

CNA E-TOOL V.3.0 USER GUIDE

USER GUIDE VERSION 3, MAY 2022



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CNA INTRODUCTION

HOW TO USE THIS GUIDE

This instructional guide is a companion to the Capital Needs Assessment (CNA) e-Tool created by the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Agriculture (USDA). This version of the guide applies to version 3.0 of the e-Tool, a fully web-based application with a single user interface. This guide will assist you in understanding the CNA process flow, entering information into CNAs, editing CNAs, finding and sending CNAs, and validating the data entered into CNAs.

The CNA e-Tool is comprised of three types of screens: (1) Dashboard, (2) CNA Input, and (3) Validation screens. From the Dashboard screens, you will be able to locate and open CNAs quickly using the Search function and preset Filters. In the CNA Input screens, you will enter all the relevant data and information about the property. The Validation screens will show you the calculated results of the entered data and allow you to respond to flags.

This guide contains a separate section for each type of screen. The sections on the Dashboard, CNA Input, and Validation screens will provide you with information on how to enter data into the e-Tool and understand how to use the e-Tool's functionality. Each section describes how the screens are organized and what information is required. In addition, this guide provides a Process Overview chapter and Appendices with supplemental information.

SCREEN TYPE SECTIONS

Below is a brief summary of the three screen types and their corresponding sections.

DASHBOARD SCREENS

After logging into the CNA e-Tool, you will first see your personalized Dashboard. The Dashboard is the default home screen of the CNA e-Tool for external users. It displays CNAs that are relevant to you. This section describes the Dashboard screen views and functionality. From your Dashboard you can quickly access CNAs that are in your possession, are in your partner firm's possession, or have been submitted to your Approving Agency, such as HUD.

This section also describes the left menu bar of the screen, which is divided into two tabs:

- **My CNAs** — provides quick preset filters based on the types and statuses of CNAs you yourself are working on; and
- **Search** — allows you to search for all CNAs that are being worked on within your firm or organization.

A user opens a CNA displayed on the Dashboard screen by clicking on the Assessment ID of the CNA. The Dashboard is also where a CNA is initiated—or first created.

CNA INPUT SCREENS

Once you open a CNA, there are numerous input screens that you and your partner complete, as well as an Options menu that allows you to take actions that affect the CNA as a whole. This section provides detailed instructions for entering information into the CNA. Each CNA screen is described in a separate chapter, as is the Options menu. The individual chapters in this section are as follows:

1. **Options** — details the actions that a user can take from the Options menu, which differ slightly depending on the User type and CNA type. This chapter describes the actions available from the Options menu, including: submitting a CNA, sending a CNA to a partner, creating a new version of a CNA, exporting a CNA to an Excel file, and importing portions of another CNA to the one on which you are currently working.
2. **CNA Summary** — defines how the CNA Submitter/Initiator selects the Approving Agency, CNA type, and program type or event, which ultimately determines the users' roles and the screens each user will be able to enter and edit.
3. **Assessment Scope** — provides instructions on how to enter information that defines the scope and purpose of the CNA, including information about units inspected, vacancies, energy audits, and special inspections required.
4. **Participants** — describes how to enter information about the parties involved in developing the CNA, such as the owner, purchaser, needs assessor, lender, architect, etc.
5. **Sites** — explains how to enter information about individual property sites. A site usually contains one or more buildings. However, a property may have multiple scattered sites or an owner may have acquired a site for ancillary purposes, such as parking.
6. **Unit Types** — describes how to enter information about all the unique unit types within a property.
7. **Buildings** — describes how to enter all of a property's buildings for each site that has structures on it. Buildings are assigned to sites on this screen as well.
8. **Units and Common Spaces** — explains how to assign unit types to individual buildings. The chapter also instructs users on how to add information about all of the common spaces associated with that site and/or building, both interior and exterior.
9. **Parking** — describes how to enter information on covered and uncovered surface parking, common garages, and in-unit garage parking.
10. **Utility Types and Rates** — describes how to list all of the utilities used in the property by type and who pays for them (residents or owners), as well as the unit of measure and cost associated with each.
11. **Units Inspected** — describes how to enter information about which specific units are to be and/or were inspected.
12. **Components, Alternatives, and Recommendations** — explains where and how to list all the property's physical attributes, assign one or more Alternatives for each Component, and indicate the recommended Alternative.
13. **Narratives** — describes how to enter any narrative that is pertinent to the CNA. The chapter also describes how to upload documents with supplemental information as attachments.

14. **Financial Factors** — provides detailed information about how the CNA Submitter specifies the parameters used to structure the Financial Plan for funding recommended future repairs and replacements.
15. **Repair Replace Decision** — describes how the CNA Submitter records final decisions to alter any of the Preparer's Recommendations on Components and Alternatives. The Submitter can select a Component, review the Component Alternatives that were recommended by the Preparer, and select a different Alternative as the final decision.

Each chapter includes snapshots of the screen and describes how to complete the various fields. Some chapters contain a More Information subsection, which provides additional context and instructions for the screen highlighted in that particular chapter.

VALIDATION SCREENS

This section describes how to validate the data entered into a CNA and how to view related findings and reports. It describes how to validate the CNA using the button at the top right side of each of the CNA input screens, as well as how to interpret information available under the Validation tab, which is available at the top of the left sidebar. Under the Validation tab, you can view different areas of validated results. These views include:

- **Flags View** — displays validation flags and is where a user can enter responses to those flags.
- **Repair Needs View** (read only) — displays a summary of repair needs.
- **Future Needs View** (read only) — displays a summary of future needs.
- **Financial Schedule and Estimate Period Recap** (read only) — displays a financial summary and schedule.
- **Reports** — displays links to generate reports such as Property Insurance Schedule and Assessment Summary Report.

OTHER USER GUIDE SECTIONS

PROCESS OVERVIEW

The Process Overview section provides information about the CNA process flow, the types of CNA e-Tool users, user roles within the system, and various user pathways. It describes how the system works as a whole.

APPENDICES

This section contains additional information that will assist you in understanding how to complete the fields in the CNA input screens and other important items that require more detailed instructions, including the following:

- **Copy/Paste function** — allows you to add, edit, and delete data from a CNA using Excel, so you can copy data from and paste data into a CNA.
- **Data Fields by User path** — shows how some input fields on screens vary depending on the user type and CNA type.

***PLEASE NOTE:** Within the CNA e-Tool, what the user sees for a particular field or fields is dependent upon the user type, CNA type, and program or event type. This affects a relatively small percentage of the fields. These dependencies are noted in the CNA Dependency User Path Matrix located in the Appendix. To alert users about these dependencies, so that they are not concerned if a particular field looks different from what is shown in this Guide, an asterisk is visible next to the description of the applicable fields.*

ADDITIONAL RESOURCES

If you cannot find the information you are looking for, please see the additional resources below:

- For more information about Multifamily Accelerated Processing, see the **MAP Guide**.
- For CNA e-Tool trainings, see the [Capital Needs Assessment Training Curriculum](#) on the HUD Exchange.
- If you have questions related to the CNA e-Tool, please submit them to the [Ask a Question support desk](#) on the HUD Exchange.

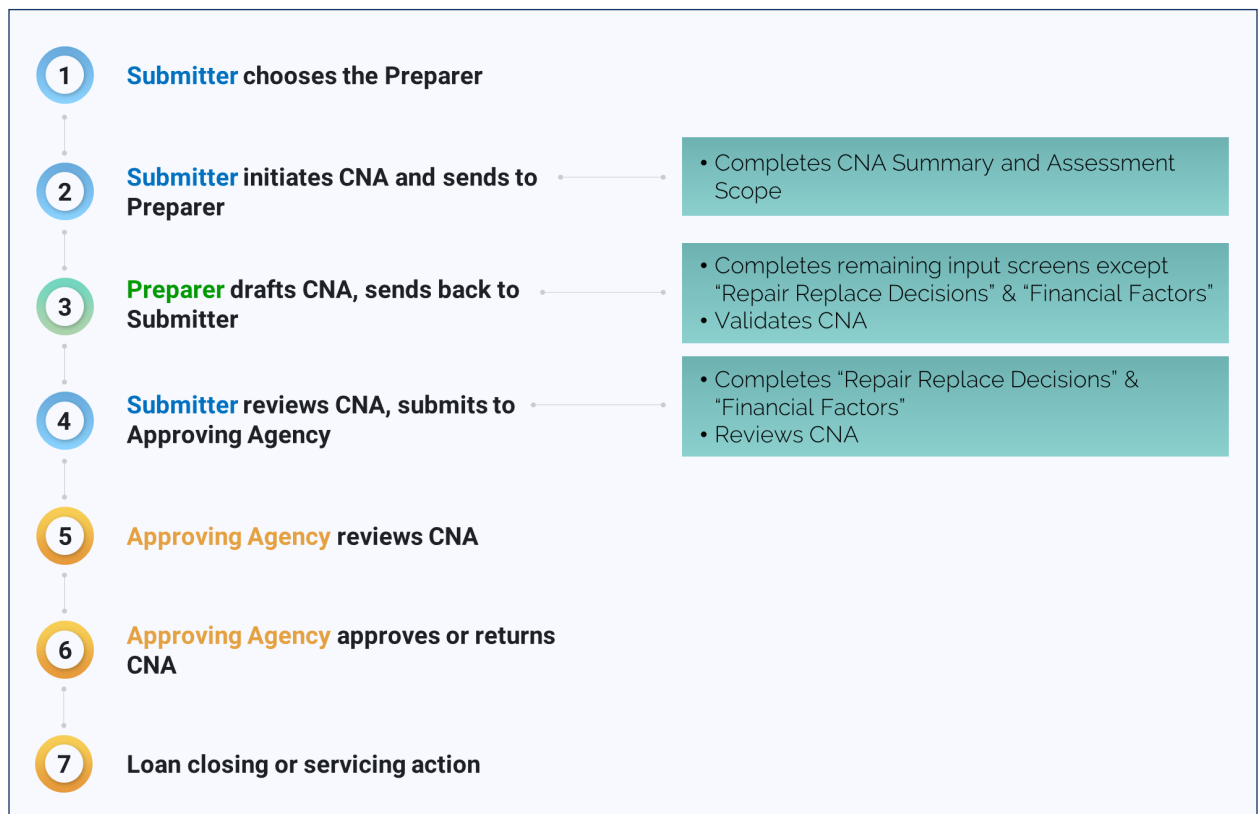
CNA PROCESS OVERVIEW

This section provides an overview of the CNA completion and submission process within the CNA e-Tool and is divided into three sections:

- The **CNA Process Flow** shows how developing and completing a Capital Needs Assessment (CNA) in the CNA e-Tool fits in the larger CNA process.
- The **User Roles** section explains the various roles and permissions in the CNA e-Tool and who fulfills these roles for a given CNA.
- The **User Pathways** section provides a framework for anyone who touches the CNA and determines the user's responsibilities. The design of version 3.0 of the CNA e-Tool is predicated on the "User Path" approach — meaning, who the user is, the CNA type, and the HUD program for which the CNA is being prepared determine:
 - What information is requested on the screens;
 - What screens the user can view;
 - What screens users may edit and what screens require data entry from the user; and
 - Who can submit a completed CNA to the Approving Agency.

CNA PROCESS FLOW

This chart shows how the CNA e-Tool fits in the larger Capital Needs Assessment process. It explains which role performs which function. Steps 2 through 4 below are completed using the CNA e-Tool. Steps 5 through 7 are completed by the Approving Agency after the CNA is submitted.



USER ROLES

There are three primary user roles in the CNA e-Tool (the Submitter, Preparer, and Approving Agency). The users for each of these roles will depend on the type of CNA that is being submitted. For example, a 213 Cooperative Asset Development CNA will have a lender as the Submitter, a needs assessor as the Preparer, and HUD as the Approving Agency. In some cases, the Submitter and Preparer will be the same user. Find your program in the table below to see the users who fulfill each role per program type.

- The **Approving Agency** reviews the CNA once it is submitted. The Approving Agency will be HUD or USDA.
- The **Submitter** initiates the CNA by creating a new CNA in the e-Tool and submits it to the Approving Agency. The Submitters will generally be lenders, Participating Administrative Entities (PAEs), and Public Housing Agency (PHA) users. For a select group of programs, the needs assessors can be Submitters.
- The **Preparer** fills out most of the input screens but does not initiate or submit the CNA. The Preparers are typically the needs assessors, but at times may be the PHAs. As mentioned above, for some programs the needs assessors can both prepare and submit the CNA to the Approving Agency.

