must be natural persons (e.g., Samuel S. Smith).

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, 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:
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 and label each as Officer	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee
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 Director and each Executive Director, and label each as Director or 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
		and	
		List the name of each Shareholder and label each as Shareholder	

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 or 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:
List the name of each General Partner (each of whom must be a natural person) and label each as General Partner	List the name of each Manager (each of whom must be a natural person) and label each as Manager	List the name of each Officer and label each as Officer	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee
and	and	and	and

List the name of each Limited Partner (each of whom must be a natural person) and label each as Limited Partner	List the name of each Member (each of whom must be a natural person) and label each as Member	List the name of each Director and each Executive Director, and label each as Director or 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
		and	
		List the name of each Shareholder (each of whom must be a natural person) and label each as Shareholder	

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), and (iii) 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, 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:
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 and label each as Officer	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee

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 Director and each Executive Director, and label each as Director or 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
		and	
		List the name of each Shareholder and label each as Shareholder	

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 or 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:
List the name of each General Partner (each of whom must be a natural person) and label each as General Partner	List the name of each Manager (each of whom must be a natural person) and label each as Manager	List the name of each Officer and label each as Officer	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee
and	and	and	and
List the name of each Limited Partner (each of whom must be a natural person) and label each as Limited Partner	List the name of each Member (each of whom must be a natural person) and label each as Member	List the name of each Director and each Executive Director, and label each as Director or 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
		and	
		List the name of each Shareholder (each of whom must be a natural person) and label each as Shareholder	

By submitting this information to the Corporation, the Applicant is affirmatively stating that the parties disclosed in (i), (ii), and (iii) 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 of the Applicant Corporation and label each as Officer	and	List the name of each Director and Executive Director of the Applicant Corporation and label each as Director or Executive Director	and	List the name of each Shareholder
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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 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:
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 and label each as Officer	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee
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 Director and each Executive Director, and label each as Director or 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
		and List the name of each Shareholder and label each as Shareholder	

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 or 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:
List the name of each General Partner (each of whom must be a natural person) and label each as General Partner	List the name of each Manager (each of whom must be a natural person) and label each as Manager	List the name of each Officer and label each as Officer	List the name of each Trustee (each of whom must be a natural person) and label each as Trustee
and	and	and	and
List the name of each Limited Partner (each of whom must be a natural person) and label each as Limited Partner	List the name of each Member (each of whom must be a natural person) and label each as Member	List the name of each Director and each Executive Director, and label each as Director or 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
		and	
		List the name of each Shareholder (each of whom must be a natural person) and label each as Shareholder	

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

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

For purposes of the Developer entities disclosed by the Second Principal Disclosure Level, there is no requirement that such parties be limited to natural persons.

(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 of the Developer that is a Limited Partnership:	For each General Partner of the Developer that is a Limited Liability Company:	For each General Partner of the Developer that is a Corporation:
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 and label each as Officer
and	and	and
List the name of each Limited Partner (each of whom must be a natural person) and label each as Limited Partner	List the name of each Member (each of whom must be a natural person) and label each as Member	List the name of each Director and label each as Director
		and
		List the name of each Shareholder and label each as Shareholder

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:
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 and label each as Officer
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 Director and label each as Director
		and
		List the name of each Shareholder and label each as Shareholder

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:
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 and label each as Officer
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 Director and label each as Director
		and
		List the name of each Shareholder and label each as Shareholder

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:

(1) For the Applicant:

➤ *Example No. 1:*

**Applicant:** Vineland Housing, LLC

*First Principal Disclosure Level for Vineland Housing, LLC:*

Non-Investor Member: Vineland GP, LLC

*Second Principal Disclosure Level (for Vineland GP, LLC):*

Manager: Acme Development Corp.

*Third Principal Disclosure Level (for Acme Development Corp.):*

Officers: Smith, Amy A.  
Jones, Peter A.  
Davis, Sam A.

Executive Director: Jones, Ira X., Jr.

Directors: Smith, Phillip B.



Allen, Payton L.  
White, Phyllis D.

Shareholders: Brown, Bob A.  
Anderson, Jennifer S.

*Second Principal Disclosure Level (for Vineland GP, LLC):*

Member: Adam Hampton Family Trust

*Third Principal Disclosure Level (for Adam Hampton Family Trust):*

Trustees: Cason, David L.  
Hampton, Marcus V.

Beneficiaries of  
Majority Age: Cason, Megan P.  
Cason, Roger D.  
Hampton, Sophia L.

*First Principal Disclosure Level  
for Vineland Housing, LLC:*

Investor Member: Spencer Development Corp. (*no further  
disclosure required*)

*First Principal Disclosure Level  
for Vineland Housing, LLC:*

Manager: Masters, Matthew S.

➤ *Example No. 2:*

**Applicant:** Acme Properties, LP

*First Principal Disclosure Level  
for Acme Properties, LP*

General Partner: ABC, Ltd.

*Second Principal Disclosure Level (for ABC, Ltd.):*

General Partners: Jones, Adam T., Jr.  
Smith, Peter S.

Limited Partner: Helping Hands, Inc.

*Third Principal Disclosure Level (for Helping Hands, Inc.):*

Officers: Jones, Fred L.  
Brown, Bob A.  
Jones, Patty L.

Executive Director: Davis, Sam A.

Directors: Jones, Peter A.  
Davis, Fred B.

Shareholders: Davis, Sam A.  
Jones, Peter A.  
Jones, Patty L.

*First Principal Disclosure Level  
for Acme Properties, LP:*

General Partner: Lakeshore Development, LLC

*Second Principal Disclosure Level (for Lakeshore Development, LLC):*

Managing Member: Lakeshore Housing Authority

*Third Principal Disclosure Level (for Lakeshore Housing Authority):*

Executive Director: Kirkland, Andrew S.

Directors: Rivers, Nancy B.  
Little, Candy A.  
Walters, Henry B.

Officers: Rivers, Nancy B.  
Little, Candy A.  
Walters, Henry B.

*First Principal Disclosure Level  
for Acme Properties, LP:*

Investor Limited Partner: Acme Investments, LLC *(no further disclosure required)*

*First Principal Disclosure Level  
for Acme Properties, LP:*

Non-Investor Limited Partner: Acme Homes 3, LLC

*Second Principal Disclosure Level (for Acme Homes 3, LLC):*

Manager: Smith, Adam N.

Members: Jones, Peter B.  
Peterson, Greg A.

➤ *Example No. 3:*

**Applicant:** Americana, Inc.

*First Principal Disclosure Level  
for Americana, Inc.:*

Officers: Jones, Fred L.  
Brown, Bob A.  
Jones, Patty L.

