

June, 2014

## Green Physical Needs Assessment (GPNA) Training Guide

Training resources for Public Housing Authorities and physical needs assessment vendors are available at no charge from HUD to assist users in learning how to use the HUD GPNA tool. These resources are generally available on HUD's website. It should be noted that it is not HUD's intent to train on how a Physical Needs Assessment (PNA) is performed but rather to train on how the GPNA tool is used to perform the standard PNA process and to comply with the requirements of the new PNA rule.

There are a number of training vendors in the marketplace who are offering training on the GPNA for a fee. These courses are of varying quality and utility. HUD does not review, approve, or endorse any third party training on the GPNA. There is no "HUD certification" for PNA, GPNA, or energy audit providers or trainers. While an investment in third party training can be beneficial for users, HUD strongly recommends that those seeking training begin with HUD's free training.

The primary training resources offered by HUD include:

- Webinars
- Webcasts (live and archived)
- Prototype GPNA tool
- GPNA User Guide
- GPNA Frequently Asked Questions (FAQs)
- Training Days in Washington DC
- Training sessions at state and regional meetings of PHAs as HUD travel funds permit
- In addition, questions regarding the PNA can be addressed to the local field offices.

The portals for the resources are the two HUD.gov webpages and the video archive page at HUD.gov:

Physical Needs Assessment Web Page:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/capfund/physicalassessment](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/physicalassessment)

GPNA Tool Web Page:

[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/capfund/gpnatool](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/capfund/gpnatool)

Webcast Archives:

<http://portal.hud.gov/hudportal/HUD?src=/press/multimedia/videos>

A reasonable place to begin a program of self-training on the Physical Needs Assessment initiative is by viewing one of the overview resources which are available in several different formats. HUD has prepared a PowerPoint document summarizing the program, its intent, the related rules, status, and tips for preparing. This document forms the basis for a presentation which takes approximately an hour and a half and is delivered at conferences throughout the country, has been taped in a webinar format and made available at the Physical Needs Assessment Web Page ("PNA Summary Webinar" under "What's Hot"). The PowerPoint document is continuously revised as the program progresses and the latest version is made available on the webpage. On January 10, 2013 HUD conducted the first in a series of webcasts

which is available for viewing in the HUD.gov webcast archive under the date-you may access the video archive page directly from the “Green Physical Needs Assessment Webinar” link under “What’s Hot”.

For users seeking a more detailed step by step demonstration and orientation to the use of GPNA tool, a webinar is available on the Physical Needs Assessment Web Page (“GPNA Tool Demonstration Webinar” under “What’s Hot”). This webinar has duration of approximately 1 hour 20 minutes. For those PHAs with simple inventory characteristics (e.g. a small single development PHA) the webinar dated June 3, 2014 referenced below may be more appropriate.

For those that are ready for a ‘hands on’ self-directed exploration of the GPNA tool, on the GPNA Tool webpage is a prototype GPNA tool that one may download. This fully functional prototype is populated with data from a PHA that has been made anonymous and allows the user to work with all of the available operations. For the user that wants to “start from scratch” there is a blank tool for PHA use on the GPNA Tool webpage that can be downloaded. This tool will not be functional until inventory information (buildings, units etc) has been imported into it. Users that are directly affiliated with a PHA may request ([PHAPNA@hud.gov](mailto:PHAPNA@hud.gov)) that a data file be sent to them for their specific PHA which is used to populate the blank GPNA tool with the PHA’s specific inventory data. Please note that each blank tool downloaded from the HUD webpage is identically identified. Multiple copies of the tool on a single PC will interfere with one another unless they are renamed to be unique according to the “1/31/2013 multiple tools protocol” available on the webpage.

More detailed information on the GPNA tool is available in the User Guide, available on the GPNA Tool webpage by link from the text. Frequently Asked Questions and their answers have also been assembled and made available on the GPNA tool webpage, along with copies of mass emails that have been distributed to all PHAs providing program status over time.

On January 10, 2013 and March 21, 2013 HUD presented overview broadcasts (webcasts) which were recorded and are archived on HUD.gov webcasts page. These introductory level webcasts provide overview and some demonstration of the use of the GPNA tool. Search on the term “physical needs assessment” on the HUD.gov “webcasts” page for a list of all the broadcasts or you may search by date of the presentation.

On March 14, 2014 HUD posted a webinar focusing on the energy auditing aspects of the initiative and the entry of “sustainability” items into the tool. On June 3, 2014 HUD posted a webinar focusing on simplified direct entry appropriate for small PHAs and those that have the basic PNA information already assembled in another format, and who wish to use the tool primarily as a reporting vehicle For demonstration of simplified entry into PNA tool. (Physical Needs Assessment Training #4 Simplified Entry YouTube: see intro at 1min 20 sec.; 54:00-58:00: and 1:02-1:30). Both of these webinars are archived by date on the HUD.gov webcasts page.

The proposed rules which provide guidance on the requirements for performing PNAs and energy audits, provider qualifications, and submission requirements are available by link from the text on the Physical Needs Assessment webpage. When these proposed rules become final they will be combined into a single rule and also made available at this portal.