Approving Agency	Program	Submitter	Preparer
HUD	213 Cooperative	Lender	Needs Assessor
	220 Redevelopment		
	221(d)(4)		
	LIHTC 221(d)(4) Pilot		
	223(a)(7) Limited Refi		
	223(f) Refi-Acq		
	223(f) Refi of 202		
	231 Elderly		
	241(a) Supplemental		
	10 yr update, insured mtg		
	PPC/Loan Mod, insured mtg		
	TPA, assumption of insured mtg		
	PRACs	Needs Assessor	Needs Assessor
	HAP Renewal		
	Rent Increase/HAP amendment		
	Change of Ownership Uninsured		
	Other Asset Management		
	RAD – MF		
	RAD – PRAC		
	Post-M2M		
	Other Asset Recapitalization		
	M2M	PAE	Needs Assessor
	RAD-PH Rehab	PHA	Needs Assessor
	RAD-PH New Construction	PHA	Needs Assessor or PHA
	RAD-PH Sub Rehab		

USDA	As – Is	Needs Assessor	Needs Assessor
	As – Improved		
	Post Rehab		
	Construction CNA		

USER PATHWAYS

Submitters and Preparers have different responsibilities in the CNA process depending on the CNA type, as well as the program type. There are three CNA types related to HUD programs. These are as follows:

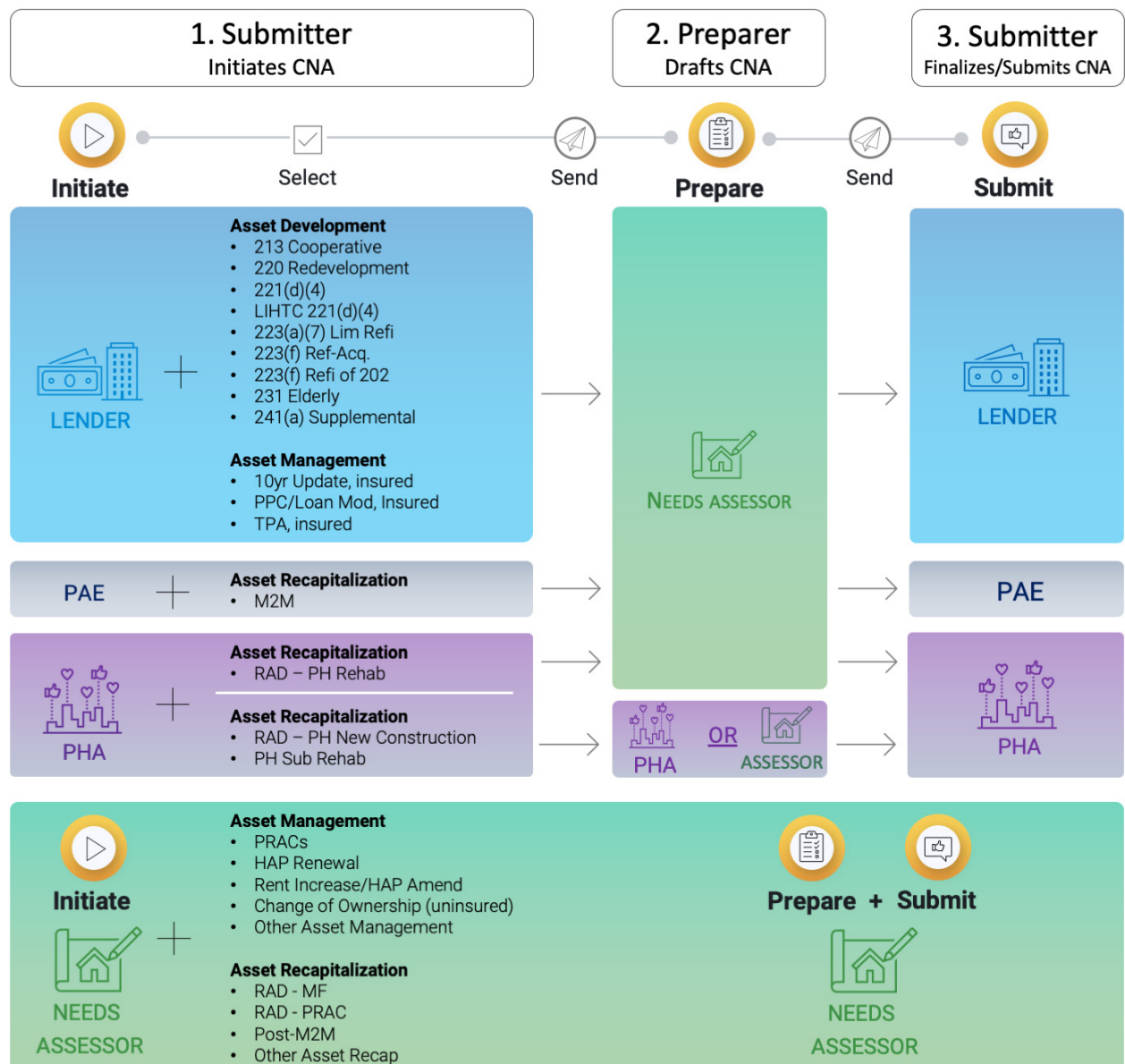
- Asset Development
- Asset Management
- Asset Recapitalization

Find your CNA type and program type in the left column in the chart below to see how the CNA moves between the different users. If the Preparer and Submitter are the same user (i.e., needs assessor), then the CNA does not need to be sent between steps 1, 2, and 3.

Step 1. The **Submitter** initiates the CNA by first creating it and sends it to the **Preparer**.

Step 2. The **Preparer** drafts and validates the CNA and sends it back to the **Submitter**.

Step 3. The **Submitter** reviews the CNA, makes a decision on each Component, enters the financial factors information, and submits the CNA to the Approving Agency.



SECTION I:

DASHBOARD SCREENS



The Dashboard screens are the first screens a user sees upon logging into the CNA e-Tool.

The left sidebar portion of the screen has two tabs:

- My CNAs
- Search

The My CNAs tab contains quick pre-set filters, which allow you to see the CNAs you are or were in possession of, by CNA Type & Program, and by Status. You may click on a filter to only display CNAs in that particular category. You can also filter by CNA status.

The Search tab also has quick filters, by CNA Type & Program. In the search view, the filters account for all the CNAs within your organization. Above the set of quick filters, you can also search by selecting your own parameters.

A stylized illustration of a cityscape on the left side of the page. It features several buildings of different heights and colors (green, blue, white) with some having grid patterns representing windows. There are also stylized trees and bushes in shades of green and blue at the base of the buildings.

CHAPTER 1: HOME SCREEN

OVERVIEW

The Home screen is the main home page of the CNA e-Tool Dashboard. From here you can access CNAs that you, your organization, or your partner organization possess. New CNAs are also created on the Home screen.

The CNAs in “My CNAs” are the CNAs that are most relevant to you. This includes CNAs that are waiting to be assigned to an individual in your organization, are already in your possession, are in your partner organization’s possession, or have been submitted.

Your Dashboard will only display CNAs that have been edited in the last three months. Any CNAs older than three months will be hidden from the Dashboard but can be located using the Search tab.

DASHBOARD VIEW — MY CNAs

My CNAs (19)

INCOMING

UNCLAIMED 1

TYPE & PROGRAM

Asset Development 12

223(a)(7) Limited Ref 1

223(f) Ref-Acq 11

Asset Recaptialization 3

RAD - MF 2

RAD - PH Sub Rehab 1

Asset Management 4

10 yr update, Insured mtg 3

PPC/Loan Mod, Insured mtg 1

USDA

NON USDA OR HUD

PINNED

Pinned 4

Unpinned 15

STATUS

Draft - On My Desk 7

Draft - On Partner's Desk 3

Draft - Unclaimed 1

Returned 9

Submitted 2

Under Review 1

NEW ASSIGNMENTS RECEIVED (1)

[Start New Assessment](#) [Refresh](#) [Options](#)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date
<input type="checkbox"/> 2021-100034	Green Pasture	Virginia, Arlington	4/28/2021	

MY DESK (7)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
<input type="checkbox"/> 2021-100044	Bea***ers (LAST - MCNT11, F. 0362)	Texas, Paris	4/29/2021		ALABAMA TEACHERS RETIREMENT SYSTEM, ECNA V, T.
<input type="checkbox"/> 2021-100043	Test Misc	Texas, Paris	4/29/2021		ALABAMA TEACHERS RETIREMENT SYSTEM, ECNA V, T.

MY PARTNER'S DESK (8)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
<input type="checkbox"/> 2021-100031	Tes***y 4 (ECNA I, T. 0330) (ECNA I, T. 0030)	Virginia, Fairfax	4/14/2021		HEARTLAND CAPITAL CORPORATION, ECNA I, T.

WITH AGENCY (3)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
<input type="checkbox"/> 2021-100028	Tes***y 4 (ECNA I, T. 0330)	Virginia, Fairfax	4/14/2021	4/14/2021	HEARTLAND CAPITAL CORPORATION, ECNA I, T.

Options

- Select All
- Unselect All
- Pin
- Unpin
- Hide

1 START NEW ASSESSMENT

7 USDA

2 NEW ASSIGNMENTS RECEIVED

8 NON-USDA OR HUD

3 MY DESK

9 PINNED

4 MY PARTNER'S DESK

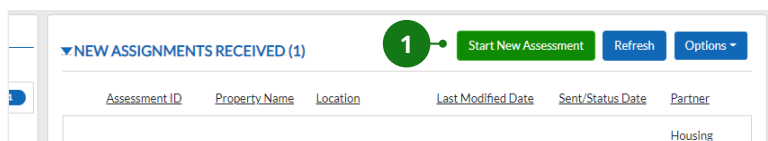
10 STATUS

5 WITH AGENCY

11 OPTIONS

6 TYPE & PROGRAM

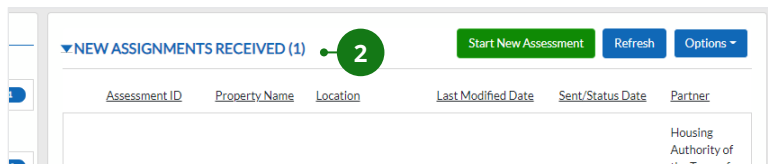
NEW CNA



1. START NEW ASSESSMENT

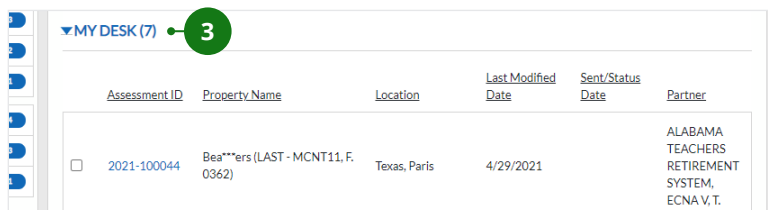
Click on this button to create a new assessment. The CNA will not be created until you fill out and save the CNA Summary section.

DASHBOARD SECTIONS



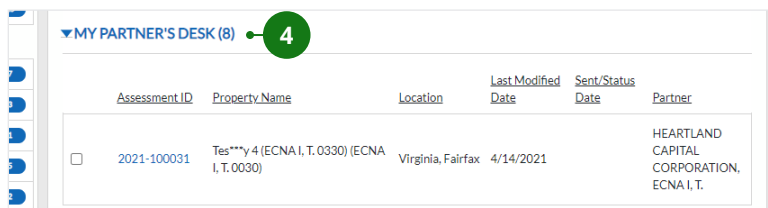
2. NEW ASSIGNMENTS RECEIVED

This contains CNAs that have been sent to your organization by a partner organization and have not been claimed by anyone within your organization. Once a CNA is edited by a member of your organization, it will appear in that person's My Desk section. This section appears for Preparers only.



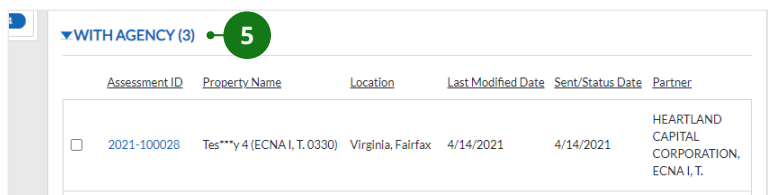
3. MY DESK

This contains CNAs that are currently in your possession. CNAs are in your possession if you create a new CNA or make any edit on a CNA within your organization.



4. MY PARTNER'S DESK

This contains CNAs that are currently possessed by your partner organization. A partnership is established when a CNA is sent from the Submitter to a partner organization selected from the "Options" menu to be the Preparer. See [Chapter 3: Options](#) for how to send a CNA to a partner organization.



5. WITH AGENCY

This contains CNAs that have been submitted to the Approving Agency. See [Chapter 3: Options](#) for how to submit a CNA.

DASHBOARD FILTERS

Clicking on a filter button will narrow down the dashboard results and only display CNAs that match the filter.

6

TYPE & PROGRAM

Asset Development	22
223(a)(7) Limited Ref	1
223(f) Ref-Acq	11

☐ 2021-100034 Green Pasture Virginia, Arlington 4/28/2021

6. TYPE & PROGRAM

These options will filter the results based on the type of CNA (Asset Development/Asset Recapitalization/Asset Management) or the program for which the CNA is being prepared. This only contains CNAs with HUD as the Approving Agency.

7

USDA

NON USDA OR HUD

PINNED

☐ 2021-100043 Test Misc Texas, Paris 4/29/

7. USDA

This option filters the results based on the type of USDA CNA.

8

USDA

NON USDA OR HUD

PINNED

☐ 2021-100043 Test Misc Texas, Paris 4/29/

8. NON-USDA OR HUD

This option filters the results for CNAs that do not have HUD or USDA as the Approving Agency.

9

PINNED

Pinned	4
Unpinned	15

☐ 2021-100043 Test Misc Texas, Paris 4/29/

▼ MY PARTNER'S DESK (8)

9. PINNED

This option filters the results based on whether or not a CNA is pinned.

10

STATUS	
Draft - On My Desk	7
Draft - On Partner's Desk	3
Draft - Unclaimed	1
Returned	5
Submitted	2
Under Review	1

▼ MY PARTNER'S DESK (8)				
	Assessment ID	Property Name	Location	Last Date
<input type="checkbox"/>	2021-100031	Tes***y 4 (ECNA I, T. 0030) (ECNA I, T. 0030)	Virginia, Fairfax	4/14

▼ WITH AGENCY (3)				
-------------------	--	--	--	--

10. STATUS

This filters the results based on the status of the CNA. CNAs can have the following statuses:

- **Draft – Unclaimed** – The CNA was sent from a partner but has not been assigned or claimed.
- **Draft – On My Desk** – The CNA has not been submitted and has not been sent to a partner.
- **Draft – On Partner's Desk** – The CNA has been sent to a partner but has not yet been submitted.
- **Submitted** – The CNA has been officially submitted to the Approving Agency for review.
- **Returned** – The CNA has been returned by the Approving Agency.
- **Approved** – The CNA has been approved by the Approving Agency.

OPTIONS

SIGNMENTS RECEIVED (1) Start New Assessment Refresh Options ▼

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date
1-100034	Green Pasture	Virginia, Arlington	4/28/2021	

MCNTB3, F.