Executive Director: Davis, Sam A.

Directors: Johnson, Ken V.  
Jones, Peter A.  
Masters, James W.

Shareholders: Davis, Sam A.  
Jones, Peter A.  
United Building, LLC

*Second Principal Disclosure Level (for United Building, LLC):*

Manager: Smith, Peter T.

Members: Jones, Patty L., Tenant by the Entireties  
Jones, Adam A., Tenant by the Entireties

**(2) For the Developer:**

➤ *Example No. 1:*

**Developer:** Acme Developers, LLC

*First Principal Disclosure Level  
for Acme Developers, LLC:*

Manager: Acme Management, Inc.

*Second Principal Disclosure Level (for Acme Management, Inc.)*

Officers: Smith, Peter A.  
Jones, Fred B.  
Jones, Patty A.  
Brown, Bob L.  
Smith, Amy S.

Directors: Carr, Andy T.  
Taylor, Jeremy B.  
Simpson, Pearl V.

Shareholders: Anderson, Richard E.  
Taylor, Phillip F.  
Richardson, Albert L.

*First Principal Disclosure Level  
for Acme Developers, LLC:*

Member: Jones, Adam C.

➤ *Example No. 2:*

**Developer:** Acme Properties, Ltd.

*First Principal Disclosure Level  
for Acme Properties, Ltd.:*

General Partner: ABC, Ltd.

*Second Principal Disclosure Level (for ABC, Ltd.):*

General Partners: Jones, Adam A., Jr.  
Smith, Peter L.

Limited Partner: Helping Hands, Inc.

*First Principal Disclosure Level  
for Acme Properties, Ltd.:*

General Partner: Acme Homes 3, LLC

*Second Principal Disclosure Level (for Acme Homes 3, LLC):*

Sole Member: Smith, Peter L.

*First Principal Disclosure Level  
for Acme Properties, Ltd.:*

Limited Partner: Johnson, Charles L.

➤ *Example No. 3:*

**Developer:** Lakeshore Development, LLC

*First Principal Disclosure Level  
for Lakeshore Development, LLC:*

Managing Member: Lakeshore Housing Authority

*Second Principal Disclosure Level (for Lakeshore Housing  
Authority):*

Directors: Kirkland, Andrew S.  
Rivers, Nancy B.  
Little, Candy A.  
Walters, Henry B.

Officers: Rivers, Nancy B.  
Little, Candy A.  
Walters, Henry B.

**Principal Disclosures for 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](#)

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

**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

1. (Vineland GP, LLC)	1.A.	Manager	Acme Development Corp.	For-Profit Corporation
1. (Vineland GP, LLC)	1.B.	Member	Adam Hampton Family Trust	Trust

**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

Select the type of Principal being associated with the corresponding Second Level Principal Entity

Enter Name of Third Level Principal who must be a Natural Person

The organizational structure of Third Level Principal Identified Must Be a Natural Person

1.A. (Acme Development Corp.)	Officer	Smith, Amy A.	Natural Person
1.A. (Acme Development Corp.)	Officer	Jones, Peter A.	Natural Person
1.A. (Acme Development Corp.)	Officer	Davis, Sam A.	Natural Person
1.A. (Acme Development Corp.)	Executive Director	Jones, Ira X., Jr.	Natural Person
1.A. (Acme Development Corp.)	Director	Smith, Phillip B.	Natural Person
1.A. (Acme Development Corp.)	Director	Allen, Payton L.	Natural Person
1.A. (Acme Development Corp.)	Director	White, Phyllis D.	Natural Person
1.A. (Acme Development Corp.)	Shareholder	Brown, Bob A.	Natural Person
1.A. (Acme Development Corp.)	Shareholder	Anderson, Jennifer S.	Natural Person
1.B. (Adam Hampton Family Trust)	Trustee	Cason, David L.	Natural Person
1.B. (Adam Hampton Family Trust)	Trustee	Hampton, Marcus V.	Natural Person
1.B. (Adam Hampton Family Trust)	Beneficiary	Cason, Megan P.	Natural Person
1.B. (Adam Hampton Family Trust)	Beneficiary	Cason, Roger D.	Natural Person
1.B. (Adam Hampton Family Trust)	Beneficiary	Hampton, Sophia L.	Natural Person

**Principal Disclosures for 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

**First Principal Disclosure Level:**

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

<u>First Level Entity #</u>	<u>Select Type of Principal of Applicant</u>	<u>Enter Name of First Level Principal</u>	<u>Select organizational structure of First Level Principal Identified</u>
1.	General Partner	ABC, Ltd.	Limited Partnership
2.	General Partner	Lakeshore Development, LLC	Limited Liability Company
3.	Investor LP	Acme Investments, LLC	Limited Liability Company
4.	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](#)

<u>Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being Identified</u>	<u>Second Level Entity #</u>	<u>Select the type of Principal being associated with the corresponding First Level Principal Entity</u>	<u>Enter Name of Second Level Principal</u>	<u>Select organizational structure of Second Level Principal Identified</u>
1. (ABC, Ltd.)	1.A.	General Partner	Jones, Adam T., Jr.	Natural Person
1. (ABC, Ltd.)	1.B.	General Partner	Smith, Peter S.	Natural Person
1. (ABC, Ltd.)	1.C.	Limited Partner	Helping Hands, Inc.	For-Profit Corporation
2. (Lakeshore Development, LLC)	2.A.	Managing Member	Lakeshore Housing Authority	Non-Profit Corporation
4. (Acme Homes 3, LLC)	4.A.	Manager	Smith, Adam N.	Natural Person
4. (Acme Homes 3, LLC)	4.B.	Member	Jones, Peter B.	Natural Person
4. (Acme Homes 3, LLC)	4.C.	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](#)

<u>Select the corresponding Second Level Principal Entity # from above for which the Third Level Principal is being Identified</u>	<u>Select the type of Principal being associated with the corresponding Second Level Principal Entity</u>	<u>Enter Name of Third Level Principal who must be a Natural Person</u>	<u>The organizational structure of Third Level Principal Identified Must Be a Natural Person</u>
1.C. (Helping Hands, Inc.)	Officer	Jones, Fred L.	Natural Person
1.C. (Helping Hands, Inc.)	Officer	Brown, Bob A.	Natural Person
1.C. (Helping Hands, Inc.)	Officer	Jones, Patty L.	Natural Person
1.C. (Helping Hands, Inc.)	Executive Director	Davis, Sam A.	Natural Person
1.C. (Helping Hands, Inc.)	Director	Jones, Peter A.	Natural Person
1.C. (Helping Hands, Inc.)	Director	Davis, Fred B.	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)	Director	Rivers, Nancy B.	Natural Person
2.A. (Lakeshore Housing Authority)	Director	Little, Candy A.	Natural Person
2.A. (Lakeshore Housing Authority)	Director	Walters, Henry B.	Natural Person
2.A. (Lakeshore Housing Authority)	Officer	Rivers, Nancy B.	Natural Person
2.A. (Lakeshore Housing Authority)	Officer	Little, Candy A.	Natural Person
2.A. (Lakeshore Housing Authority)	Officer	Walters, Henry B.	Natural Person

