

## NAHMA HUD Update: CNA e-Tool implementation delay and training registration

Dear NAHMA Members,

HUD has announced the following [information](#) regarding the CNA e-Tool, including an implementation delay until November 1, 2017:

### **Capital Needs Assessment (CNA) e-Tool Operational Bulletin 2017-04**

TO: CNA e-Tool Stakeholders

SUBJECT: Delayed Required Use, Register for Training & More

1. Required Use Delayed until Nov. 1, 2017

The required use of the CNA e-Tool will be delayed for FHA multifamily mortgage insurance applications until November 1, 2017, due to Hurricane Harvey recovery efforts. [Read the memo here.](#)

2. Register for Training by Sept. 15, 2017

HUD will be providing training for needs assessors and lenders at 11 HUD offices through October. HUD has released the [initial schedule of trainings](#), but will reassess the schedule based on demand. Due to limited availability, please register for only one session by September 15, 2017. If your preferred location and/or date is at capacity, you will be offered an alternative based upon availability.

3. New Ask-A-Question Feature

All CNA e-Tool users can now ask questions and receive answers through the new [Ask-A-Question \(AAQ\)](#) help desk support feature.

4. Benchmarking

HUD suspended MAP Guide Appendix 5G Section IV, subsections A through E pertaining to benchmarking for new insured mortgage applications or 10-year update CNAs. This suspension does not apply to any application in which the borrower requests: a) reduced mortgage insurance premium (MIP) in consideration of compliance with a recognized green building standard; or b) HUD underwriting of utility cost savings anticipated as a result of proposed conservation measures. In these cases, the benchmarking provisions remain in place.

In all other cases, the suspension applies and entries in the CNA e-Tool assessment template should be completed as follows:

#### **Data Entry Requirements for Properties That Are Not Subject to Benchmarking**

Worksheet	Form	Data Item(s)	Correct Entry
Utility Type Usage	Utility Type Usage	All	Leave blank
Components	Components	Type of Utility	N/A
Components	Components	Usage/Year	Leave blank
Alternatives	Alternatives	Type of Utility	N/A
Alternatives	Alternatives	Usage/Year	Leave blank

5. Maintenance Update

CNA e-Tool will not be available from 6 p.m. - midnight EST on September 30.

6. Training Modules

A new training module has been posted on the HUD Exchange to assist users in the evaluation of physical conditions. All of the training modules have been posted [here](#).

7. Whom should I call for further information?

For further technical information, please complete the [AAQ form](#).

For user access issues, please email [CNAaccess@hud.gov](mailto:CNAaccess@hud.gov).

Thanks,  
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***NAHMA is the leading voice for affordable housing management, advocating on behalf of multifamily property managers and owners whose mission is to provide quality affordable housing.***