11A

Select All
Unselect All
Pin
Unpin
Hide

SIGNMENTS RECEIVED (1) Start New Assessment Refresh Options ▼

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date
1-100034	Green Pasture	Virginia, Arlington	4/28/2021	

MCNTB3, F.

11B

Select All
Unselect All
Pin
Unpin
Hide

11. OPTIONS

11A. SELECT CNAs

To Select a CNA, click the checkbox next to a CNA. To select all CNAs, click "Options," then "Select All." To uncheck all checked CNAs, click "Options," then "Unselect All."

11B. PIN CNAs

Pinning a CNA will keep it located on the Home Screen and will make it easier to locate in the future.

To pin one or multiple CNAs, select the CNAs, click "Options" then "Pin." A pin (📌) icon will appear next to all pinned CNAs.

To unpin CNAs, select the CNAs, click "Options," then "Unpin."

SIGNMENTS RECEIVED (1)

Start New Assessment

Refresh

Options

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date
1-100034	Green Pasture	Virginia, Arlington	4/28/2021	

Select All

Unselect All

Pin

Unpin

Hide

11C

11C. HIDE CNAs

- Hiding a CNA will remove the CNA from the Home Screen. Hidden CNAs will still be accessible from the CNA Search and can be added back to the Home Screen.
- To hide one or multiple CNAs, select the CNAs, click "Options" then "Hide."

A stylized illustration of a cityscape on the left side of the page. It features several buildings of different heights and colors (green, blue, white) with patterns of squares and vertical lines. In the foreground, there are green bushes and a few trees in shades of green and blue. The background is a solid dark green.

CHAPTER 2: SEARCH

OVERVIEW

If you need to locate CNAs your organization is working on that do not appear under My CNAs, go to the Search tab. The Search tab shows all CNAs related to your organization and has additional filters to help narrow down the results.

Each CNA displays high-level information that you can use to identify the assessment, including:

- Assessment ID
- Property Name
- Location
- Last Date Modified — This is the date the CNA was last edited.
- Sent/Status Date — This is the date the CNA was submitted or changed status.
- Partner — This is the name of your partner organization and its individual member who last edited the CNA.

SEARCH

2 SEARCH YOUR FIRM/AGENCY CNAs

2A Select Search Type...

2B Search

3 TYPE & PROGRAM

4 USDA

5 NON-USDA OR HUD

6 PINNED

7 STATUS

1 SEARCH RESULTS (24)

8 Options

8A Select All

8B Unselect All

8C Pin, Unpin, Unhide

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Staff	Part
<input type="checkbox"/> 2019-100002	Pin***lls	Maryland, Baltimore	3/22/2021	Draft	LAST - MCNT11, F.	-
<input type="checkbox"/> 2019-100021	The***nds	New Jersey, Princeton	4/28/2021	Draft	LAST - MCNT11, F.	-
<input type="checkbox"/> 2020-100044	Dum***ore	New York, New York	3/18/2021	3/13/2020 (Draft)	LAST - MCNT11, F.	HEARTLAND CAPITAL CORPORATION, ECNA I, T.
<input type="checkbox"/> 2020-100119	Don***est	Vermont, Vancouver	2/24/2021	Draft	LAST - MCNT11, F.	-
<input type="checkbox"/> 2020-100330	Tes***y 4	Virginia, Fairfax	3/18/2021	3/18/2021 (Returned)	LAST - MCNT11, F.	HEARTLAND CAPITAL CORPORATION, ECNA I, T.
<input type="checkbox"/> 2020-100362	Bea***ers	Texas, Paris	4/20/2021	Draft	LAST - MCNT11, F.	ALABAMA TEACHERS RETIREMENT SYSTEM, ECNA V, T.
<input type="checkbox"/> 2020-100363	Bea***on)	Texas, Paris	3/3/2021	Draft	LAST - MCNT11, F.	ALABAMA TEACHERS RETIREMENT SYSTEM, ECNA V, T.
<input type="checkbox"/> 2021-100016	ABC***DA)	Alaska, Faircity	3/12/2021	Draft	LAST - MCNT11, F.	-
<input type="checkbox"/> 2021-100000	Bea***64)	Texas, Paris	2/16/2021	Draft	LAST - MCNT11, F.	ALABAMA TEACHERS RETIREMENT SYSTEM, ECNA V, T.

1 SEARCH RESULTS

2 SEARCH YOUR ORGANIZATION/
AGENCY CNAs

3 TYPE & PROGRAM

4 USDA

5 NON-USDA OR HUD

6 PINNED

7 STATUS

8 OPTIONS

SEARCH

SEARCH RESULTS (24)		1	Refresh Options			
Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Staff	Partner
<input type="checkbox"/> 2019-100002	Pin***lls	Maryland, Baltimore	3/22/2021	Draft	LAST - MCNT11, F.	-

SEARCH FILTERS

Clicking on a filter button will narrow down the search to display only CNAs that match the filter.

2A

My CNAs (24) Q Search

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

SEARCH RESULTS (24)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date
---------------	---------------	----------	--------------------	------------------

My CNAs (24) Q Search

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

SEARCH RESULTS (24)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date

3 TYPE & PROGRAM						
Asset Development	15					
223(a)(7) Limited Ref	5					
223(f) Refi-Acq	14					

4 **USDA**

NON USDA OR HUD

None

☐ 2020-100362 Bea****ers Texas, Paris 4/20/2021 Draft

1. SEARCH RESULTS

This displays CNAs from your firm based on the keyword search and filters selected.

2. SEARCH YOUR ORGANIZATION/ AGENCY CNAs

Use this filter to search through your firm's CNAs.

2A. SEARCH CRITERIA

Select which CNA field you would like to search by. This includes:

- Date Range
- Property Name
- State
- FHA Number
- Property ID
- RAD PIC Number
- AMAS Number
- Staff Name
- Partner Number

2B. KEYWORD SEARCH

Type in a keyword. The system will search for CNAs containing this keyword in the specified data field.

3. TYPE & PROGRAM

Filter the results by CNA types or programs.

4. USDA

Filter the results by USDA types or programs.

5

PPC/Loan Mod, Insured mtg 1

USDA

NON USDA OR HUD

None 1

<input type="checkbox"/>	2020-100362	Bea***ers	Texas, Paris	4/20/2021	Draft
--------------------------	-------------	-----------	--------------	-----------	-------

6

NON USDA OR HUD

None 1

PINNED

Unpinned 24

<input type="checkbox"/>	2020-100362	Bea***ers	Texas, Paris	4/20/2021	Draft
<input type="checkbox"/>	2020-100363	Bea***on)	Texas, Paris	3/3/2021	Draft

7

STATUS

Draft - On My Desk 34

Draft - On Partner's Desk 3

Draft - Unclaimed 1

Returned 3

Submitted 2

Under Review 1

<input type="checkbox"/>	2020-100363	Bea***on)	Texas, Paris	3/3/2021	Draft
<input type="checkbox"/>	2021-100016	ABC***DA)	Alaska, Faircity	3/12/2021	Draft
<input type="checkbox"/>	2021-100000	Bea***64)	Texas, Paris	2/16/2021	Draft

5. NON-USDA OR HUD

Filter the results by non-USDA or -HUD programs.

6. PINNED

This option filters the results based on whether or not a CNA is pinned.

7. STATUS

This filter shows the results based on the status of the CNA. CNAs can have the following statuses:

- **Draft - Unclaimed** – The CNA was sent from a partner but has not been assigned or claimed.
- **Draft - On My Desk** – The CNA has not been submitted and has not been sent to a partner.
- **Draft - On Partner's Desk** – The CNA has been sent to a partner but has not yet been submitted.
- **Submitted** – The CNA has been officially submitted to the Approving Agency for review.
- **Returned** – The CNA has been returned by the Approving Agency.
- **Approved** – The CNA has been approved by the Approving Agency.

OPTIONS

24)

Refresh Options

Property Name	Location	Last Modified Date	Sent/Status Date	Staff	Part
Pin***lls	Maryland, Baltimore	3/22/2021	Draft	LAST - MCNT11, F.	-
				LAST -	-

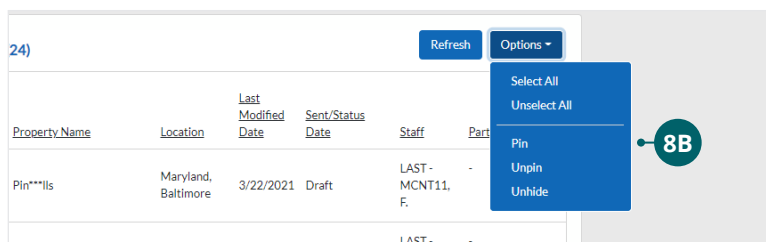
8A

Select All
Unselect All
Pin
Unpin
Unhide

8. OPTIONS

8A. SELECT CNAs

To Select a CNA, click the checkbox next to a CNA. To select all CNAs, click "Options," then "Select All." To uncheck all checked CNAs, click "Options," then "Unselect All."

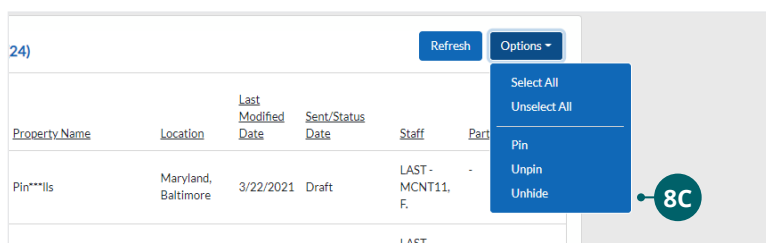


8B. PIN CNAs

Pinning a CNA will keep it located on the Home Screen and will make it easier to locate in the future.

To pin one or multiple CNAs, select the CNAs, click "Options," then "Pin." A pin (📌) icon will appear next to all pinned CNAs.

To unpin CNAs, select the CNAs, click "Options," then "Unpin."



8C. UNHIDE CNAs

Unhiding a CNA will make the CNA visible on the Home Screen, including CNAs that were previously hidden.

To unhide one or multiple CNAs, select the CNAs, click "Options," then "Unhide."

SECTION II:

CNA INPUT SCREENS



Once a CNA is initiated (created), you can navigate to different data and information screens by using the navigation sidebar tabs. Preparers and Submitters enter all of the information required on each of the screens listed to prepare the CNA for submission.



CHAPTER 3: OPTIONS

OVERVIEW

Use the “Options” menu at the top of a CNA to complete the following actions:

- Delete CNA
- Import data from an existing CNA
- Export data from CNA
- Create a new version of the CNA
- Send the CNA to a partner
- Submit the CNA

INSTRUCTIONS ON ENTERING DATA

Status: **Draft – On My Desk** Validation: **Validated** Validate Options ▾

Type at Development ▾ Program/En 221(d)(7) ▾

- 1 → Delete this CNA
- 2 → Import from a CNA...
- 3 → Export this CNA...
- 4 → Print...
- 5 → Create a New Version...
- 6 → Send this CNA...
- 7 → Submit CNA

1 DELETE THIS CNA

2 IMPORT DATA FROM AN EXISTING CNA

3 EXPORT DATA FROM CNA

4 PRINT

5 CREATE A NEW VERSION OF THE CNA

6 SEND THE CNA TO A PARTNER FIRM

7 SUBMIT THE CNA

Delete CNA
1

Are you sure you want to delete this CNA?

Cancel
Confirm

1. DELETE THIS CNA

Click “Delete this CNA” to delete a CNA. After clicking, a confirmation screen will appear. Click “Cancel” or “Confirm.”

Note: Only the Submitter organization that initiated the CNA can delete it while having possession of it. This action will delete the CNA from the partner’s Dashboard also. Deleting a CNA is irreversible.

2. IMPORT DATA FROM AN EXISTING CNA

You can import data from an existing CNA into the current CNA. You can choose to import data from selected sections.

Note: Importing data from a CNA will add to the existing data within a section. Existing data will not be overwritten.

2A. Click “Import from a CNA” and the import screen will appear.

2B. The screen will list all the CNAs you can import from. You can search for a CNA by entering the criteria.

2C. Click on the CNA you would like to import data from.

2D. Click the check box next to the section(s) you would like to import data from. These include:

- Participants
- Sites
- Unit Types
- Buildings
- Units & Common Spaces
- Utility Types & Rates
- Units Inspected
- Components
- Alternatives
- Narratives
- Attachments

2E. Click “Import Data.”

Import Data from Existing Assessment Record
2

Select an assessment and which sets of data you would like to import to this assessment.

Select the assessment to import from:

2B

Select Search Type...
Search

Agency	Assessment ID	Property Name	Location
HUD	2022-100027	MA Testing	Alabama, Winchester
HUD	2022-100028	test	California, Winchester
HUD	2022-100029	MA Testing (LAST - MCNT11, F. 0027)	Alabama, Winchester
HUD	2022-100025	New Property	Virginia, Fairfax
HUD	2022-100034	smoke test 2	Alabama, Las Vegas
HUD	2022-100023	UAT 1 (LAST - MCNT11, F. 0018)	Virginia, Winchester
HUD	2022-100020	Ignore_HUD Testing	District of Columbia, Washington D.C.

2C

Select the data to import:

2D

☒ Participants
☒ Sites
☒ Unit Types
☒ Buildings
☒ Units & Common Spaces
☒ Utility Types
☒ Units Inspected
☒ Components
☒ Alternatives
☒ Narratives
☒ Attachments

☒ Select All

Cancel
Import Data
2E

Export Data

Select the data to download. Your export will be in Excel format.

Assessment Entry Data:

☐ CNA Summary ☐ Unit Types ☐ Parking ☐ Components, Alts & Recs
☐ Assessment Scope ☐ Buildings ☐ Utility Types & Rates ☐ Financial Factors
☐ Sites ☐ Units & Common Spaces ☐ Units Inspected

☐ Select All

Validation Data:

☐ Flags ☐ Repair Needs ☐ Future Needs ☐ Financial Schedule
☐ Estimate Period Recap

☐ Select All

3. EXPORT DATA FROM CNA

Click “Export CNA” to export data from selected sections. Check the section(s) that you would like to export. If you want to export all data, check “Select All.” Next, click “Export.”