**Principal Disclosures for 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.

**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.	Officer	Jones, Fred L.	Natural Person
2.	Officer	Brown, Bob A.	Natural Person
3.	Officer	Jones, Patty L.	Natural Person
4.	Executive Director	Davis, Sam A.	Natural Person
5.	Director	Johnson, Ken V.	Natural Person
6.	Director	Jones, Peter A.	Natural Person
7.	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
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

**Third Principal Disclosure Level:**

Americana, Inc.

[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	Select the type of Principal being associated with the corresponding Second Level Principal Entity	Enter Name of Third Level Principal who must be a Natural Person	The organizational structure of Third Level Principal identified Must Be a Natural Person
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**Principal Disclosures for the three Developers**

How many Developers are part of this Application structure? (Please complete the Principal Disclosures for each of the three Co-Developers below.)

3

Select the organizational structure for the first Co-Developer entity:

The first Co-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](#)

<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.	Manager	Acme Management, Inc.	For-Profit Corporation
2.	Member	Jones, Adam C.	Natural Person

**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

Select the type of Principal being associated with the corresponding First Level Principal Entity

Select organizational structure of Second Level Principal Identified

<u>Second Level Entity #</u>	<u>Principal Entity</u>	<u>Enter Name of Second Level Principal</u>	<u>Identified</u>
1. (Acme Management, Inc.)	1.A. Officer	Smith, Peter A.	Natural Person
1. (Acme Management, Inc.)	1.B. Officer	Jones, Fred B.	Natural Person
1. (Acme Management, Inc.)	1.C. Officer	Jones, Patty A.	Natural Person
1. (Acme Management, Inc.)	1.D. Officer	Brown, Bob L.	Natural Person
1. (Acme Management, Inc.)	1.E. Officer	Smith, Amy S.	Natural Person
1. (Acme Management, Inc.)	1.F. Director	Carr, Andy T.	Natural Person
1. (Acme Management, Inc.)	1.G. Director	Taylor, Jeremy B.	Natural Person
1. (Acme Management, Inc.)	1.H. Director	Simpson, Pearl V.	Natural Person
1. (Acme Management, Inc.)	1.I. Shareholder	Anderson, Richard E.	Natural Person
1. (Acme Management, Inc.)	1.J. Shareholder	Taylor, Phillip F.	Natural Person
1. (Acme Management, Inc.)	1.K. Shareholder	Richardson, Albert L.	Natural Person

**Principal Disclosures for the three Developers**

Select the organizational structure for the second Co-Developer entity:

The second Co-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.	General Partner	ABC, Ltd.	Limited Partnership
2.	General Partner	Acme Homes 3, LLC	Limited Liability Company
3.	Limited Partner	Johnson, Charles L.	Natural Person

**Second Principal Disclosure Level:**

Acme Properties, Ltd.

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

<u>Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being</u>	<u>Second Level Entity #</u>	<u>Select the type of Principal being associated with the corresponding First Level Principal Entity</u>	<u>Enter Name of Second Level Principal</u>	<u>Select organizational structure of Second Level Principal Identified</u>
1. (ABC, Ltd.)	1.A.	General Partner	Jones, Adam A., Jr.	Natural Person
3. (ABC, Ltd.)	1.B.	General Partner	Smith, Peter L.	Natural Person
1. (ABC, Ltd.)	1.C.	Limited Partner	Helping Hands, Inc.	Non-Profit Corporation
2. (Acme Homes 3, LLC)	2.A.	Sole Member	Smith, Peter L.	Natural Person



**Principal Disclosures for the three Developers**

Select the organizational structure for the third Co-Developer entity:

The third Co-Developer is a: Limited Liability Company

Provide the name of the Developer Limited Liability Company:

Lakeshore Development, LLC

**First Principal Disclosure Level:**

Lakeshore Development, LLC

[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.	Managing Member	Lakeshore Housing Authority	Non-Profit Corporation

**Second Principal Disclosure Level:**

Lakeshore Development, LLC

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

<u>Select the corresponding First Level Principal Entity # from above for which the Second Level Principal is being</u>	<u>Second Level Entity #</u>	<u>Select the type of Principal being associated with the corresponding First Level Principal Entity</u>	<u>Enter Name of Second Level Principal</u>	<u>Select organizational structure of Second Level Principal Identified</u>
1. (Lakeshore Housing Authority)	1.A.	Director	Kirkland, Andrew S.	Natural Person
1. (Lakeshore Housing Authority)	1.B.	Director	Rivers, Nancy B.	Natural Person
1. (Lakeshore Housing Authority)	1.C.	Director	Little, Candy A.	Natural Person
1. (Lakeshore Housing Authority)	1.D.	Director	Walters, Henry B.	Natural Person
1. (Lakeshore Housing Authority)	1.E.	Officer	Rivers, Nancy B.	Natural Person
1. (Lakeshore Housing Authority)	1.F.	Officer	Little, Candy A.	Natural Person
1. (Lakeshore Housing Authority)	1.G.	Officer	Walters, Henry B.	Natural Person

