



Ted R. Fellman, Executive Director
 Tennessee Housing Development Agency
 404 James Robertson Parkway, Suite 1200
 Nashville, Tennessee 37243-0900
 www.thda.org

April 9, 2008

In order to fulfill requirements in the Qualified Allocation Plan (QAP), the Division of Program Compliance at Tennessee Housing Development Agency (THDA) conducts free training for owners, managers, and dedicated compliance staff of Low-Income Housing Credit properties. Owners and their staff are encouraged to attend training sessions as often as they deem necessary to understand the requirements for compliance, although annual sessions are recommended by THDA.

Participants must REGISTER AT LEAST TWO WEEKS IN ADVANCE by mailing or faxing the attached form to Division of Program Compliance at THDA. Forms received after that date may not be accepted due to class size restrictions. All Compliance Training sessions will be conducted from 8:00 AM to 4:00 PM. Owners' Workshops will run from 9:00 AM to 12:00 PM. Confirmations will be posted on our web page: 'www.thda.org' after registration is completed. Site directions are on the back.

Complete the registration and submit by mail to: Division of Program Compliance - THDA, 404 James Robertson Pkwy, Suite 1200, Nashville, TN 37243-0900 or fax to (615) 564-2951. Incomplete registration forms will be returned without action via mail. Please identify the project number of the property for which you are attending.

LIHC Compliance Training 2008 (Please circle the session you want to attend.):

Owners' Workshops

To receive final allocating documents (Form 8609), owners or their representatives must attend the **Owners' Workshop** conducted by this office. Attendance at Compliance Training **will not** satisfy this requirement. Please refer to your QAP for specific training requirements.

Friday November 14 Nashville Parkway Towers, 12th Floor, Training Room

Compliance Training

Friday May 23 Memphis Donnelly J. Hill Building, 2nd Floor Auditorium
 Wednesday August 20 Knoxville State Office Building, 7th Floor, Conference Room A
 Thursday November 13 Nashville Parkway Towers, 12th Floor, Training Room

NAME: _____ PROJECT NO: _____
 TELEPHONE NUMBER: _____ FAX NUMBER: _____
 PROPERTY NAME: _____
 PROPERTY ADDRESS: _____

COMPLIANCE TRAINING LOCATIONS

NASHVILLE:

Parkway Towers – 12th Floor, Training Room
404 James Robertson Parkway, Nashville, TN

Directions from I-40 WEST or EAST: Take the Charlotte Street Exit #209A. You will go north (from I-40 West turn right/from I-40 East turn left) towards the downtown area on Charlotte Avenue. The sixth stoplight will be the intersection of 5th Avenue. Make a left at the stoplight. Then take 5th Avenue to the first right which is Gay Street, where you will make a right. Go to the stoplight and proceed on Gay Street to the four-way stop. Make a right at the four-way stop unto 3rd Avenue. Parkway Towers is the large building on the right on 3rd Avenue. There is paid parking in the building garage. Take the elevators to the 12th Floor and follow the signs to the Training Room. Please allow for extra time for parking. Hotel information can be obtained from the Nashville Visitors Bureau at 615 743-3000.

KNOXVILLE:

State Office Building – 7th Floor, Conference Room A
531 Henley Street, Knoxville, TN

Directions from I-40 EAST: Take Exit #388. Follow the sign 'To Downtown'. Pass under the Knoxville viaduct (looks like a bridge). The Knoxville State Office Building sits on the right side of Clinch Avenue beside the Holiday Inn and the Sunsphere. Paid parking is available at the Holiday Inn.

Directions from I-40 WEST: Take the James White Parkway Exit. Immediately exit James White Parkway on Summit Hill Drive. At the fourth traffic light, turn left on Henley Street. At the first traffic light, turn right on Clinch Avenue. The Knoxville State Office Building sits on the right side of Clinch Avenue beside the Holiday Inn and the Sunsphere. Paid parking is available at the Holiday Inn.

MEMPHIS:

Donnelly J. Hill Building – 2nd Floor, Auditorium
170 Main Street, Memphis, TN

Directions from I-40 WEST or EAST: Take the Second Street Exit. Second Street is a one way street going south. Merge over to the right lane at Poplar and 2nd Street and the Hill Building will be on the right. Paid parking is available throughout the Main Street area. Please allow for extra time for parking.