- Data is exported in an Excel format.
- Each section appears as a different tab in the Excel file.
- Each data field appears on a separate column within a tab.
- Each row represents a different piece of data. For example, on the Buildings tab, each row represents data for a specific building.

Sample full CNA Fairfax, VA Property ID: 899999991 FHA #: 999-99991 Status: Draft - On My Desk Validation: Validated - Severe Flags

CNA SUMMARY

Is this CNA prepared for a HUD or USDA property or program?

Choose CNA Type

Approving Agency: HUD CNA Type: Asset Development Program/Event: 223(f) Refi-Acq

Options:

- Delete this CNA
- Import from a CNA...
- Export this CNA...
- Print...**
- Create a New Version...
- Send this CNA...

4. PRINT

Click “Print” to print the current screen displayed of the CNA.

Create New Version

Are you sure you want to create a new version of this Assessment?

5. CREATE A NEW VERSION OF THE CNA

Click “Create a New Version” to duplicate the CNA. This will create a separate CNA with a new Assessment ID and it will appear in “My Desk.” This new version will preserve the same partner organization, selected agency, and CNA type as designated in the original CNA that cannot be changed. Other data can be edited freely.

Note: Both the Submitter and the Preparer partners can create a new version, regardless of who is in possession. When a new version of a CNA is created by either partner, that CNA will appear in both partners’ Dashboards.

If a CNA is created using the incorrect CNA type, rather than using “Create New Version,” start a new CNA and use the “Import from CNA” feature to

quickly copy the data from the existing CNA (the one with the incorrect CNA type) into the new one. You can also use the "Copy/Paste" feature available to supplement the "Import" feature.

6. SEND THE CNA TO A PARTNER FIRM

Click "Send this CNA" to send the CNA to your partner firm.

6A. First, select the partner firm to send the CNA to.

Note: Once a partner firm is selected it cannot be changed. If you send this CNA or select "Create New Version," in the future, the partner firm will be automatically selected.

6B. Next, click "Send CNA."

7. SUBMIT THE CNA

Click "Submit CNA" to submit a completed CNA to the Approving Agency. This can only be done if there are no severe flags. All warning flags should be addressed with comments.

Note: The submitted version of a CNA cannot be edited. If the agency returns a submitted CNA, the returned CNA cannot be edited either. "Create New Version" should be selected, as the new version may be edited to address the reasons for which the agency returned the CNA.

6A

Send To... **6**

To transfer possession of this CNA, choose a recipient and follow the directions below.

Choose Partner:	Progress	Validation
Select...	Draft - Delegated	Not Validated

Notice: Once a partner is selected, the selection cannot be changed. The originating firm may initiate a new CNA record and may delete the existing record if not yet submitted to agency.

6B

Submit CNA

Assessment ID 2020-000141 - HUD Asset Development 221(d)(4)

Agency	Validation
U.S. Dept of Housing and Urban Development	Validated with Severe Flags

Cannot submit for the following reason(s):
The Validation resulted in severe flags.
All 'Required On Submit' fields are not complete.

Notice: Once this CNA has been submitted to an Agency, you and your partner will no longer be able to edit the CNA unless and until the Agency returns the CNA to you.

By submitting this Capital Needs Assessment I am certifying it in accordance with Appendix 5G of the MAP Guide at Section VII, subsection D, paragraph 3 and incorporating by reference the certification language required therein. I have read and I understand the referenced certification language.

7



CHAPTER 4: CNA SUMMARY

OVERVIEW

The CNA summary screen is where users define the basic scope of the CNA, including the Approving Agency, CNA type, and program/event.

The selection of Approving Agency, CNA type, and program/event will determine which information will be required in the assessment. Certain data fields will appear or be hidden accordingly.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments

Annapolis, MD

Property ID 856271832

Status: Draft – On My Desk

Validation: Not Validated

Validate

Options

Assessment Entry

Validation

CNA Summary

Assessment Scope

Participants

Sites

Unit Types

Buildings

Units & Common Spaces

Parking

Utility Types & Rates

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

CNA SUMMARY

Is this CNA prepared for a HUD or USDA property or program?

No

Yes

Choose CNA Type

Approving Agency

CNA Type

Program/Event

HUD

Asset Recapitalization

Other Asset Recapitalization

Property ID (Format S#####)

Associated Agency

856271832

Select...

Property Information

Property Contact

Property Name

Property Street Address

City

State

Zip

Bay View Apartments

200 Hilltop Lane

Annapolis

MD - Maryla...

21403

Contact Role

Contact Name

Firm Contact Phone

Firm Contact Email

Current Owner

Bill Williams

(555)-123-1234

billwilliams@test.com

Firm Name

Firm Street Address

City

State

Zip

Williams Properties Inc

900 Charles St

Baltimore

MD - Maryla...

23810

Will 50% or more of the residential units in this property be restricted to persons or heads of household aged 55+ or 62+?

No

Yes

Has this property ever been, is it now, or will it be Federally Assisted?

No

Yes

Cancel

Save

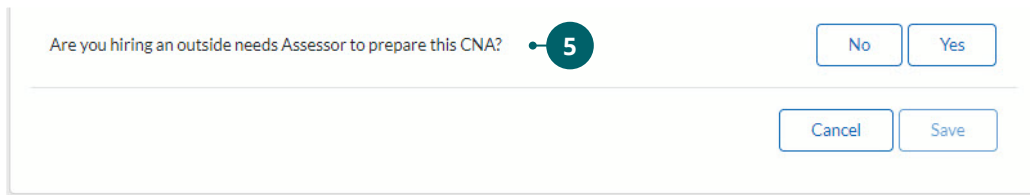
1 CNA SUMMARY INFORMATION

3 FAMILY/ELDERLY INDICATOR

2 PROPERTY IDENTIFIER

4 FEDERALLY ASSISTED INDICATOR

If Asset Recapitalization is selected as the CNA type:

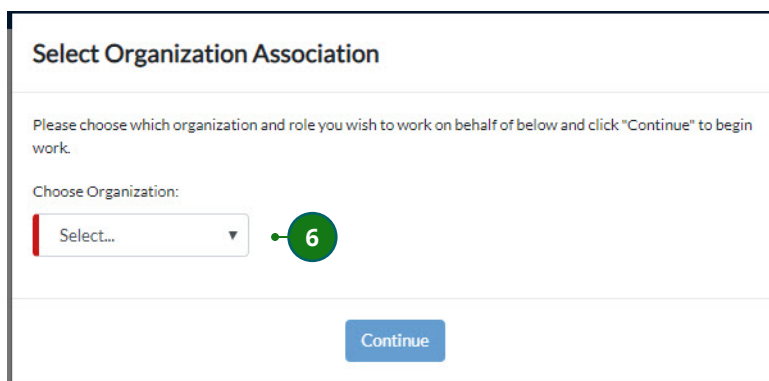


Are you hiring an outside needs Assessor to prepare this CNA? **5**

No Yes

Cancel Save

If user is associated with multiple organizations:



Select Organization Association

Please choose which organization and role you wish to work on behalf of below and click "Continue" to begin work.

Choose Organization:

Select... **6**

Continue

5 **HIRING OUTSIDE NEEDS
ASSESSOR**

6 **MULTIPLE ORGANIZATIONS**

1. CNA SUMMARY INFORMATION

1A. APPROVING AGENCY

This is the agency to which the CNA will be submitted for approval.

1B. CNA TYPE

USDA and HUD each have certain CNA types. Select the one that fits the purpose for the CNA.

1C. PROGRAM/EVENT

For HUD CNA types, identify the specific program or event for which the CNA will be used.

2. PROPERTY IDENTIFIER

The following data fields will appear depending on your previous selections.



PROPERTY ID

Enter the iREMS property ID number (i.e., the number assigned by HUD's asset management system to each asset in the portfolio). If the property is not already insured or assisted by HUD, this is not required.

USDA AMAS ID

Enter the Automated Multi-Family Accounting System (AMAS) ID number. This is required for USDA submissions.

HUD FHA

Enter the Federal Housing Administration (FHA) loan application number. This is required for HUD FHA insurance programs.

RAD-PIC

Enter the Rental Assistance Demonstration (RAD) Public and Indian Housing Information Center (PIC) number.

* Within the CNA e-Tool, displayed data entry field(s) may vary depending on the user's selection of CNA type and program or event type. Due to these dependencies, users may see screens that look different from those shown in this Guide. To alert users about these possible variations, fields with dependencies are marked with an asterisk. This affects a relatively small percentage of the fields. For a complete listing of dependencies, see the CNA Dependency User Path Matrix located at the end of this Guide.

Is occupancy of 50% or more of units in this property restricted to persons or heads of household aged 55+ or 62+? **3**

*** 3. FAMILY/ELDERLY INDICATOR**

If 50% or more of the units are restricted to occupancy by persons ages 55+ or disabled adults, select "Yes." Otherwise, select "No." See [Considerations for the Family or Elderly Indicator](#) for more information.

Has this property ever been, is it now, or will it be Federally Assisted? **4**

*** 4. FEDERALLY ASSISTED INDICATOR**

Section 504 of the Rehabilitation Act of 1973 applies to recipients of "federal financial assistance." Determine whether the property is federally assisted and select "YES" or "NO." This field only appears for HUD Asset Development and Asset Management CNAs for properties with insured loans. See [Considerations for Federally Assisted Indicator](#) for more information.

Are you hiring an outside needs Assessor to prepare this CNA? **5**

*** 5. HIRING OUTSIDE NEEDS ASSESSOR**

Select either "YES" or "No" to indicate whether you are hiring an outside needs assessor to prepare this assessment. This field appears only for Rental Assistance Demonstration (RAD) Public Housing (PH) New Construction and RAD-PH Rehabilitation (Rehab) programs.

Select Organization Association

Please choose which organization and role you wish to work on behalf of below and click "Continue" to begin work.

Choose Organization:

Select... **6**

6. MULTIPLE ORGANIZATIONS

If the user's ID is associated with multiple organizations, then a question will appear asking for which of these organizations the CNA is being prepared.

Note: Some PHAs employ consultants for business functions and some consultants provide services for multiple PHAs. When a PHA consultant is initiating a CNA for a PHA, the consultant must specify which of its client PHAs is requesting the CNA.

***** Within the CNA e-Tool, displayed data entry field(s) may vary depending on the user's selection of CNA type and program or event type. Due to these dependencies, users may see screens that look different from those shown in this Guide. To alert users about these possible variations, fields with dependencies are marked with an asterisk. This affects a relatively small percentage of the fields. For a complete listing of dependencies, see the CNA Dependency User Path Matrix located at the end of this Guide.

MORE INFORMATION

IS THIS CNA PREPARED FOR A HUD OR USDA PROPERTY OR PROGRAM?

CNA SUMMARY

Is this CNA prepared for a HUD or USDA property or program?

NoYes

If you are logged into the CNA e-Tool as a Preparer (Needs Assessor), the first question you will have to answer when you initiate a new CNA is: "Is this CNA prepared for a HUD or USDA program or property?" If you select "No" to this question, you will create a CNA that you cannot send or submit to anyone. However, all the data entry fields and screens will be fully editable by you. Initiating this type of CNA is suitable for creating a template CNA as a library of standard data that can be imported or copied/pasted into other CNAs.

CONSIDERATIONS FOR THE FAMILY OR ELDERLY INDICATOR

The purpose of this field is to indicate whether the CNA should use the Elderly Estimated Useful Life (EUL) table (in which items such as carpets and appliances have longer useful lives) versus the Family EUL table. The indicator states whether the property is designated or restricted for occupancy by age ("Elderly") or not restricted ("Family"). A property that is not restricted but happens to have an elderly clientele is still a "Family" property.

CONSIDERATIONS FOR FEDERALLY ASSISTED INDICATOR

If "YES" is selected for the *Federally Assisted Indicator*, it indicates that:

- The property is or was a recipient of "federal financial assistance," and
- The property is subject to Section 504.

Note: Be aware that the phrase "federal financial assistance" is used in these materials as a technical term. HUD and USDA each have published specific definitions of this term. Each time this term is used below, it refers to the specific definition the agency has published.

Note that if the property ever received "federal financial assistance" (in any amount, for any unit) you will select "YES," even if the assistance was provided long ago, and even if the property no longer has the loan or subsidy or grant that was originally attached to the "federal financial assistance."

KEY REQUIREMENTS FOR HUD PROPERTIES

HUD's regulations implementing Section 504 for properties receiving "federal financial assistance" became effective on July 11, 1988. Any property that received "federal financial assistance" (which is distinct from being built) after that date must fully comply with Uniform Federal Accessibility Standards (UFAS) and provide a set-aside of 5% of units that are accessible for mobility-impaired persons, and 2% of units that are accessible for sensory-impaired persons. A single unit may not count for both set-asides.

Properties that received “federal financial assistance” before that date were obligated to create and implement a transition plan to achieve compliance as and when repairs, replacements, and alterations were made.

Given the number of years since the regulation went into effect, HUD now assumes all assisted properties should be in full compliance, barring proof that compliance could not be achieved without removing or altering a structural bearing wall or imposing an undue financial or administrative burden on the owner.

See the MAP Guide for a complete discussion of HUD’s accessibility requirements for insured multifamily properties.

HUD PROGRAMS THAT CONSTITUTE “FEDERAL FINANCIAL ASSISTANCE”

The following is not an all-inclusive list. See [24 CFR Part 8](#) for the full text of HUD’s regulations implementing Section 504 for HUD programs.

