

Attn: Needs Assessors for HUD CNAs: Seats Still Available for Training

Register Today: Spring 2018 – Capital Needs Assessment e-Tool Trainings

The United States Department of Housing and Urban Development (HUD) is pleased to announce three half-day, in-person trainings for the Capital Needs Assessment e-Tool (CNA e-Tool) to be held in Atlanta, GA. This training is being sponsored by HUD's Office of Multifamily Production and Office of Housing in conjunction with the Southeast Mortgagee Advisory Council (SMAC) Conference. The CNA e-Tool is suitable for use by any multifamily housing program and provides an automated process for preparation, review, submission, approval and periodic updating of capital needs assessments (CNA). A CNA is a due diligence report commonly used in the multifamily industry to examine current physical conditions at properties, specify repairs/replacements needed immediately and to budget for long-term capital repair and replacement needs during the life of an asset. These trainings will provide users with hands-on training around assessment tool data entry techniques, an understanding of and how to respond to flags, and preparation of exhibits to be attached by the lender to the CNA e-Tool.

Note: Registration for this training does not register you for the SMAC Conference. For more details about the 2018 SMAC Conference and registration, please visit the following link: [SMAC Conference Registration](#).

Schedule of Training Deliveries

Three CNA e-Tool training sessions will be held at the [JW Marriott Atlanta – Buckhead](#). *Note: There will be two sessions geared towards lenders (both will cover the same topics) and one session for third party assessors - please register for the appropriate session based on your role. For detailed information about each session and to register, please visit the registration links below.*

Location	Date	Registration Link
Atlanta, GA I (Assessors) Seats Available	April 10, 2018 8AM – 12PM Eastern	Register Now
Atlanta, GA II (Lenders) Wait List Only	April 10, 2018 8AM – 12PM Eastern	Register Now
Atlanta, GA III (Lenders) Wait List Only	April 10, 2018 1:30PM – 5:30PM Eastern	Register Now

Who Should Attend?

This training is intended for lenders and third-party assessors associated with a multifamily housing program. Additional individuals will be waitlisted and confirmed to attend as space permits.

Please note, your enrollment does not guarantee approval. You will receive a confirmation email entitled "Confirmation_CNA e-Tool Training" once your enrollment has been approved. Please do not make any non-refundable travel arrangements until you receive an email confirmation notice. HUD cannot be responsible for penalties incurred due to cancelled arrangements.

For more information, please contact:

CNA e-Tool Training Registrar | trainings@hudexchange.info

Registering for CNA e-Tool Training:

Access the registration link for the location you are interested in and then select 'Register Now' on the right side of the page.

If you have **not yet registered** for a HUD Exchange account:

Create an Account on the HUD Exchange

1. Go to the HUD Exchange (www.hudexchange.info).
2. Click **Login** (at the upper right).
3. Click **Create an Account**.
4. Fill out the form, and click the **Create Account** button.

Your account has been created. You will receive a confirmation email.

If you have **already registered** for a HUD Exchange account:

1. Enter your Username and Password; select **Log in**.
2. If prompted to fill out additional information, please do so, and select **Update**.
3. You will be brought directly to the course detail page in HUD Exchange.
4. Select the checkbox next to the class name and location and then select **Enroll in this Class**.

If you are **unsure** if you have a HUD Exchange account:

- Go to the [HUD Exchange Login page](#), and enter your email address into the field: **Forget Username or Password?**
- If a username for that email address already exists, you will receive an email with a temporary password that you can use to follow the steps above. If not, you'll receive an error message.