

**HUD's Boston Office of Multifamily Housing is inviting industry stakeholders to join Boston Satellite Office field staff in the viewing of a webinar on January 19, 2017.**

The webinar will be presented by ICF International and will provide an introduction to HUD's new Capital Needs Assessment Tool (CAN E-Tool). The session will also include an interactive Q&A segment with technical assistance providers conducting the webinar, as well as HUD staff in attendance.

Thursday, January 19, 2017

3:00 PM – 4:30 PM Eastern Standard Time

Garage Conference Room

O'Neill Federal Building

10 Causeway Street, 3<sup>rd</sup> Floor

Boston, MA

The CNA e Tool is a coordinated assembly of several automated tools and electronic templates developed by HUD-Multifamily Housing and USDA Rural Development to establish an aligned data standard and analytical framework for preparing capital needs assessments (CNAs). 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.

You may preview the tools and documents that will be discussed by using the following link:

[https://portal.hud.gov/hudportal/HUD?src=/program\\_offices/housing/mfh/cna](https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/cna)

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**The new Multifamily Northeast Region is going electronic! In order to streamline operations, we have established a centralized intake process in Asset Management. We encourage all routine servicing requests and correspondence which has been traditionally mailed to our offices to be submitted via email to [bos.incoming@hud.gov](mailto:bos.incoming@hud.gov).**

**All other correspondence should be sent to the emails below:**

**Monthly Accounting Reports (MARs) to [bos.mars@hud.gov](mailto:bos.mars@hud.gov)**

**Grant (Service Coordinator) information to [bos.grants@hud.gov](mailto:bos.grants@hud.gov)**

**Funding requests: [bos.funding@hud.gov](mailto:bos.funding@hud.gov)**