- Project-based Section 8
- Other project-based rental assistance such as project-based vouchers, project-based certificates, Rental Assistance Program (RAP), Rent Supplement, Moderate Rehabilitation (Mod Rehab), Project Assistance Contract (PAC), and Project Rental Assistance Contract (PRAC)
- Section 202 development funding
- Section 811 development funding
- Section 221(d)(3) Below Market Interest Rate (BMIR) financing
- Section 236 financing
- Community Development Block Grant (CDBG) funding
- Home Investment Partnerships (HOME) Program funding
- Housing Opportunities for Persons with AIDS (HOPWA) funding
- Any contribution of federal land or services
- Any funding from HUD under the American Recovery and Reinvestment Act (ARRA) such as the Green Retrofit Program

USDA PROGRAMS THAT CONSTITUTE “FEDERAL FINANCIAL ASSISTANCE”

The following is not an all-inclusive list. See [7 CFR Part 15\(b\)](#) for the full text of USDA’s regulations implementing Section 504 for USDA programs.

- Section 514 Farm Labor Housing funding
- Section 515 Rental Housing funding
- Section 516 Farm Labor Housing funding
- Section 521 Rental Assistance
- Any contribution of federal land or services
- Any funding from USDA under the American Recovery and Reinvestment Act (ARRA)

FEDERAL PROGRAMS THAT DO NOT CONSTITUTE “FEDERAL FINANCIAL ASSISTANCE”

The following programs do **not** constitute “federal financial assistance.”

- The Low-Income Housing Tax Credit (LIHTC) program, except for the Tax Credit Assistance Program (TCAP) and Exchange programs, which **do** constitute “federal financial assistance”
- The Historic Preservation Tax Credit program
- The New Markets Tax Credit program
- FHA mortgage insurance, unless an interest subsidy was provided
- The USDA Section 538 loan guarantee program, unless an interest subsidy was provided
- There is a difference between HUD and USDA rules on timing and the particulars of applying UFAS standards to any assisted housing.

HUD REQUIREMENTS FOR SCOPE OF WORK

Per the MAP Guide, Appendix A.5.7, CNAs of existing buildings prepared for HUD must at a minimum meet the requirements of ASTM E 2018-08 for the preparation of needs assessments.



CHAPTER 5: **ASSESSMENT SCOPE**

OVERVIEW

Use the Assessment Scope screen to enter the following information that will define the scope and purpose of the CNA.

- Date of site visits
- Number of vacant units at the property and the minimum percentage of units that must be inspected
- Whether an ASHRAE Level II Energy Audit has been completed and, if so, by whom
- Whether any additional testing or inspection was completed or is recommended, and an explanation

INSTRUCTIONS ON ENTERING DATA

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID: 856271832

Status: **Draft - In Progress** Validation: **Validated - Severe Flags** Validate

Options ▾

Assessment Entry Validation

☒ CNA Summary ☐

☒ Assessment Scope ☐

☒ Participants ☐

☒ Sites ☐

☒ Unit Types ☐

☒ Buildings ☐

☒ Units & Common Spaces ☐

☒ Parking ☐

☒ Utility Types & Rates ☐

☒ Units Inspected ☐

☒ Components, Alts & Recs ☐

☒ Narratives & Attachments ☐

☒ Financial Factors ☐

ASSESSMENT SCOPE

Is the property located within a Metropolitan Statistical Area (MSA) designated by the US Census? **1**

What is the date that the existing property was inspected, or if to be built, what is the estimated date of construction completion, (i.e., the CNA Effective Date.) **2**

What is the number of vacant units reported at the time of the site visit? **3**

What is the required percentage of units sampled? **4**

Were intrusive examinations or tests conducted?

Enter Energy Professional's Firm & Personal Name(s) and Credentials

Seismic - SXS Seismic - SX1

1 MSA

3 NUMBER OF VACANT UNITS

2 DATE OF INSPECTION/
CONSTRUCTION COMPLETION

4 REQUIRED PERCENTAGE OF
UNITS INSPECTED

ASSESSMENT SCOPE

38

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID: 856271832
Status: Draft - In Progress Validation: Validated - Severe Flags Validate
Options

Assessment Entry Validation
☒ CNA Summary
☒ Assessment Scope
☐ Participants

ASSESSMENT SCOPE
 Is the property located within a Metropolitan Statistical Area (MSA) designated by the US Census?
 No Yes

☒ Sites
☐ Unit Types

What is the date that the existing property was inspected, or if to be built, what is the estimated date of construction completion, (i.e., the CNA Effective Date.)
 2018-08-26

☒ Buildings
☐ Units & Common Spaces

What is the number of vacant units reported at the time of the site visit?
 6

☐ Units & Common Spaces
☒ Parking

What is the required percentage of units sampled?
 25.00 %



1. MSA

“MSA” means that the property is located in a Metropolitan Statistical Area, as defined by the U.S. Census Bureau.

2. DATE OF INSPECTION/ CONSTRUCTION COMPLETION

Enter the date the onsite inspection occurred. For new construction and properties undergoing substantial rehabilitation, enter the future anticipated date of substantial completion.



3. NUMBER OF VACANT UNITS

This number can be verified by reviewing the current rent rolls and discussion with the onsite manager. The assessor should comment on any physical evidence that suggests that actual vacancies differ from what was reported. The term “vacant” includes units offline due to major rehabilitation needs and model units.



4. REQUIRED PERCENTAGE OF UNITS INSPECTED

This value is based on the policy guidance published by the Approving Agency of the relevant CNA type and selected program. Check with the Approving Agency’s guidance — for example, for Asset Development loans, refer to the Multifamily Accelerated Processing (MAP) Guide.

* Within the CNA e-Tool, displayed data entry field(s) may vary depending on the user’s selection of CNA type and program or event type. Due to these dependencies, users may see screens that look different from those shown in this Guide. To alert users about these possible variations, fields with dependencies are marked with an asterisk. This affects a relatively small percentage of the fields. For a complete listing of dependencies, see the CNA Dependency User Path Matrix located at the end of this Guide.



CHAPTER 6: **PARTICIPANTS**

OVERVIEW

The participant information screen of the CNA is where users enter the contact information for all parties involved with the property. This may include the assessor, on-site property manager, contractors, maintenance supervisors, borrowers, owners, and lenders. Some of the participant information is mandatory and will be required before the screen can be saved.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments Annapolis, MD Property ID: 856271832 Status: Draft – On My Desk Validation: Not Validated [Validate] [Options]

Assessment Entry [Validation]

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ **Participants**
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

PARTICIPANTS (2)

Firm Name	Contact Name	Phone	Email	Role
Iota Engineering	John Smith	(555)-555-5555	test@mail.com	Consulting Engineer
Williams Properties Inc	Bill Williams	(555)-123-1234	billwilliams@test.com	Current Owner

Participant Information

Firm Name: Williams Properties Inc Street Address: 900 Charles St

Contact Name: Bill Williams City: Baltimore

Phone: (555)-123-1234 State: MD - Maryla... Zip: 23810

Email: billwilliams@test.com Participant Role (most applicable): Current Owner

[Delete Participant] [Cancel] [Save Changes]

1 ADDING A NEW PARTICIPANT

3 DELETE EXISTING PARTICIPANT
(IF A PARTICIPANT HAS ALREADY BEEN SAVED)

2 EDIT EXISTING PARTICIPANT

4 PARTICIPANT ROLE

Bay View Apartments Annapolis, MD Property ID: 856271832 Status: Draft - On My Desk Validation: Not Validated Validate Options

Assessment Entry Validation

☒ CNA Summary ☐

☒ Assessment Scope ☐

☒ Participants ☐

PARTICIPANTS (2)

1 Add New Participant

Firm Name	Contact Name	Phone	Email	Role
Iota Engineering	John Smith	(555)-555-5555	test@mail.com	Consulting Engineer

1. ADDING A NEW PARTICIPANT

Click “Add New Participant” to enter a new participant into the participants table. Enter all fields in the Participation Information section prior to clicking “Save New Participant” at the bottom of the screen.

Assessment Entry Validation

☒ CNA Summary ☐

☒ Assessment Scope ☐

☒ Participants ☐

☒ Sites ☐

PARTICIPANTS (2)

2 Add New Participant

Firm Name	Contact Name	Phone	Email	Role
Iota Engineering	John Smith	(555)-555-5555	test@mail.com	Consulting Engineer
Williams Properties Inc	Bill Williams	(555)-123-1234	billwilliams@test.com	Current Owner

2. EDIT EXISTING PARTICIPANT

Click on the Participant that you would like to edit in the participants table. Make any necessary changes in the Participant Information section and click “Save Changes” at the bottom of the screen.

Email: rwilliams@williamsdev.com

Participant Role (most applicable): Current Owner

3 Delete Participant Cancel Save Changes

3. DELETE EXISTING PARTICIPANT

Click on the Participant that you would like to delete in the participants table. Click “Delete Participant” at the bottom of the screen.

(410)-893-0567 MD - Maryland 23810

Email: rwilliams@williamsdev.com

Participant Role (most applicable): Current Owner

4 Delete Participant Cancel Save Changes

4. PARTICIPANT ROLE

Select the role that best describes the Participant’s involvement in the assessment process.



CHAPTER 7: SITES

OVERVIEW

The Sites screen is where users enter all the building sites that are included in the CNA assessment. At least one site must be entered, and multiple sites can be entered. Sites must be entered before buildings may be added to the CNA, since buildings are assigned to sites. Multiple buildings may be assigned to a single site.

RELATIONSHIP BETWEEN PROPERTIES, SITES, AND BUILDINGS

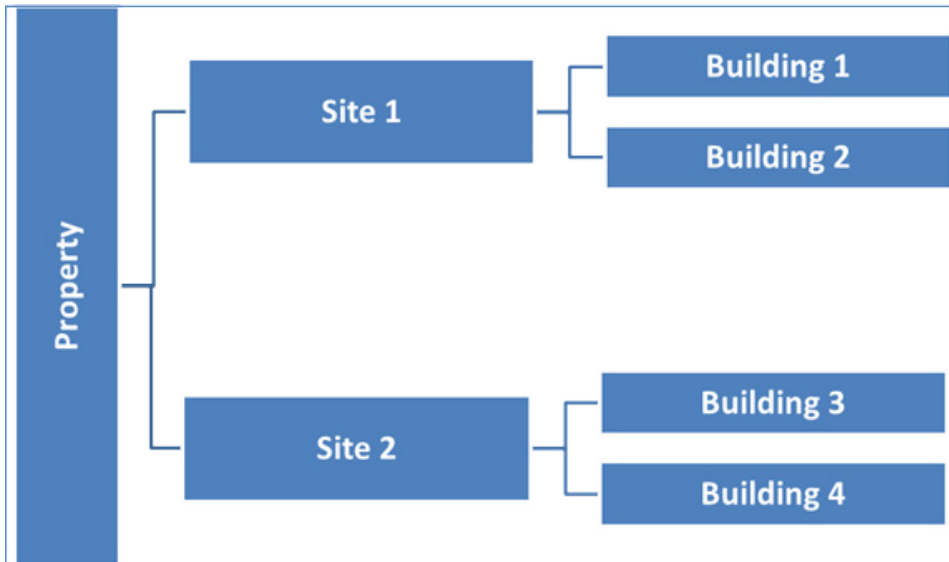
There is a hierarchal relationship between properties, sites, and buildings:

- There is only one property per CNA.
 - A property contains one or more sites.
 - A site usually contains one or more buildings. However, occasionally an Owner may have acquired a site for ancillary purposes, such as parking.

Most CNAs will have only one site. However, there are rare situations where this is not the case.

The CNA e-Tool is capable of processing multiple sites with multiple buildings within a single CNA.

The image below illustrates a relationship where there are two sites, each with two buildings.



INSTRUCTIONS ON ENTERING DATA

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID 856271832 Status: Draft - On My Desk Validation: Validated - Severe Flags Validate Options

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

SITES (2)

1 Add New Site

Site Name	Street Address	City	Zip	Total Site Sq. Ft.	Total Buildings
Second Site	123 Main Street	Fairfax	22102	234	1
Single site	2000 Hilltop Lane	Annapolis	21401	609840	3

Site Information

4 Site Name

5 Total Site Sq. Ft.

6 Total Buildings

Single site

609840

3

Street Address

2000 Hilltop Lane

City

Annapolis

State

MD - Maryla... X

Zip

21401

3 Delete Site

Cancel Save Changes

1 ADDING A NEW SITE

4 SITE NAME

2 EDIT EXISTING SITE

5 TOTAL SITE SQ. FT.

3 DELETE EXISTING SITE

6 TOTAL BUILDINGS

BASIC COMMANDS

Bay View Apartments Annapolis, MD Property ID: 856271832 Status: Draft - In Progress Validation: Not Validated Validate Options

Assessment Entry Validation

- ☒ CNA Summary
- ☐ Assessment Scope
- ☐ Participants

SITES (2)

Site ID	Street Address	City	Zip	Total Site Sq. Ft	Total Buildings
Single site	2000 Hilltop Lane	Annapolis	21401	609840	3

Add New Site

1. ADDING A NEW SITE

Click “Add New Site” to enter a new site into the site table. Enter all fields in the Site Information section prior to clicking “Save New Site” at the bottom of the screen.

Bay View Apartments Annapolis, MD Property ID: 856271832 Status: Draft - In Progress Validation: Not Validated Validate Options

Assessment Entry Validation

- ☒ CNA Summary
- ☐ Assessment Scope
- ☐ Participants

SITES (2)

Site ID	Street Address	City	Zip	Total Site Sq. Ft	Total Buildings
Single site	2000 Hilltop Lane	Annapolis	21401	609840	3

Add New Site

2. EDIT EXISTING SITE

Click on the entered site that you would like to edit in the site table. Make any necessary changes in the Site Information section and click “Save Changes” at the bottom of the screen.

Narratives & Attachments ☐ Financial Factors ☐

State: MD - Maryland Zip: 21401

Delete Site Cancel Save Changes

3. DELETE EXISTING SITE

Click on the site that you would like to delete in the site table. Click “Delete Site” at the bottom of the screen.

