THE FLORIDA HOUSING COALITION

Capital Needs Assessments

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Capital (Physical) Needs Assessments

- Professional written evaluation of property condition
  - Health and safety
  - Accessibility
  - Environmental
  - Remaining useful life of all systems
  - Rehab needed
  - Estimated cost present
  - Schedule and cost of future replacements

What's in a CNA Report?

- Statement of purpose
- Summary of prior repairs/replacements
- Summary of interview with owner/property manager
- Documents reviewed
  - statements/reports/REAC/Environmental reports
- Site summary
- Summary of all systems
- Which units were inspected
  - Best to enter every unit (Min sample 25%)
- Photos
- Recommendations and priorities

Sample report

- 20 buildings
  - 3 different sites
  - 24 dwelling units
  - Unit characteristics
    - 1/1, 2/1, 3/1, 4/1
    - 500 – 1053 square feet
- Built 1967
- Owned by Housing Authority

How to select a firm

- Begin with discussion of needs
- Willingness to tailor report
- How are costs calculated?
- Include green?
- View samples of spreadsheet and narrative
- Negotiate price ($5 k+)
- www.floridahousing.org
  - Business and legal: Solicitation for CNA 10/11
  - Awards issued 12/11