

CNA e Tool
Paperwork Reduction Act Information
September xx, 2014

Capital Needs Assessments, (also variously known as “physical condition assessments, PCAs, comprehensive needs assessments, project capital needs assessments, PCNAs, physical needs assessments PNAs, etc) are authorized collections in accordance with OMB approval number 2502-0505. The CNA e Tool provides a standardized template for CNAs and automates the preparation, submission and review of this report, which is critical due diligence commonly used in the multifamily industry to underwrite assets and manage assets in portfolio. The CNA e Tool implements recommendations of the interagency Rental Policy Housing Alignment Task Force and is the product of a joint development effort by HUD and USDA including sustained consultation with subject matter experts in the industry.

The Government Paperwork Elimination Act (GPEA) (P.L. 105-277, Title XVII) allows citizens to use electronic technologies when filing information with, or retrieving it, from the Federal Government. The online mode of information collection will assist HUD and USDA with complying with the provisions of GPEA. Public reporting burden for this collection of information is estimated to average forty hours per response. Responses are voluntary. Every effort will be made to maintain confidentiality, which is explained below. This agency may not collect information and you are not expected to respond, unless the survey displays a currently valid OMB control number.

Privacy Policy and Use of Cookies:

Many websites use "cookies" to help personalize a respondent's online experience. A cookie is a text file that is placed on the hard drive of a computer by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer.

Federal Register Notice

On mm/dd/yyyy the Department of Housing and Urban Development published a notice in the Federal Register concerning the CNA e Tool as a modification to the existing collection of information authorized by OMB number 2502-0505 in accordance with the Paperwork Reduction Act. Users are invited to view the notice at (insert url.& pdf)