DATA ENTRY FIELDS

Unit Types ☐ Buildings ☐ Units & Common Spaces ☐ Parking ☐ Utility Types & Rates ☐

Site Information

Site Name: Single site Total Site Sq. Ft: 609840 Total Buildings: 3

Street Address: 2000 Hilltop Lane

4. SITE NAME

Each site you create must be given a unique Site Name. If the property contains only a single site, it is helpful to enter “Single Site” as the name. Otherwise, this may be an address, a name with an address, or an alphanumerical or directional label, such as north or south.

Unit Types ☐ Buildings ☐ Units & Common Spaces ☐ Parking ☐ Utility Types & Rates ☐

Site Information

Site ID: Single site Total Site Sq. Ft: 609840 Total Buildings: 3

Street Address: 2000 Hilltop Lane

5. TOTAL SITE SQ. FT.

This may be calculated or obtained from the most reliable sources available. Such sources may include the land and tax records of the local jurisdiction or a land survey by a registered land surveyor.

6. TOTAL BUILDINGS

Read-only. This displays the total number of buildings located on this site that is automatically calculated after the Buildings screen is completed.

MORE INFORMATION

OBTAINING AND ENTERING SEISMIC DATA

To improve seismic safety in older buildings and to preserve existing housing, assessors must determine whether seismic risks exceed prescribed thresholds in accordance with the relevant standards published by the American Society of Civil Engineers (ASCE) and its affiliate, the Structural Engineering Institute (ASCE/SEI). The thresholds are values for indicators called “Sxs” and “Sx1.” If thresholds are exceeded, then further research is required in accordance with the standard.

STANDARDS AND EXCEPTIONS

The relevant standard is ASCE 41-17, Seismic Evaluation and Retrofit of Existing Buildings. Many buildings are exempt from the seismic hazard and building performance analysis required by ASCE 41-17. The intent of the two seismic indicators is to assist Assessors in identifying properties that are exempt.

Exemptions include the following:

- Any single-story, wood, or steel-frame building with a total building area equal to or less than 3,000 square feet
- Any single-story accessory building (i.e., no dwellings in the structure)
- Any detached or semi-detached dwelling structure where the Design Earthquake Spectral Response Acceleration Parameter Sxs, BSE-1N is less than .400 g
- Any building with both Design Earthquake Spectral Response Acceleration Parameters
 - Sxs, BSE-1N less than .330 g
 - Sx1, BSE-1N less than .133 g

FINDING THE VALUES FOR Sxs AND Sx1

Previously, the values for Sxs and Sx1 could be seen as provided output from a Design Maps Summary Report obtained from the U.S. Geological Survey at <https://earthquake.usgs.gov/hazards/designmaps/usdesign.php>. Per the USGS website, “Due to insufficient resources and the recent development of similar web tools by third parties, the USGS has streamlined this U.S. Seismic Design Maps web application.”

Although the USGS website no longer provides Design Maps Summary Reports, other websites provide Seismic Design Maps, such as the Office of Statewide Health Planning and Development (OSHPD) (<https://seismicmaps.org/>).

“BENCHMARK BUILDINGS” DO NOT REQUIRE SEISMIC HAZARD ANALYSIS

Buildings that are not exempt require a seismic hazard analysis prepared in accordance with ASCE 41-17 or a determination that the building is a benchmark building as defined by ASCE 41-17.

A *benchmark building* is an existing building originally built to or later retrofitted to an identified design code that equals or exceeds the standards defined by ASCE 41-17. The determination that the building is a benchmark building or, if not, the preparation of a seismic hazard analysis should be by a civil or structural engineer familiar with lateral force design.

CONTENTS OF HAZARD ANALYSIS

The hazard analysis should include an examination of the structure for continuity, ductility, and resistance to lateral forces. The analysis shall assume a building performance objective of *life safety* as defined by ASCE 41-17.

MITIGATION OF SEISMIC HAZARDS

Mitigation shall be required to meet minimum life safety requirements, meaning, in general, that for a design earthquake (i.e., a measure of the anticipated event), the building may be expected to avoid partial or total structural collapse, or damage to nonstructural components that is life threatening (e.g., damage leading to fire, blocked egress, release of hazardous materials).



CHAPTER 8: UNIT TYPES

OVERVIEW

The Unit Types screen is where users enter all the types of units that can be assigned to buildings. A unit type is a unique combination of at least three characteristics: number of bedrooms, number of baths, and unit size (square footage). Each unique combination of these three factors should have its own unit type. At least one unit type must be entered, and multiple unit types may be entered.

Unit types are assigned to buildings, and buildings are assigned to sites. Multiple unit types can be assigned to a building.

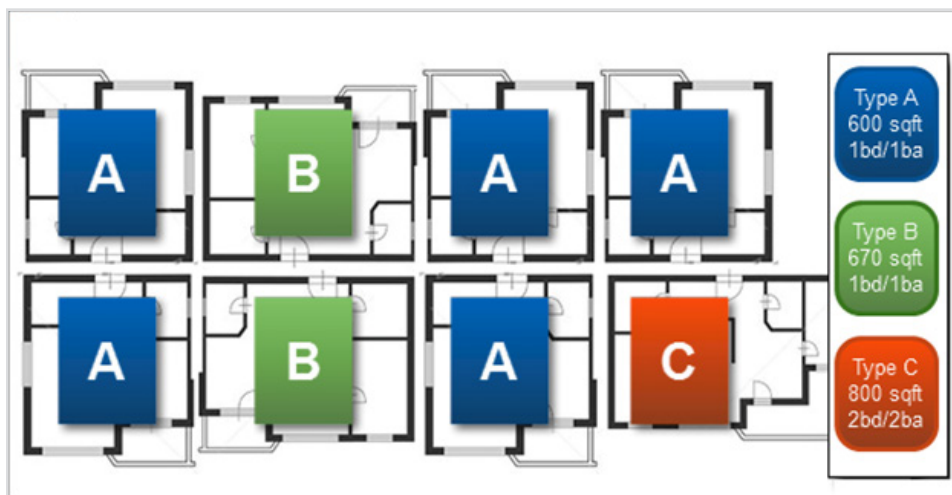
RELATIONSHIP BETWEEN BUILDINGS AND UNIT TYPES

Most multifamily buildings contain units that have similar characteristics with many other units in the building. For example, it is common for apartment buildings to use the same floor plan for most of the same sized units in the building (i.e., often all the one-bedroom units within a building have the same square footage and layout).

In the CNA Assessment Tool, units with similar layouts/characteristics are described as “unit types.” A “unit type” for these purposes is specifically defined as a unique combination of:

- Square footage
- Number of bedrooms
- Number of bathrooms

The image below demonstrates a situation where there are three unit types: A, B, and C, each with a varying number of square feet, bedrooms, and bathrooms. In the case of this building, there are five instances of unit type A, two of unit type B, and one of unit type C.



If the Assessor were evaluating the building above, they would implement the following process to create the unit types and assign them.

1. Define three unit types (“A,” “B,” and “C”) along with their square footage and number of bedrooms and bathrooms.
2. Assign all three unit types to the building (indicating that at least one of this unit type is present in the building) on the Buildings screen.
3. Indicate that there are five instances of unit type A, two of unit type B, and one of unit type C in the building on the Buildings screen.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments Annapolis, MD Property ID 856271832 Status: Draft - On My Desk Validation: Not Validated Validate Options

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

UNIT TYPES (4)

Unit Type Name	Sq. Ft.	Bedrooms	Bathrooms	Shower Heads	Sinks/Laundry Hookups	Toilets
1BR1ba	600	1	1	1	3	1
2BR2ba A	1080	2	2	2	5	2
2BR2ba B Share suites	1140	2	2	2	4	2
3BR2ba	1260	3	2	2	5	2

Unit Type Definition

Unit Type Name: 1BR1ba

Sq. Ft. (measured paint to paint): 600.00

Bedrooms: 1

Bathrooms: 1.00

Shower Heads: 1

Sinks/Laundry Hookups: 3

Toilets: 1.00

Delete Unit Type Cancel Save Changes

1 ADDING A NEW UNIT TYPE

4 UNIT TYPE NAME

2 EDIT EXISTING UNIT TYPE

5 SQ. FT.

3 DELETE EXISTING UNIT TYPE

6 SINKS/LAUNDRY HOOKUPS

BASIC COMMANDS

UNIT TYPES (4)

Unit Type Name	Sq. Ft.	Bedrooms	Bathrooms	Shower Heads	Sinks/Laundry Hookups	Toilets
1BR1ba	600	1	1	1	3	1
2BR2ba A	1080	2	2	2	5	2
2BR2ba B Share suites	1140	2	2	2	4	2

1. ADDING A NEW UNIT TYPE

Click “Add New Unit Type” to enter a new unit type into the unit type table. Enter all fields in the Unit Type Definition section prior to clicking “Save New Unit Type” at the bottom of the screen.

UNIT TYPES (4)

Unit Type Name	Sq. Ft.	Bedrooms	Bathrooms	Shower Heads	Sinks/Laundry Hookups	Toilets
1BR1ba	600	1	1	1	3	1
2BR2ba A	1080	2	2	2	5	2
2BR2ba B Share suites	1140	2	2	2	4	2

2. EDIT EXISTING UNIT TYPE

Click on the entered unit type that you would like to edit in the unit type table. Make any necessary changes in the Unit Type Definition section and click “Save Changes” at the bottom of the screen.

Sq. Ft. (measured paint to paint)

600

Bathrooms

1.00

Faucets/Hookups

3

Toilets

1

Delete Unit Type

Cancel

Save Changes

3. DELETE EXISTING UNIT TYPE

Click on the unit type that you would like to delete in the unit type table. Click “Delete Unit Type” at the bottom of the screen.

DATA ENTRY FIELDS

Unit Type Definition

Unit Type Name

1BR1ba

Sq. Ft. (measured paint to paint)

600

Bedrooms

1

Bathrooms

1.00

Shower Heads

1

Sinks/Laundry Hookups

3

4. UNIT TYPE NAME

Enter a unique name for the unit. This name will appear in the relevant dropdowns throughout the CNA. Each unit type must have a unique name, and useful distinctions may be reflected in the Unit Type Name, such as design (e.g., townhouse versus apartment). The name should include important characteristics of the unit, such as number of bedrooms and bathrooms and square footage. It is not recommended that marketing names are used.

Example: A one-bedroom, one-bath 575-sq. ft. unit that is called a “Penfold” for marketing purposes by the property manager. This unit type may be named “1Br 1Ba” or “1/1” or “1/1 575” or “1/1 Penfold” in the Assessment Tool.

Note: If there are two types of one-bedroom, one-bath units that are different, a distinct Unit Type Name is required for each unit type (e.g., “1/1 575” and “1/1 650”). This will help you and other users recall the characteristics of this unit type at a glance.

The units that have in-unit garages should be created as a separate unit type distinct from other unit types that may have the same number of bedrooms and bathrooms.

The screenshot shows the 'Unit Type Name' field in the Assessment Tool interface. The field is highlighted with a green circle containing the number 5. The field contains the text '1BR1ba'. To the left of the field is a sidebar with several checkboxes: 'Utility Types & Rates', 'Units Inspected', 'Components, Alts & Recs', 'Narratives & Attachments', and 'Financial Factors'. To the right of the field are input fields for 'Bedrooms' (1), 'Bathrooms' (1.00), 'Shower Heads' (1), 'Sinks/Laundry Hookups' (3), and 'Toilets' (1).

5. SQ. FT.

This figure should be based on dimensions from exterior wall to exterior wall (or from demising wall to demising wall). Do not attempt to extract space for interior partitions, plenums, and so forth. Common areas should not be included in, or allocated to, unit square footage. Only enclosed space should be included, not porches, balconies, or patios.

The screenshot shows the 'Sinks/Laundry Hookups' field in the Assessment Tool interface. The field is highlighted with a green circle containing the number 6. The field contains the text '3'. To the left of the field is a sidebar with several checkboxes: 'Utility Types & Rates', 'Units Inspected', 'Components, Alts & Recs', 'Narratives & Attachments', and 'Financial Factors'. To the right of the field are input fields for 'Bedrooms' (1), 'Bathrooms' (1.00), 'Shower Heads' (1), 'Sinks/Laundry Hookups' (3), and 'Toilets' (1).

6. SINKS/LAUNDRY HOOKUPS

This includes the total number of kitchen faucets, bathroom faucets, and laundry hookups in the unit type. Sinks with multiple faucets for hot and cold water should be counted as a single faucet. A bathtub with no shower head is considered a faucet, while a bathtub with a shower head is considered a shower head.



CHAPTER 9: **BUILDINGS**

OVERVIEW

The Buildings screen is where users enter all the buildings for each site that are included in the CNA assessment. Multiple buildings may be entered per site. Sites must be entered before buildings can be added to the CNA, since buildings are assigned to sites.

INSTRUCTIONS ON ENTERING DATA

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID: 856271832 Status: Draft - On My Desk Validation: Validated - Severe Flags Validate Options

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

BUILDINGS (4) 1 Add New Building

Site	Building	Type	Stories	Year Built	Unit Count
Second Site	1	Walk-up	3	1991	1
Single site	B	Walk-up	3	1991	12
Single site	C	Walk-up	3	1991	12
Single site	A	Walk-up	3	1991	12

Building Summary

Replacement Cost of Building	Accessory Building	Total Building SQ FT	Total Faucets/Hookups	Total Toilets
\$1,812,800	No	16,480	54	24
Total Showerheads	Total Residential SQ FT			
24	13,320			

Building Information

Site: Single site

Building Name/Address: A

Year Built: 1991

Year of Rehab: 05/28/1990

Replacement Cost of Building per Sq. Ft.: 110.00

Occupancy Permit Date: 04/15/1991

Building Permit Date: 05/28/1990

Source of Replacement Cost Data: Baltimore HUD 221(d)(4) costs

Fair Housing Act? No

Building Description

Building Type: Walk-up

Stories Above Grade: 3

Stories Below Grade: 0

Number of Elevators: 0

Basement Floor: N/A

Construction Specifics

Foundation: Slab on Grade

Foundation Comments: Slab on Grade.

