

Important notice regarding points awarded for attendance at the 2020 Application Workshop

Developer Attendance:

The Fund awards 20 points if an Applicant submits documentation evidencing that **one** of the Principals (see definition below) of **each developer/co-developer** of such property attended **all** sessions of the most recent Fund LIHTCP Application Workshop.

Principal - any person who owns an interest in a for-profit entity; the directors, managing directors, and officers of an entity which is wholly ESOP-owned; and the Executive Director and Deputy Director; President and Vice-President; or Chair and Vice-Chair (or comparable officers) of a non-profit organization. The Fund does not define a Secretary or Treasurer or Board Member as a principal of a non-profit organization.

Employee/Additional Principal Attendance:

In addition, a property will be awarded 5 points for each **employee on the payroll of the developer [who is predominantly (more than 50% of the worktime) employed in development] or each additional Principal** who attended **all** sessions of the most recent Fund LIHTCP Application Workshop. A maximum of 10 points is available under this criterion.

If you anticipate that your attendance as an employee of the developer will count for points, be certain to include, on the registration form below, the name of the property development company from whom you receive a payroll check.

If you have any questions relating to the above, please contact Rachael Shawhan at (304) 391-8675, Tonya Cotton at (304) 391-8639, or Michelle Wilshere at (304) 391-8664.

General Agenda

WVHDF's 2019 and 2020 Allocation Plan
WVHDF's 2019 and 2020 Tax Credit Manual
WVHDF's Application Forms

A detailed agenda will be provided to registered attendees in advance of the workshop.

**West Virginia Housing Development Fund
Low-Income Housing Tax Credit Program
Application Workshop**

**March 24, 2020 ♦ Holiday Inn and Suites
400 Second Avenue SW ♦ South Charleston, WV**

Registration Form

Please complete this fillable form for each individual planning to attend and submit it with payment. It is preferred that the form be filled out electronically and not handwritten.

APPLICATION WORKSHOP REGISTRATION FEE

Tuesday, March 24, 2020

Selection ✓	Registration	Amount
	Regular (By March 3)	\$100.00
	Late (After March 3)	\$110.00

Total Amount Enclosed

\$ _____

Attendee Information – Please fill out completely

Name _____

Agency or Company _____

Position _____

Address _____

City/State/Zip _____

Phone _____ Email _____

I plan to attend the lunch that is included with the workshop **Yes** or **No**

Please reproduce this form for each conference attendee.

Please mail registration form with payment to:

West Virginia Housing Development Fund - LIHTCP

Attn: Rachael Shawhan or Tonya Cotton

5710 MacCorkle Avenue, SE

Charleston, West Virginia 25304

If you have any questions relating to the workshop, please contact: Rachael Shawhan at (304) 391-8675, rshawhan@wvhdf.com or Tonya Cotton at (304) 391-8639, tcotton@wvhdf.com

**Please note that registration fee refunds are not
available for cancellations after March 3, 2020**