

# Register Today: 2017 Capital Needs Assessment e-Tool Trainings

The United States Department of Housing and Urban Development (HUD) is pleased to announce a series of one-day trainings for the Capital Needs Assessment e-Tool (CNA e-Tool) to be held across the country. This training is being sponsored by HUD's Office of Multifamily Housing. 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 on the CNA e-Tool and related instructions for performing a capital needs assessment.

HUD has released the [initial schedule of trainings](#), but will continue to reassess the training schedule based on demand. To the extent funding permits, additional deliveries on successive days may be added to locations with a high demand. Due to limited availability of space at each site, individuals are encouraged to register by ***September 15, 2017*** to ensure the highest chance of securing a spot at their preferred location. You may register for only one session. If a seat is not available at your preferred location/date, you will be offered a seat in an alternative location as seats are available.

## Schedule of Training Deliveries

All sessions will be held from 9AM – 4:30PM (with sign in at 8:30AM). For detailed information about each location and to register, please visit the registration links below.

Location	Date	Registration Link
Jacksonville, FL	September 26, 2017	<a href="#">Register Now</a>
Atlanta, GA	October 3, 2017	<a href="#">Register Now</a>
San Francisco, CA	October 10, 2017	<a href="#">Register Now</a>
Baltimore, MD	October 17, 2017	<a href="#">Register Now</a>
Chicago, IL	October 17, 2017	<a href="#">Register Now</a>
Denver, CO	October 17, 2017	<a href="#">Register Now</a>
Kansas City, KS	October 24, 2017	<a href="#">Register Now</a>
New York, NY	October 24, 2017	<a href="#">Register Now</a>
Boston, MA	October 31, 2017	<a href="#">Register Now</a>
Detroit, MI	October 31, 2017	<a href="#">Register Now</a>
Fort Worth, TX	October 31, 2017	<a href="#">Register Now</a>

## Who Should Attend?

This training is intended for lenders and third-party assessors associated with a multifamily housing program. Due to limited availability of training seats, each organization will be limited to two individuals per location. 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](mailto: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](http://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.