

Important notice regarding points awarded for attendance at the 2025 Application Workshop

Developer Attendance:

The Fund awards 12.5 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 Fund LIHTCP Application Workshop which covered the current Plan.

Principal - any person who owns a controlling interest, as evidenced by organizational documents, in a for-profit entity [a non-controlling member/partner does not qualify for points eligibility for scoring criteria such as Developer Experience, Timely Delivery of Units, etc.]; the directors, managing directors, and officers of an entity which is wholly ESOP-owned; the trustees of a Trust; 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 12.5 points for an **employee on the payroll of the developer [who is predominantly (more than 50% of the worktime) employed in development]** or for an **additional Principal** who attended **all** sessions of the Fund LIHTCP Application Workshop which covered the current Plan.

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.

Attendees who have remitted the required registration fee **and** who participate(*) in the live polls during the sessions will be eligible to receive an attendance certificate. More information to follow.

* Participation is determined by an attendee answering 11 of the 12 poll questions and answering at least 9 of the questions correctly.

**West Virginia Housing Development Fund
Low-Income Housing Tax Credit Program
2025 Application Workshop**

Tuesday, March 11, 2025 ♦ via Zoom ♦ Noon to 3:30 pm

Basic Agenda

- ❖ 2025 and 2026 Allocation Plan
- ❖ 2025 and 2026 Tax Credit Manual
- ❖ 2025 Application Forms

A detailed agenda as well as login instructions will be provided to registered attendees in advance of the workshop.

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.

Registration Form Deadline	Fee
Due with payment by Tuesday, March 4	\$50.00 per person

Total Amount Enclosed \$ _____

Attendee Information – Please fill out completely

Name _____

Agency or Company _____

Position _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Please reproduce this form for each conference attendee.

Please mail registration form with payment to:

West Virginia Housing Development Fund - LIHTCP
Attn: Michelle Wilshere
5710 MacCorkle Avenue, SE
Charleston, West Virginia 25304

If you have any questions relating to the workshop, please contact: Tonya Cotton at (304) 391-8639, tcotton@wvhdf.com or Carol Ball at (304) 391-8635, cball@wvhdf.com

Please note that registration fees are generally not refunded for cancellations made after March 4