**Principals of the Applicant and Developer(s) Disclosure Form  
("Principals Disclosure Form")**

**Frequently Asked Questions**

1. Q: How do I list the officers for a limited partnership (LP) or limited liability company (LLC)?  
A: Florida Housing is aware that an LP or LLC may include officers. However, for purposes of the definition of Principals in subsection 67-48.002(93), F.A.C., officers of an LP and LLC are not considered to be Principals.
2. Q: If an Applicant corporation does not have a position called Executive Director, but it does have a comparable position with a different title that is not included on the drop-down pick-list, how should the position be identified on the form?  
A: For any position that is comparable to an Executive Director (e.g., President, Chief Executive Officer, etc.), Executive Director should be selected as the Type of Principal.
3. Q: If an Applicant limited partnership or limited liability company has limited partner(s) or member(s) that will act as an investor place-holder(s) and will also retain a small percentage of ownership, how should it be listed on the form?  
A: The ownership percentage for each Principal will be required during the credit underwriting process. Therefore, each limited partner or member should be listed twice - once as an investor-limited partner or investor-member and once as a non-investor limited partner or non-investor-member.
4. Q: If the Applicant entity is a member managed limited liability company, how should it be reflected on the form since there is no "member-manager" choice at the First Principal Disclosure Level?  
A: Each member-manager entity/person should be listed twice – once as a non-investor member and once as a manager. If Housing Credits are being requested, the investor-member(s) must also be listed in order for the form to be approved for a Housing Credit Application.
5. Q: If Principals associated with a Principal entity consist of natural person shareholders who own stock in the Principal entity as joint tenants (including tenants by the entirety or tenants in common), how should the joint tenants be shown on the form so that the natural person requirement is met?  
A: The names of the joint tenants **must not** be listed as one entry. The name of each joint tenant must be listed as a separate natural person entry. For example, if the stock is held by Adam A. Jones and Patty L. Jones, husband and wife, as tenants by the entirety, enter Jones, Adam A., as one entry, and Jones, Patty L., as a separate entry. Only the names are required to be listed; it is not necessary to include or add language describing the joint tenancy.
6. Q: If a person has multiple roles within the organizational structure, must they be listed multiple times – once for each role?  
A: For a Corporation, if a person serves multiple roles they may be listed once with the other role(s) identified next to the name of the individual. For example, John Smith serves as both an officer and director for ABC, Inc. You may choose the option of "director" in the drop-down menu and enter "officer" after his name as follows: Smith, John (officer).

7. Q: If a Principal in the Developer organizational structure is a non-trust retirement account, how should this be reflected on the form?
- A: For the Developer, any shareholder or member can be listed as a non-trust retirement account. If a non-trust retirement account is identified at the Developer First Principal Disclosure Level, the beneficiaries must be identified at the Second Principal Disclosure Level. If a non-trust retirement account is identified at the Developer Second Principal Disclosure Level, no further disclosure is required.
8. Q: When a Principals Disclosure Form is approved through the Advance Review Process, what do the approval stamps “Approved for Housing Credit Application” and “Approved for Non-Housing Credit Application” mean?
- A: The stamp “Approved for Housing Credit Application” means that the Principals Disclosure Form meets the Applicant Principals requirements for any combination of FHFC funding that includes Housing Credit funding and the stamp “Approved for Non-Housing Credit Application” means that the Principals Disclosure form meets the Applicant Principals requirements for funding that does not include Housing Credits (i.e., SAIL only or HOME only).
- If a proposed Development will include Housing Credits as a source of financing, investor limited partner(s) or investor-member(s) must be included in the organizational structure of the Applicant entity and must be disclosed at the First Principal Disclosure Level. This requirement includes Competitive Housing Credits (9% and, if applicable 4%) and Non-Competitive Housing Credits (4% to be used with Tax-Exempt Bonds). When a Principals Disclosure Form that includes investor(s) at the First Principal Disclosure Level is approved through the Advance Review Process, the Form will be stamped “Approved for Housing Credit Application” and the Form will be acceptable **only** for an RFA submission that includes Housing Credit funding.
- When a Principals Disclosure Form that does not include investor(s) at the First Principal Disclosure Level is approved through the Advance Review Process, the Form will be stamped “Approved for Non-Housing Credit Application” and the Form will be acceptable **only** for a SAIL or HOME RFA submission that does not include Housing Credits.
- Any Principals Disclosure Form submittal that has not been approved through the Advance Review Process (i) must include investor-limited partner(s) or investor-member(s) in the organizational structure of the Applicant entity and such investor(s) must be disclosed at the First Principal Disclosure Level if the RFA includes Housing Credits (Competitive or Non-Competitive) or (ii) must not include investor-limited partner(s) or investor-member(s) in the organizational structure of the Applicant entity if the RFA does not include Housing Credits.
9. Q: If a Developer entity has multiple officers that need to be disclosed at the Second Principal Disclosure Level, but there are not enough rows to accommodate all of the entries, what should the Applicant do?
- A: For any Developer disclosures at the Second Principal Disclosure Level that require more than the 60 rows provided on the form, the Applicant should (i) list as many as believed necessary in the rows provided, (ii) include a note within the “Enter Name of Second Level Principal” column advising that another set of Developer disclosure levels is necessary and is continued at the next Developer disclosure level, (iii) at the second set of Developer disclosure levels, enter the same Developer name as provided in the initial set of Developer disclosure levels with a “continued” notation, and then, at the second set of Developer disclosure levels, complete the First Disclosure Level in its entirety again, and (iv) enter the remaining Principals not already disclosed in the initial set of Developer disclosure levels.

**Principal Disclosures for Applicant**

**APPROVED for HOUSING CREDIT APPLICATION**  
**FHFC Advance Review 10.17.18**

Select the organizational structure for the Applicant entity:

The Applicant is a: Limited Partnership

Provide the name of the Applicant Limited Partnership:

Las Brisas Trace, LP

**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.	General Partner	EHDOC Las Brisas Trace Charitable Corporation	Non-Profit Corporation
2.	Non-Investor LP	Interurban - Las Brisas Trace, LLC	Limited Liability Company
3.	Investor LP	Interurban, LLC	Limited Liability Company

**Second Principal Disclosure Level:**

Las Brisas Trace, 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

Select the type of Principal being associated with the corresponding First Level Principal Entity

