

The following is the text of an email sent to all confirmed attendees for each CNA e-Tool Hands-on Training delivery:

Dear Training Attendee,

The US Department of Housing and Urban Development Office of Multifamily Housing looks forward to your attendance at the Capital Needs Assessment e-Tool (CNA e-Tool) one-day training.

In preparation for the day’s training, HUD requests that each attendee familiarize themselves with the resource materials summarized in the table below. We have also attached several Quiz Questions to highlight the items that should be focused on as you go through the materials prior to coming to the training. The objective of this pre-training preparation and quiz is to maximize each attendee’s on-site learning experience and ensure a high-level of productivity.

Thank you in advance.

Resource	Instructions	Estimated Duration
Capital Needs Assessment e-Tool homepage (Active link)	Familiarize yourself with the type of content available to support a CNA e-Tool submission. Note specific materials for the user type that best describes you (e.g., “Needs Assessor” or “Lender/PHA/PAE Submitter”.)	5-10 mins
CNA e-Tool HUD Process Flowchart (Active link)	Review this one-page flowchart outlining the process to submit via the CNA e-Tool.	<5 mins
CNA e-Tool Let's Get Started Tutorial (Active link) <i>After clicking the link, Adobe Connect asks for a user name and password. Simply click “cancel” to close the pop-up box and the tutorial will open on your screen. No user name or password is required.</i>	Watch this short Tutorial for a brief overview of the CNA e-Tool.* <i>*You can read the Transcript (Active link) if experiencing difficulties watching the Tutorial.</i>	30 mins
Estimated Useful Life Table for CNA e-Tool (Active link)	Skim this Table, noting especially the color-coded structure for Need Categories, Need Items, and Component Types, which is integral to the CNA e-Tool.	<5 mins
Assessor/Lender 12 Step Process Webinar (Active link)	Watch at least the portion of this webinar related to the basic step-by-step work process for submitting via the CNA e-Tool, starting at the 9:45 mark in the video and ending at the 44:20 mark. If time permits, review the entire webinar (90 minutes).	35 mins
Case Study: A Sample Project & Transaction (Attached to this email)	Review this hypothetical case study, which will be used in the hands-on Training for submitting via the CNA e-Tool	<5 mins

Quiz (Attached to this email)	After reviewing the materials above, take the attached quiz. Bring your answers to the training to confirm your understanding. Good luck!	5-10 mins
MAP Guide (Active link)	HUD assumes that each attendee will have a familiarity with the MAP Guide due to their previous involvement preparing, processing, and submitting loan applications to HUD. If an attendee is not familiar with the Guide, HUD recommends reviewing at least Chapter 5, as well as Appendices 5G, 5B, 5D, and 5C.	N/A