Construction Type: Wood Frame

Construction Type Comments: Wood frame, gabled asphalt shingle roofs, vinyl siding

Floor System: Steel Trusses

Delete Building Cancel Save Changes

1 ADDING A NEW BUILDING

4 BUILDING INFORMATION

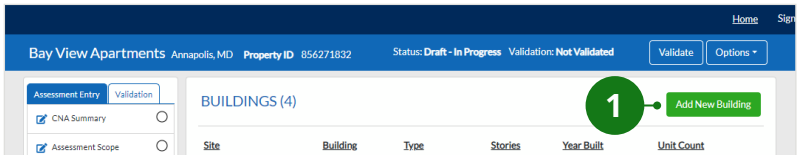
2 EDIT EXISTING BUILDING

5 BUILDING DESCRIPTION

3 DELETE EXISTING BUILDING

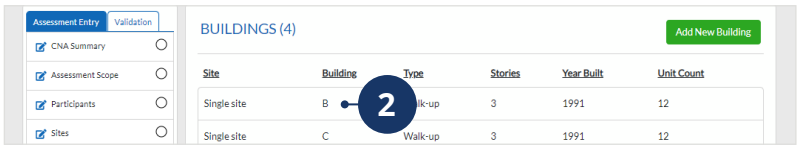
6 CONSTRUCTION SPECIFICS

BASIC COMMANDS



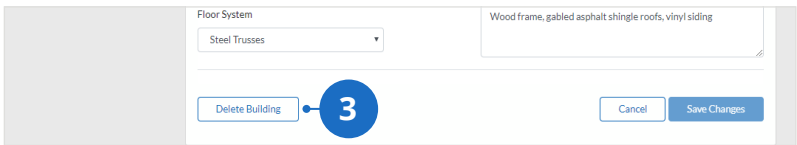
1. ADDING A NEW BUILDING

Click “Add New Building” to enter a new building into the buildings table. Enter all fields in the Building Information section prior to clicking “Save New Building” at the bottom of the screen.



2. EDIT EXISTING BUILDING

Click on the entered building that you would like to edit in the buildings table. Make any necessary changes in the Building Information section and click “Save Changes” at the bottom of the screen.



3. DELETE EXISTING BUILDING

Click on the building that you would like to delete in the buildings table. Click “Delete Building” at the bottom of the screen. Deleting a building will delete associated units and common spaces.

DATA ENTRY FIELDS

▼ Building Information	4
Site	
<input type="text" value="Single site"/>	

Building Name/Address			4A
<input type="text" value="A"/>			
Year Built	Year of Rehab	Replacement Cost of Building per Sq. Ft.	
<input type="text" value="1991"/>	<input type="text"/>	<input type="text" value="110.00"/>	

4B	Year Built	Year of Rehab	Replacement Cost of Building per Sq. Ft.	
	<input type="text" value="1991"/>	<input type="text"/>	<input type="text" value="110.00"/>	
	Occupancy Permit Date	Building Permit Date	Source of Replacement Cost Data	
	<input type="text" value="04/15/1991"/>	<input type="text" value="05/28/1990"/>	<input type="text" value="Baltimore HUD 221(d)(4) costs"/>	

	4C	Year of Rehab	Replacement Cost of Building per Sq. Ft.	
		<input type="text"/>	<input type="text" value="110.00"/>	
	Occupancy Permit Date	Building Permit Date	Source of Replacement Cost Data	
	<input type="text" value="04/15/1991"/>	<input type="text" value="05/28/1990"/>	<input type="text" value="Baltimore HUD 221(d)(4) costs"/>	

4D	Occupancy Permit Date	Building Permit Date	Source of Replacement Cost Data	
	<input type="text" value="04/15/1991"/>	<input type="text" value="05/28/1990"/>	<input type="text" value="Baltimore HUD 221(d)(4) costs"/>	
	Fair Housing Act?			
	<input type="text" value="No"/>			

4E	Occupancy Permit Date	Building Permit Date	Source of Replacement Cost Data	
	<input type="text" value="04/15/1991"/>	<input type="text" value="05/28/1990"/>	<input type="text" value="Baltimore HUD 221(d)(4) costs"/>	
	Fair Housing Act?			
	<input type="text" value="No"/>			

	Year Built	Year of Rehab	4F	Replacement Cost of Building per Sq. Ft.
	<input type="text" value="1991"/>	<input type="text"/>		<input type="text" value="110.00"/>
	Occupancy Permit Date	Building Permit Date	Source of Replacement Cost Data	
	<input type="text" value="04/15/1991"/>	<input type="text" value="05/28/1990"/>	<input type="text" value="Baltimore HUD 221(d)(4) costs"/>	

4. BUILDING INFORMATION

Select the site where the building is located. This dropdown will list the sites entered in the sites form.

4A. BUILDING NAME/ADDRESS

Enter a unique address, descriptive name, or building number for the building. Each building name should be unique to avoid any confusion if there are multiple sites at the property.

4B. YEAR BUILT

This should be the year that construction was completed. See [Year Built](#) for more information.

4C. YEAR OF REHAB

Enter the year that the property went through a significant rehabilitation in the past. Rehabilitation means “a level of effort that would have reset the remaining useful life of most of the components now existing in the building.”

4D. OCCUPANCY PERMIT DATE

This is only relevant if the year built is 1990, 1991, or 1992 for the purposes of Fair Housing Act requirements.

4E. FAIR HOUSING ACT

This is determined by the year built. Select “Yes” or “No.”

4F. REPLACEMENT COST OF BUILDING PER SQ. FT.

Estimate the replacement cost per square foot of the existing building, not including land or site improvements. See [Replacement Cost of Building per Square Foot](#) for more information.

5 Building Description

5A Building Type
Walk-up

Stories Above Grade: 3
Stories Below Grade: 0
Number of Elevators: 0
Basement Floor: N/A

Building Type: Walk-up

Stories Above Grade: 3
Stories Below Grade: 0
Number of Elevators: 0
Basement Floor: N/A

Building Type: Walk-up

Stories Above Grade: 3
Stories Below Grade: 0
Number of Elevators: 0
Basement Floor: N/A

6 Construction Specifics

Foundation: Slab on Grade

6A Foundation Comments
Slab on Grade.

Foundation: Slab on Grade

6B Construction Type: Wood Frame

Foundation Comments: Slab on Grade.

Construction Type Comments:

Construction Type: Wood Frame

6C Construction Type Comments
Wood frame, gabled asphalt shingle roofs, vinyl siding

Floor System: Steel Trusses

5. BUILDING DESCRIPTION

5A. BUILDING TYPE

See [Definitions of HUD Building Types](#) for more information.

5B. STORIES ABOVE GRADE

Basements are counted as a below-grade story. The count of floors should not include crawl spaces or plenum spaces between floors.

5C. STORIES BELOW GRADE

See [Calculating Number of Stories Below Grade](#) for more information.

6. CONSTRUCTION SPECIFICS

6A. FOUNDATION COMMENTS

Enter comments to identify other foundation types or to explain a mixed or unusual condition. A typical "Other" might be a building constructed on wooden or concrete piers extending above a mean flood elevation in order to raise the finished floor elevation or to leave open space or parking below the building.

6B. CONSTRUCTION TYPE

The references to masonry as a structural element indicates that the masonry is load bearing. See [Construction Type](#) for more information.

6C. CONSTRUCTION TYPE COMMENTS

Describe mixed or "Other" construction types with a text description in this field. Comments concerning the floor frame and other construction-related comments may be entered here as needed.

MORE INFORMATION

YEAR BUILT

In general, Year Built may describe a calendar year in which construction either began or ended. However, a more precise date is required when the Year Built is proximate to the effective date of the design and construction requirements of the Fair Housing Act.

24 CFR 100.205 defines a transition rule for buildings that may have been in some stage of construction proximate to the March 13, 1991, effective date. It reads "... [a] dwelling shall be deemed to be designed and constructed for first occupancy on or before March 13, 1991, if the dwelling is occupied by that date, or if the last building permit or renewal thereof for the dwelling is issued ... on or before June 15, 1990."

Accordingly, if the year built is 1990, 1991, or 1992, the assessor must enter the dates of the building and occupancy permits for the building. If occupancy is after March 13, 1991, and the building permit is after June 15, 1990, then the unit or building must meet the design and construction requirements.

REPLACEMENT COST OF BUILDING PER SQUARE FOOT

This estimate should be based on the building and construction types and quality, and should reflect current construction cost averages for the locality or region in which the building is located. The user should consult current information from industry-recognized, publicly available construction cost indices. Assessors may also cite the costs of recently completed projects for HUD or USDA that are similar in type and characteristics. The dollar cost per square foot estimate should be a reasonable and realistic figure to hypothetically reconstruct the building as of the year of the assessment.

The estimate should assume all costs that would be included on HUD Form 2328, Mortgagor's Cost Estimate, excluding land improvements but including general requirements and the building contractor's allowance for overhead and profit, as though the contractor were an independent third party unrelated to the owner.

HUD Form 2328 may be found at

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2328.pdf>

DEFINITIONS OF HUD BUILDING TYPES

The following building types are those used on HUD forms 92013 and 92264, the application for mortgage insurance and the summary multifamily appraisal report, respectively. The definitions are mutually exclusive (i.e., only one is correct). The definitions are as follows:

DETACHED. A dwelling structure containing one living unit, surrounded by permanent open spaces.

SEMI-DETACHED. A dwelling structure containing two contiguous living units separated by a vertical division termed a common, party, or lot line wall.

ROWHOUSE OR TOWNHOUSE. A non-elevator structure containing three or more contiguous living units separated by a vertical division termed common, party, or lot line walls. Row/Townhouse units may not be enclosed on more than two sides by party or lot line walls and must have permanent open space contiguous to no fewer than two sides. Units will usually have a private entrance and private interior stairs.

WALKUP. A multilevel structure of two or more living units that does not contain an elevator, with the units separated horizontally by floor and/or ceiling structural elements. Does not include detached, semi-detached, or rowhouse/townhouse.

***Note:** A note in the HUD Form 92013 instructions indicates that any non-elevator building that is not a detached, semi-detached, or row/townhouse is a Walkup. A “one up, one down” duplex is a Walkup. A single-story 3-plex or 4-plex (back-to-back duplex) is a Row-Townhouse building.*

Elevator Buildings are defined as follows:

- **Two- to five-story elevator** (any elevator building of two to five stories)
- **Highrise** (any elevator building of six or more stories)

CALCULATING NUMBER OF STORIES BELOW GRADE

The Number of Stories Below Grade entry is intended to count simple basements, as well as the below-ground levels of parking, utility spaces, leased space, or other spaces that may be found typically in an urban, high-density environment.

Note that this does not refer to floors that are partially underground due to sloping terrain, but have a full front elevation with direct access to ground at grade. That is, a “daylight basement” or “terrace units” or “terrace level” would not be “below grade” for the purposes of this entry.

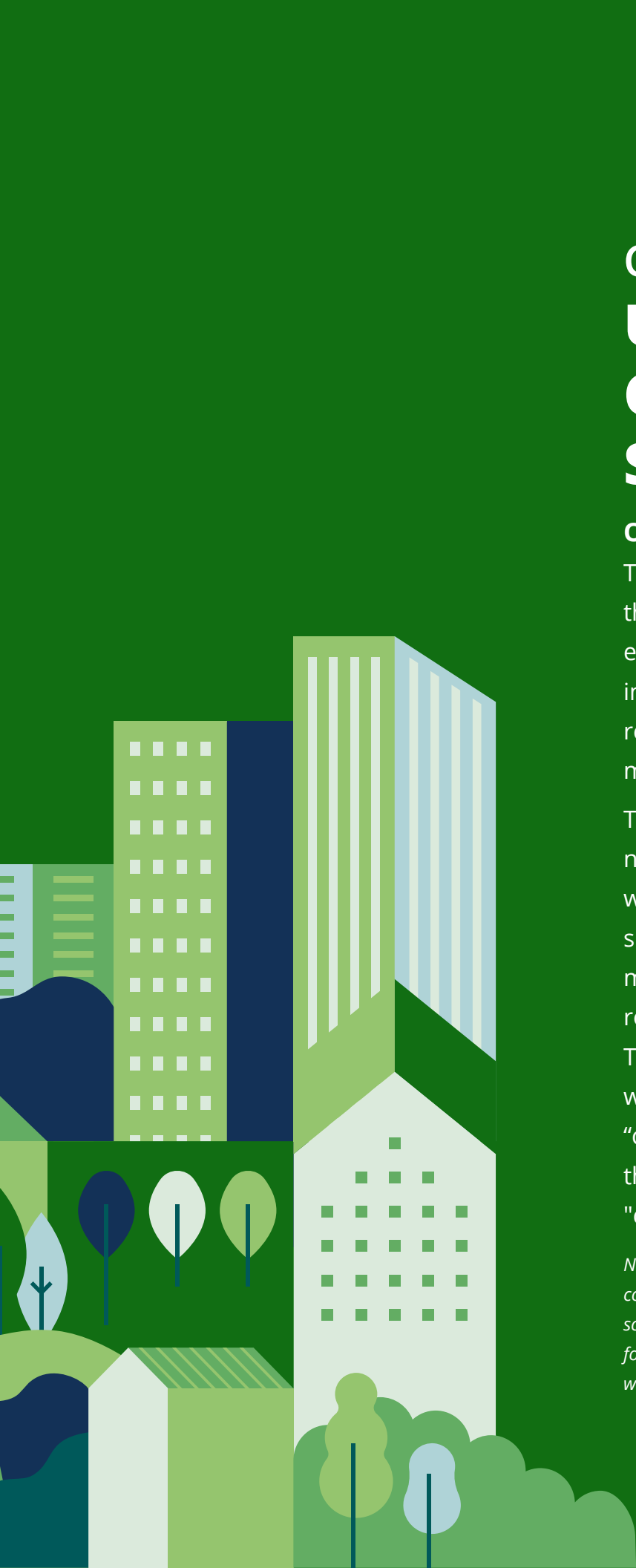
However, a basement with access via an exterior stairwell up to grade would be “below grade” for the purposes of this entry.