Select organizational structure of Second Level Principal identified

Second Level Entity #	Second Level Principal Entity	Enter Name of Second Level Principal	Second Level Principal Entity
1. (EHDOC Las Brisas Trace Charitat	1.A.	Executive Director	Protullis, Steve
1. (EHDOC Las Brisas Trace Charitat	1.B.	Officer	Shelton, Christopher M.
1. (EHDOC Las Brisas Trace Charitat	1.C.	Officer	Bahr, Morton
1. (EHDOC Las Brisas Trace Charitat	1.D.	Officer	Romero, Edward L.
1. (EHDOC Las Brisas Trace Charitat	1.E.	Officer	Gerard, Leo W.
1. (EHDOC Las Brisas Trace Charitat	1.F.	Officer	Cordone, Maria C.
1. (EHDOC Las Brisas Trace Charitat	1.G.	Officer	Schmelzer, Erica
1. (EHDOC Las Brisas Trace Charitat	1.H.	Director	Anderson, Mary
1. (EHDOC Las Brisas Trace Charitat	1.I.	Director	Carter, Maxine
1. (EHDOC Las Brisas Trace Charitat	1.J.	Director	Dean, Eric
1. (EHDOC Las Brisas Trace Charitat	1.K.	Director	Felngold, Ellen
1. (EHDOC Las Brisas Trace Charitat	1.L.	Director	Fransetta, Tony
1. (EHDOC Las Brisas Trace Charitat	1.M.	Director	Martinez, Robert
1. (EHDOC Las Brisas Trace Charitat	1.N.	Director	Moret, Lou
1. (EHDOC Las Brisas Trace Charitat	1.O.	Director	Olsen, John
1. (EHDOC Las Brisas Trace Charitat	1.P.	Director	Roberts, Cecil
1. (EHDOC Las Brisas Trace Charitat	1.Q.	Director	Smith, Roger
1. (EHDOC Las Brisas Trace Charitat	1.R.	Director	Villanova, Thomas P.
2. (Interurban - Las Brisas Trace, LL	2.A.	Manager	Melo, Paulo
2. (Interurban - Las Brisas Trace, LL	2.B.	Manager	Stabile, Nelson
2. (Interurban - Las Brisas Trace, LL	2.C.	Manager	Ballestas, Victor
2. (Interurban - Las Brisas Trace, LL	2.D.	Member	Melo, Paulo
2. (Interurban - Las Brisas Trace, LL	2.E.	Member	Stabile, Nelson
2. (Interurban - Las Brisas Trace, LL	2.F.	Member	Ballestas, Victor
2. (Interurban - Las Brisas Trace, LL	2.G.	Member	Morrow, Jacob

**Principal Disclosures for the two Developers**

**APPROVED for HOUSING CREDIT APPLICATION**  
**FHFC Advance Review 10.17.18**

How many Developers are part of this Application structure? (Please complete the Principal Disclosures for each of the two Co-Developers below.)

2

Select the organizational structure for the first Co-Developer entity:

The first Co-Developer is a: Limited Liability Company

Provide the name of the Developer Limited Liability Company:

EHDOC Development Services, LLC

First Principal Disclosure Level:

EHDOC Development Services, 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.	Manager	<u>Elderly Housing Development and Operations Corporation</u>	<u>Non-Profit Corporation</u>
2.	Sole Member	<u>Elderly Housing Development and Operations Corporation</u>	<u>Non-Profit Corporation</u>

Second Principal Disclosure Level:

EHDOC Development Services, 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. (Elderly Housing Development ar</u>	1.A.	Officer	<u>Protulis, Steve</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.B.	Officer	<u>Shelton, Christopher M.</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.C.	Officer	<u>Bahr, Morton</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.D.	Officer	<u>Romero, Edward L.</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.E.	Officer	<u>Gerard, Leo W.</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.F.	Officer	<u>Cordone, Maria C.</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.G.	Officer	<u>Schmelzer, Erica</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.H.	Director	<u>Anderson, Mary</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.I.	Director	<u>Carter, Maxine</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.J.	Director	<u>Dean, Eric</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.K.	Director	<u>Felngold, Ellen</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.L.	Director	<u>Fransetta, Tony</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.M.	Director	<u>Martinez, Robert</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.N.	Director	<u>Moret, Lou</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.O.	Director	<u>Olsen, John</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.P.	Director	<u>Roberts, Cecil</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.Q.	Director	<u>Smith, Roger</u>	<u>Natural Person</u>
<u>1. (Elderly Housing Development ar</u>	1.R.	Director	<u>Villanova, Thomas P.</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.A.	Officer	<u>Protulis, Steve</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.B.	Officer	<u>Shelton, Christopher M.</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.C.	Officer	<u>Bahr, Morton</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.D.	Officer	<u>Romero, Edward L.</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.E.	Officer	<u>Gerard, Leo W.</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.F.	Officer	<u>Cordone, Maria C.</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.G.	Officer	<u>Schmelzer, Erica</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.H.	Director	<u>Anderson, Mary</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.I.	Director	<u>Carter, Maxine</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.J.	Director	<u>Dean, Eric</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.K.	Director	<u>Felngold, Ellen</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.L.	Director	<u>Fransetta, Tony</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.M.	Director	<u>Martinez, Robert</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.N.	Director	<u>Moret, Lou</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.O.	Director	<u>Olsen, John</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development ar</u>	2.P.	Director	<u>Roberts, Cecil</u>	<u>Natural Person</u>

**Principal Disclosures for the two Developers**

**APPROVED for HOUSING CREDIT APPLICATION**  
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<u>2. (Elderly Housing Development at</u>	<u>2.Q.</u>	<u>Director</u>	<u>Smith, Roger</u>	<u>Natural Person</u>
<u>2. (Elderly Housing Development at</u>	<u>2.R.</u>	<u>Director</u>	<u>Villanova, Thomas P.</u>	<u>Natural Person</u>

**Principal Disclosures for the two Developers**

**APPROVED for HOUSING CREDIT APPLICATION**  
**FHFC Advance Review 10.17.18**

Select the organizational structure for the second Co-Developer entity:

The second Co-Developer is a: Limited Liability Company

Provide the name of the Developer Limited Liability Company:

Las Brisas Trace Developer, LLC

**First Principal Disclosure Level:**

Las Brisas Trace Developer, 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.	Manager	Interurban, LLC	Limited Liability Company
2.	Sole Member	Interurban, LLC	Limited Liability Company

**Second Principal Disclosure Level:**

Las Brisas Trace Developer, 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	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. (Interurban, LLC)	1.A.	Manager	Melo, Paulo	Natural Person
1. (Interurban, LLC)	1.B.	Manager	Stabile, Nelson	Natural Person
1. (Interurban, LLC)	1.C.	Manager	Ballestas, Victor	Natural Person
1. (Interurban, LLC)	1.D.	Member	Melo, Paulo	Natural Person
1. (Interurban, LLC)	1.E.	Member	Stabile, Nelson	Natural Person
1. (Interurban, LLC)	1.F.	Member	Ballestas, Victor	Natural Person
1. (Interurban, LLC)	1.G.	Member	Morrow, Jacob	Natural Person
2. (Interurban, LLC)	2.A.	Manager	Melo, Paulo	Natural Person
2. (Interurban, LLC)	2.B.	Manager	Stabile, Nelson	Natural Person
2. (Interurban, LLC)	2.C.	Manager	Ballestas, Victor	Natural Person
2. (Interurban, LLC)	2.D.	Member	Melo, Paulo	Natural Person
2. (Interurban, LLC)	2.E.	Member	Stabile, Nelson	Natural Person
2. (Interurban, LLC)	2.F.	Member	Ballestas, Victor	Natural Person
2. (Interurban, LLC)	2.G.	Member	Morrow, Jacob	Natural Person

### Applicant Certification and Acknowledgement Form

1. The Applicant and all Financial Beneficiaries have read all applicable Corporation rules governing this RFA and have read the instructions for completing this RFA and will abide by the applicable Florida Statutes and the credit underwriting and program provisions outlined in Rule Chapter 67-48, F.A.C. The Applicant and all Financial Beneficiaries have read, understand and will comply with Section 42 of the Internal Revenue Code, as amended, and all related federal regulations.
2. The Applicant has reviewed subsection 67-48.023(1), F.A.C., and certifies to its eligibility to apply for the funding offered in this RFA.
3. The Applicant certifies that the proposed Development can be completed and operating within the development schedule and budget submitted to the Corporation.
4. The Applicant acknowledges and certifies that it will abide by all commitments, requirements, and due dates outlined in the RFA, inclusive of all exhibits. Failure to provide the required information by any stated deadlines may result in the withdrawal of the invitation to enter credit underwriting, unless an extension is approved by the Corporation.
5. By submitting the Application, the Applicant acknowledges and certifies that the proposed Development will meet all state building codes, including the Florida Accessibility Code for Building Construction, adopted pursuant to Section 553.503, F.S., the Fair Housing Act as implemented by 24 CFR Part 100, including the Affirmative Fair Housing Marketing Plan; Violence Against Women Act Reauthorization Act of 2013; Section 504 of the Rehabilitation Act of 1973 as outlined in Section Four, A.8. of the RFA; and the Americans with Disabilities Act of 1990 as implemented by 28 CFR Part 35, incorporating the most recent amendments, regulations and rules.
6. The Applicant acknowledges that any funding preliminarily secured by the Applicant is expressly conditioned upon any independent review, analysis and verification of all information contained in this Application that may be conducted by the Corporation, the successful completion of credit underwriting, and all necessary approvals by the Board of Directors, Corporation or other legal counsel, the Credit Underwriter, and Corporation staff.
7. If preliminary funding is approved, the Applicant will promptly furnish such other supporting information, documents, and fees as may be requested or required. The Applicant understands and agrees that the Corporation is not responsible for actions taken by the undersigned in reliance on a preliminary commitment by the Corporation. The Applicant commits that no qualified residents will be refused occupancy because they have Section 8 vouchers or certificates. The Applicant further commits to actively seek tenants from public housing waiting lists and tenants who are participating in and/or have successfully completed the training provided by welfare to work or self-sufficiency type programs.



8. The success of an Applicant in being selected for funding is not an indication that the Applicant will receive a positive recommendation from the Credit Underwriter or that the Development Team's experience, past performance or financial capacity is satisfactory. The past performance record, financial capacity, and any and all other matters relating to the Development Team (which consists of Developer, Management Company, General Contractor, Architect, Attorney, and Accountant) will be reviewed during credit underwriting. The Credit Underwriter may require additional information from any member of the Development Team including, without limitation, documentation on other past projects and financials. Development Teams with an unsatisfactory past performance record, inadequate financial capacity or any other unsatisfactory matters relating to their suitability may result in a negative recommendation from the Credit Underwriter.
9. The Applicant's commitments will be included in an Extended Use Agreement for the Housing Credits and must be maintained in order for the Development to remain in compliance, unless the Board approves a change.
10. The Applicant certifies that there are no agreements, other than the letter of intent provided with this Application or the Limited Partnership Agreement, between the Applicant and the Housing Credit Syndicator/equity provider.
11. The Applicant certifies that the complete Limited Partnership Agreement, including any amendments thereto, will be divulged to the Corporation and the credit underwriter.
12. The Applicant understands and agrees that it will ensure that (i) none of the General Contractor duties to manage and control the construction of the Development are subcontracted; (ii) none of the construction or inspection work that is normally performed by subcontractors is performed by the General Contractor; (iii) no construction cost is subcontracted to any entity that has common ownership or is an Affiliate of the General Contractor or the Developer, as further described in subsection 67-48.0072(17); and (iv) a provision is provided in the contract with General Contractor that it will comply with subsection 67-48.0072(17).
13. The Applicant, the Developer and all Principals are in good standing among all other state agencies and have not been prohibited from applying for funding.
14. In eliciting information from third parties required by and/or included in this Application, the Applicant has provided such parties information that accurately describes the Development as proposed in this Application. The Applicant has reviewed the third party information included in this Application and/or provided during the credit underwriting process and the information provided by any such party is based upon, and accurate with respect to, the Development as proposed in this Application.
15. During the credit underwriting process, the Applicant must demonstrate that the Development meets the requirements of this RFA and Section 42 of the IRC.
16. The invitation to enter credit underwriting will be rescinded if it is determined that the proposed Development was placed in-service prior to the year in which it received its allocation.

17. The Applicant understands and agrees to cooperate with any audits conducted in accordance with the provisions set forth in Section 20.055(5), F.S.
18. The undersigned is authorized to bind the Applicant entity to this certification and warranty of truthfulness and completeness of the Application.

Under the penalties of perjury, I declare and certify that I have read the foregoing and that the information is true, correct and complete.

  
Signature of Authorized Principal Representative      Steve Protulis  
Name (typed or printed)

---

President / CEO of General Partner of Applicant  
Title (typed or printed)

**NOTE: The Applicant must provide this form as Attachment 1 to the RFA. This form must be signed by the Authorized Principal Representative stated in Exhibit A.**

# Boston Capital

November 1, 2018

Mr. Steve Protulis  
Las Brisas Trace, LP  
1580 Sawgrass Corporate Parkway, Suite 100  
Fort Lauderdale, Florida 33323

RE: Las Brisas Trace, LP (the "Partnership")  
Las Brisas Trace, consisting of 119 units of affordable housing to be constructed on NW 55th Street, northwest of the intersection of NW 55th Street and NW 27th Avenue, unincorporated Miami-Dade County; and on NW 54th Street, northeast of the intersection of NW 54th Street and NW 25th Avenue, unincorporated Miami-Dade County, Florida (the "Project")

Dear Mr. Protulis:

Boston Capital Corporation ("BC") is pleased to submit this proposal to purchase the federal low income housing tax credits ("LIHTC") allocated to the above referenced Partnership, to provide construction and permanent financing for the above-referenced Project. BC or an affiliate will purchase a 99.99% limited partnership interest in the above referenced Partnership. This proposal is subject to the terms and conditions outlined herein and changes in market conditions.

**Summary:**

Beneficiary of Equity Proceeds:	Las Brisas Trace, LP
Equity to be Paid Prior to Construction Completion:	\$5,271,173
Eligible Housing Credit Request Amount:	\$2,635,850 of annual LIHTC
Dollar Amount of Housing Credit Allocation to be Purchased:	\$26,355,864 (ten years times 99.99%)
Total Equity to be Provided (rounded to the nearest dollar):	\$26,355,864 (\$1.00 per dollar of LIHTC)

Based on the Partnership receiving an annual LIHTC allocation of \$2,635,850, BC will purchase \$26,355,864 (ten years times 99.99%) of the total LIHTC allocated to the Partnership. BC will raise capital and contribute capital in the aggregate amount of \$26,355,864 (\$1.00 per dollar of LIHTC). The total capital contribution of \$26,355,864 will be payable as follows:

\$5,271,173 (20%) to be paid prior to construction completion, upon the latest to occur of (i) tax credit reservation, (ii) closing of the construction financing, (iii) receipt of a commitment acceptable to BC for the permanent financing or (iv) admission of BC;

\$5,271,173 (20%) upon the Completion Date;

\$15,022,843 (57%) upon the later to occur of (i) Initial 100% Occupancy, (ii) Cost Certification, or (iii) closing of the permanent loan;

\$790,676 (3%) upon the later of occur of (i) Rental Achievement, or (ii) State Designation pursuant to Form (s) 8609.

Page 2

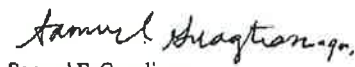
This proposal is subject BC's customary due diligence of the Project, and to the receipt and satisfactory review by BC, in its sole discretion, of the following documents:

1. Award and Allocation of Low Income Housing Tax Credits from the Florida Housing Finance Corporation
2. Prior to closing, the Partnership must have a firm Commitment and related documents for Construction Loan Financing (Note, Loan Agreement, & Mortgage, if closed) with terms acceptable to BC
3. Prior to closing, the Partnership must have a firm Commitment and related documents for Permanent Loan Financing (Note, Loan Agreement, & Mortgage, if closed) with terms acceptable to BC
4. Receipt, review, and approval of due diligence documents including Construction/Development Cost Breakdown; Operating Pro-Forma; Construction Schedule; General Partner, Special Limited Partner, Guarantor, and Affiliate current Financial Statements; Market Study; Appraisal; Plans and Specifications; and other conditions which are customary and reasonable.

Please be advised that an operating reserve in the amount of not less than six (6) month's of BC's underwritten operating expenses will be required to be put into a segregated account. All of the obligations of the General Partner and Special Limited Partner set forth in the partnership agreement of the Partnership will be guaranteed by an entity or individual acceptable to BC.

Feel free to call me at (617) 624-8869, if you have any questions. We very much look forward to the opportunity to participate in this tax credit development.

Sincerely,

  
Samuel F. Guagliano  
Vice President, Assistant Director, Acquisitions  
Boston Capital Corporation

ACKNOWLEDGED AND ACCEPTED ON THE 2<sup>ND</sup> DAY OF NOVEMBER, 2018:

Las Brisas Trace, LP

By: EHDCC Las Brisas Trace Charitable Corporation, its General Partner

  
BY: Steve Protulis

Name: Steve Protulis  
Its: President & CEO

# Boston Capital

October 31, 2018

Mr. Robert Hoskins  
Naranja Lakes Housing Partners, LP.  
800 North Point Parkway  
Suite 125  
Alpharetta, Georgia 30005

RE: Residences at Naranja Lakes/ 110 units  
Miami-Dade County, Florida

Dear Mr. Hoskins:

We are pleased to advise you that we have preliminarily approved an equity investment in Naranja Lakes Housing Partners, LP., a Florida Limited Partnership, the applicant for purposes of the RFA issued by Florida Housing Finance Corporation and, for purposes of that application, the beneficiary of the equity proceeds described in this proposal ("Partnership"). The Partnership will own and operate a 110-unit affordable housing community to be known as Residences at Naranja Lakes, located in Miami-Dade County, Florida. This preliminary commitment is made based upon the financial information provided to us in support of your request, and under the following terms and conditions:

**Investment Equity:** Naranja Lakes Housing Partners, LP., a Florida Limited Partnership, with NDG Naranja Lakes, LLC as General Partner and Boston Capital ("BC") as Investor Limited Partner with a 99.99% ownership interest in the Partnership.

**Anticipated Eligible  
Housing Credit Request Amount:** \$1,907,049\*

**Anticipated Housing Credit  
Allocation to be Purchased:** \$19,068,583.00 (\$19,070,490 \* 99.99%)\*

**Syndication Rate:** \$.98\*

**Anticipated Total Equity  
To be provided:** \$18,687,209\*

**Equity Proceeds Paid Prior to  
or simultaneous to closing  
the construction financing:** \$2,803,081\* (min. 15%)

**Equity Proceeds to be Paid  
Prior to Construction  
Completion:** \$6,540,523

**Pay-In Schedule:** Funds available for Capital Contributions #1:  
\$2,803,081\* be paid prior to or simultaneously  
with the closing of the construction financing.

Funds available for Capital Contribution #2,  
Upon 50% construction completion.  
\$3,737,442\* prior to construction completion.

Funds available for Capital Contribution #3,  
Upon construction completion.

\* All numbers are rounded to the nearest dollar.  
Boston Capital Corporation One Boston Place Boston, MA 02108-4406 Phone: 617-624-8900 Fax: 617-624-8999

**EXHIBIT F**

\$11,212,326\* concurrent with construction completion.

Funds available for Capital Contribution #4,  
Upon permanent conversion.  
\$560,616\* concurrent with permanent loan closing.

Equity Proceeds Paid After  
Stabilization. \$373,744\*

This offer is subject to the receipt and satisfactory review by BC, in its sole discretion, of the following documents. Upon review, BC will either issue a comprehensive syndication agreement for countersignature or withdraw this offer.

1. Project Description
2. Construction/Development Cost Breakdown & Operating Pro-Forma
3. Construction Schedule
4. Qualified Lease-Up Schedule
5. Tax Credit Reservation
6. Construction Loan Financing Proposal (Note, Loan Agreement, & Mortgage, if closed)
7. Permanent Loan Financing Proposal (Note, Loan Agreement, & Mortgage, if closed)
8. General Partner Resume
9. General Partner, Guarantor, and Affiliate current Financial Statements
10. Market Study

Please feel free to call me at (617) 624-8867, if you have any questions. We very much look forward to the opportunity to assist you with this tax credit development and to hearing from you.

Sincerely,



Scott M. Arrighi  
Vice President, Assistant Director, Acquisitions

Accepted:

NARANJA LAKES HOUSING PARTNERS, LP.  
NDG Naranja Lakes, LLC, its general partner

By: 

Robert Hoskins, its manager

**FLORIDA HOUSING FINANCE CORPORATION  
LOCAL GOVERNMENT VERIFICATION OF CONTRIBUTION - FEE WAIVER FORM**

Name of Development: Las Brisas Trace

Development Location: On NW 55th Street, northwest of the intersection of NW 55th Street and NW 27th Avenue, unincorporated Miami-Dade County; and on NW 54th Street, northeast of the intersection of NW 54th Street and NW 25th Avenue, unincorporated Miami-Dade County  
(At a minimum, provide the address number, street name and city, and/or provide the street name, closest designated intersection and either the city (if located within a city) or county (if located in the unincorporated area of the county). If the Development consists of Scattered Sites, the Development Location stated above must reflect the Scattered Site where the Development Location Point is located.)

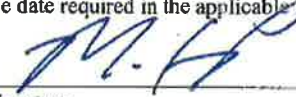
The City/County of Miami-Dade, pursuant to Ordinance #88-112, #90-26, #90-59 & 90-31, waived the following fees: \_\_\_\_\_  
(Reference Official Action, cite Ordinance or Resolution Number and Date)  
Roads, Fire, Police & Park impact fees less administrative charges


Amount of Fee Waiver: \$ 688,755.38

No consideration or promise of consideration has been given with respect to the fee waiver. For purposes of the foregoing, the promise of providing affordable housing does not constitute consideration. This fee waiver must be effective as of the Application Deadline for the applicable RFA, and is provided specifically with respect to the proposed Development.

**CERTIFICATION**

I certify that the foregoing information is true and correct and that this commitment is effective at least through the date required in the applicable RFA.

  
Signature  
**MAURICE L. KEMP  
DEPUTY MAYOR  
MIAMI-DADE CTY. FL**

  
\_\_\_\_\_  
Print or Type Name  
\_\_\_\_\_  
Print or Type Title

NOTE TO LOCAL GOVERNMENT OFFICIAL: Waivers that are not specifically made for the benefit of this Development but are instead of general benefit to the area in which the Development is located will NOT qualify as a contribution to the Development. Further, the fact that no impact fees or other fees are levied by a local jurisdiction for ANY type of development DOES NOT constitute a "Local Government Contribution" to the proposed Development. Similarly, if such fees ARE levied by the local jurisdiction but the nature of the proposed Development exempts it (e.g., typically, a Rehabilitation Development is not subject to impact fees), for purposes of this form, no "Local Government Contribution" exists and no points will be awarded.

This certification must be signed by the chief appointed official (staff) responsible for such approvals, Mayor, City Manager, County Manager/Administrator/Coordinator, Chairperson of the City Council/Commission or Chairperson of the Board of County Commissioners. Other signatories are not acceptable. The Applicant will not receive credit for this contribution if the certification is improperly signed. To be considered for points, the amount of the contribution stated on this form must be a precise dollar amount and cannot include words such as estimated, up to, maximum of, not to exceed, etc.

If the Application is not eligible for automatic points, this contribution will not be considered if the certification contains corrections or 'white-out' or if the certification is altered or retyped. The certification may be photocopied.

Please note: This form may be modified by Florida Housing Finance Corporation per Section 67-60.005, F.A.C.

# Memorandum



**Date:** October 10, 2017

**To:** Christopher Agrippa  
Clerk of the Board

**From:** Carlos A. Gimenez  
Mayor

**Subject:** Administrative Order 2-3  
Signature Authority

Effective immediately, this memo authorizes the following staff members to sign documents and agreements, which have been reviewed by the County Attorney as to form and legal sufficiency, and approved by official action of the Board of County Commissioners. In addition, these signatures will authorize submission of agenda items to the Office of Agenda Coordination.

  
Alejandro Ferro  
Chief of Staff  
Jack Osterholt  
Deputy Mayor /RER Director  
Altha T. Hudak  
Deputy Mayor/PWWM Director  
Michael Hernandez  
Communications Director/Senior Advisor  
Maurice Kemp  
Deputy Mayor  
Edward Marquez  
Deputy Mayor/Finance Director  
Michael Spriggs  
Senior Advisor

c: Eugene Love, Director, Office of Agenda Coordination

10/10/17



## Memorandum



**Date:** October 10, 2017

**To:** Deputy Mayors

**From:** Carlos A. Gimenez  
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.


**Subject:** 2017 Signature Authority

Effective immediately, you are authorized to sign the following items for your respective departments on my behalf:

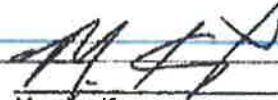
- Permits
- Senior Management Performance Appraisal Forms
- Leave slips (your department and immediate staff)
- Travel requests for up to 4 travelers except for international and legislation-related travels
- Telecommunications Device and Service Requests
- Vehicle requests
- Grant applications

Your judgment is crucial when reviewing items for signature. Please submit requests for administrative leave and executive salary reviews to me for consideration. If an item is controversial, sensitive or otherwise significant, please forward it to my attention or discuss it with me personally.

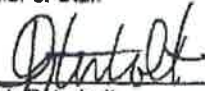
2017 Signature Authority  
Page 2



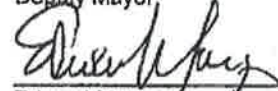
Alejandro Ferro  
Chief of Staff



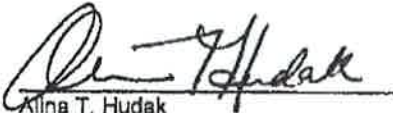
Maurice Kemp  
Deputy Mayor



Jack Osterholt  
Deputy Mayor/RER Director



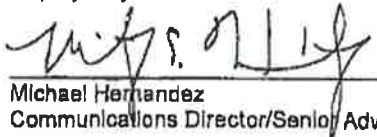
Edward Marquez  
Deputy Mayor/Finance Director



Alina T. Hudak  
Deputy Mayor/PWWM Director



Michael Spring  
Senior Advisor



Michael Hernandez  
Communications Director/Senior Advisor

- c: Arleene Cuellar, Director, Human Resources Department
- Jennifer Moon, Director, Office of Management and Budget
- Angel Petisco, Director, Information Technology Department
- Tara Smith, Director, Internal Services Department
- Office of the Mayor Senior Staff