If you have to go downstairs to get to the floor elevation and there is no entry door at-grade for that floor, then it is below grade. This does not apply to units on terraced sites where there may be an external set of steps from one terrace ground level to another, all outside the building.

Note: *If the basement is entirely below grade (no windows), but can be accessed from grade via external stairs (i.e., you do not have to go through the interior of the floor above in order to access the basement), the floor is below grade. A basement does not cease to be a basement just because it has exterior stairs. Likewise, a unit at grade does not cease to be a unit at grade just because the grade outside the unit changes rapidly (i.e., at short intervals of distance) and requires some terracing or steps to get from the building to another building or parking, etc.*

CONSTRUCTION TYPE

Solid masonry is not supported by a frame, metal, or concrete members and is now obsolete, but is still found in old low-rise buildings and some structures that may be converted to multifamily use, such as old warehouse buildings.



CHAPTER 10: UNITS AND COMMON SPACES

OVERVIEW

The Units screen is where users specify the number of units of each unit type that exist in a building. This is also where users indicate the number of each unit type reported to be accessible for persons with mobility or sensory impairment.

The Common Space screen is where users name and describe the common spaces within a building. Examples of common spaces include community rooms, offices, maintenance shops, storage rooms, laundry rooms, recreational spaces, and so forth. The CNA e-Tool defines every space within a building that is not a unit as a "common space." All garage spaces other than in-unit garages are considered "common space."

Note: The total building square footage has implications for computation of replacement cost as well as for ENERGY STAR® scores. Accordingly, it is necessary to indicate the square footage for every common space in the building when preparing a CNA for a HUD property.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments Annapolis, MD Property ID: 856271832 Status: Draft - On My Desk Validation: Validated - Severe Flags [Validate](#) [Options](#)

Assessment Entry [Validation](#)

- [CNA Summary](#)
- [Assessment Scope](#)
- [Participants](#)
- [Sites](#)
- [Unit Types](#)
- [Buildings](#)
- [Units & Common Spaces](#)
- [Parking](#)
- [Utility Types & Rates](#)
- [Units Inspected](#)
- [Components, Alts & Recs](#)
- [Narratives & Attachments](#)
- [Financial Factors](#)

UNITS & COMMON SPACES

Site	Building	Type	Stories	Unit Types
Second Site	1	Walk-up	3	3BR2ba
Single site	B	Walk-up	3	1BR1ba, 3BR2ba
Single site	C	Walk-up	3	2BR2ba A, 2BR2ba B Share suites
Single site	A	Walk-up	3	2BR2ba A

Selected Site and Building

Site: Single site Building: A

Unit Types Added to Building (1)

[Add Unit Type to Building](#)

2BR2ba A ×

Total Unit Sq. Ft.	Sq. Ft.	Bedrooms	Bathrooms	Toilets	Shower Heads	Faucets/Hookups
6,480	1,080	2	2	2	2	5

Unit Counts

Total Number of Units	Mobility Impaired Units	Sensory Impaired Units
6	2	1

☒ **In-Unit Garage Parking Spaces**

Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces	Number of Spaces
1	1	100%	6

[Remove Unit Type](#) [Cancel Changes](#) [Save Unit Counts](#)

Common Spaces (1)

[Add New Common Space](#)

Common Space Name: Clubhouse

Common Space Type: Amenity/Recreation Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES Compliance Required: YES Compliance Exists: YES

☒ **Plumbing Fixtures**

Shower Heads	Toilets	Faucets/Hookups
0	0	0

☒ **Garage Parking Spaces**

Spaces (inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
3	1	33%

[Delete Common Space](#) [Cancel Changes](#) [Save Common Space](#)

1 SELECT BUILDING

2 UNIT TYPES

3 COMMON SPACES

Assessment Entry Validation

☒ CNA Summary

☒ Assessment Scope

☒ Participants

☐ Sites

☐ Unit Types

1

UNITS & COMMON SPACES

Site	Building	Type	Stories	Unit Types
Second Site	1	Walk-up	3	3BR2ba
Single site	B	Walk-up	3	1BR1ba, 3BR2ba
Single site	C	Walk-up	3	2BR2ba A, 2BR2ba B Share suites

1. SELECT BUILDING

Units and Common Spaces are added to buildings. Click on the building you want to add units and common spaces to in the building table.

UNITS

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

▼ Unit Types Added to Building (1)

2

2BR2ba A ×

Add Unit Type to Building

Total Unit Sq. Ft.	Sq. Ft.	Bedrooms	Bathrooms	Toilets	Shower Heads	Faucets/Hookups
6,480	1,080	2	2	2	2	5

Unit Counts

☒ In-Unit Garage Parking Spaces

2. UNIT TYPES

Unit counts for a building are entered by each unit type. If a building has multiple unit types, each unit type should be counted separately.

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

▼ Unit Types Added to Building (1)

2A

Add Unit Type to Building

6

2

1

1

1

100%

2B

Remove Unit Type

Cancel Changes

Save Unit Counts

6

2

1

1

1

100%

2C

Remove Unit Type

Cancel Changes

Save Unit Counts

6

2

1

1

1

100%

2D

Remove Unit Type

Cancel Changes

Save Unit Counts

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

▼ Unit Types Added to Building (1)

2BR2ba A ×

2E

Add Unit Type to Building

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

▼ Unit Types Added to Building (1)

2BR2ba A ×

2G

Add Unit Type to Building

Total Unit Sq. Ft.	Sq. Ft.	Bedrooms	Bathrooms	Toilets	Shower Heads	Faucets/Hookups
6,480	1,080	2	2	2	2	5

Unit Counts

☒ In-Unit Garage Parking Spaces

Total Number of Units	Mobility Impaired Units	Sensory Impaired Units	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces	Number of Spaces
6	2	1	1	1	100%	6

2F

Remove Unit Type

Cancel Changes

Save Unit Counts

2A. ADD UNIT TYPE

Click "Add Unit Type to Building" to add a new unit type.

2B. SAVE UNIT COUNTS

Click "Save Unit Counts" to save any changes made to the unit counts.

2C. CANCEL CHANGES

Click "Cancel Changes" to cancel any changes made to the unit counts.

2D. REMOVE UNIT TYPE

Click "Remove Unit Type" to remove the unit type from the building.

2E. UNIT TYPE

Use the Unit Type dropdown to select unit types present at the building. This dropdown is populated by data entered in the Unit Type section.

2F. TOTAL NUMBER OF UNITS

Enter the total number of units of this unit type that are present in this building. This total should include the number of mobility-impaired units and sensory-impaired units.

2G. MOBILITY-IMPAIRED UNITS

Enter the number of units of this unit type located in this building that are reported to be accessible for persons with mobility impairments.

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

Unit Types Added to Building (1)

Add Unit Type to Building

2BR2ba A x

Total Unit Sq. Ft.	Sq. Ft.	Bedrooms	Bathrooms	Toilets	Shower Heads	Faucets/Hookups
6,480	1,080	2	2	2	2	5

2H

Unit Counts

Total Number of Units	Mobility Impaired Units	Sensory Impaired Units	Spaces Per Unit (Inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces	Number of Spaces
6	2	1	1	1	100%	6

☒ In-Unit Garage Parking Spaces

Remove Unit Type

Cancel Changes

Save Unit Counts

Narratives & Attachments

Financial Factors

2BR2ba A x

Total Unit Sq. Ft.	Sq. Ft.	Bedrooms	Bathrooms	Toilets	Shower Heads	Faucets/Hookups
6,480	1,080	2	2	2	2	5

2I

Narratives & Attachments

Financial Factors

2BR2ba A x

Total Unit Sq. Ft.	Sq. Ft.	Bedrooms	Bathrooms	Toilets	Shower Heads	Faucets/Hookups
6,480	1,080	2	2	2	2	5

2J

Unit Counts

Total Number of Units	Mobility Impaired Units	Sensory Impaired Units	Spaces Per Unit (Inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces	Number of Spaces
6	2	1	1	1	100%	6

☒ In-Unit Garage Parking Spaces

2K

Remove Unit Type

Cancel Changes

Save Unit Counts

2H. SENSORY-IMPAIRED UNITS

Enter the number of units of this unit type located in this building that are reported to be accessible for persons with sensory impairments. See [Section 504 of the Rehabilitation Act of 1973](#) for more information.

2I. TOTAL UNIT SQUARE FEET

This is a read-only field that displays the total square footage of the units of this type. It is calculated by multiplying the number of units for that unit type by the square footage of the unit defined in the Unit Type section.

2J. UNIT TYPE INFORMATION

These are read-only. The square footage, bedrooms, bathrooms, toilets, shower heads, and faucets/hookups are displayed for the selected unit type.

2K. IN-UNIT GARAGE PARKING SPACES

If the Unit Type has an In-Unit Garage, enter the number of parking spaces available in the garage of the dwelling unit on a per unit basis (i.e., # of parking spaces available within a single dwelling unit of that Unit Type). Also, enter the number of accessible space(s) available in the In-Unit garage, per unit.

Note: Information entered here will also appear in the Parking Screen (Chapter 11).

COMMON SPACES

3 Common Spaces (1) Add New Common Space

Common Space Name: Clubhouse

Common Space Comments:

3A Add New Common Space

Common Space Name: Clubhouse

Common Space Comments:

Shower Heads: 0 Toilets: 0 Faucets/Hookups: 0 Spaces (incl. # accessible): 3 Accessory Spaces: 1 **3B**

Delete Common Space Cancel Changes Save Common Space

Shower Heads: 0 Toilets: 0 Faucets/Hookups: 0 Spaces (incl. # accessible): 3 Accessory Spaces: 1 Accessory Spaces: 33% **3C**

Delete Common Space Cancel Changes Save Common Space

Shower Heads: 0 Toilets: 0 Faucets/Hookups: 0 Spaces (incl. # accessible): 3 Accessory Spaces: 1 Accessory Spaces: 33% **3D**

Delete Common Space Cancel Changes Save Common Space

3E Common Space Name: Clubhouse

Common Space Comments:

Common Space Type: Amenity/Recreation Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES Compliance Required: YES Compliance Exists: YES

3F Common Space Type: Amenity/Recreation Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES Compliance Required: YES Compliance Exists: YES

3G Common Space Type: Amenity/Recreation Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES Compliance Required: YES Compliance Exists: YES

3H Common Space Name: Clubhouse

Common Space Comments:

Common Space Type: Amenity/Recreation Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES Compliance Required: YES Compliance Exists: YES

3. COMMON SPACES

Each common space within a building is entered separately.

3A. ADD COMMON SPACE

Click “Add New Common Space” to add a new common space.

3B. SAVE COMMON SPACE

Click “Save Common Space” to save any changes made to the common space.

3C. CANCEL CHANGES

Click “Cancel Changes” to cancel edits made to any fields in the Common Spaces section.

3D. REMOVE COMMON SPACE

Click “Delete Common Space” to remove the common space from the building.

3E. COMMON SPACE NAME

Enter a unique label that helps to identify the common space.

3F. COMMON SPACE TYPE

Select the type that most closely describes the common space from the dropdown list.

3G. SQ. FT.

Calculate and enter the square footage of the identified common space, which should be based on dimensions from exterior to exterior (or demising to demising) walls, with no attempt to extract space for interior partitions, plenums, and so forth.

3H. COMMON SPACE COMMENTS

Enter comments when needed to clarify any description of a common space.

Common Space Type: Amenity/Recreation x

Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES x

Compliance Required: YES

Compliance Exists: YES x

Common Space Type: Amenity/Recreation x

Sq. Ft.: 1000.00

Commercial/Public Accommodation: YES x

Compliance Required: YES

Compliance Exists: YES x

☒ Plumbing Fixtures

Shower Heads: 0

Toilets: 0

Faucets/Hookups: 0

☒ Garage Parking Spaces

Spaces (inc. # accessible): 3

Accessible Spaces: 1

Percent Accessible Spaces: 33%

Delete Common Space Cancel Changes Save Common Space

3I. COMMERCIAL/PUBLIC ACCOMMODATION

Select "YES" or "NO" to indicate whether the identified space is a public accommodation. See [Commercial/Public Accommodations](#) for more information.

3J. COMPLIANCE REQUIRED

This is an auto-calculated indicator that is "YES" if compliance with the ADA is required, or "NO" if compliance is not required. For any space identified as a public accommodation, this indicator will be "YES."

When the "Compliance Required" indicator is "YES," determine that the space complies with the accessibility requirements of Title III of the ADA. See [Title III of the ADA](#) for more information about these requirements.



3K. GARAGE PARKING SPACES

Enter the number of garage parking spaces. A "Common Garage" is an enclosed structure (or portion thereof) containing multiple parking spaces. These spaces are commonly located underneath a residential building or in a separate parking structure.

Note: All garage spaces other than in-unit garages are considered "common space." The fact that a common garage may have a space or spaces assigned or rented to individual tenants does not change their characterization as common garage parking spaces.

* Within the CNA e-Tool, displayed data entry field(s) may vary depending on the user's selection of CNA type and program or event type. Due to these dependencies, users may see screens that look different from those shown in this Guide. To alert users about these possible variations, fields with dependencies are marked with an asterisk. This affects a relatively small percentage of the fields. For a complete listing of dependencies, see the CNA Dependency User Path Matrix located at the end of this Guide.

MORE INFORMATION

SECTION 504 OF THE REHABILITATION ACT OF 1973

HUD and USDA rules implementing Section 504 of the Rehabilitation Act of 1973 vary on key particulars. Some notable differences include dates when compliance was required, the timing and extent of UFAS compliance, and whether units must be set aside specifically for sensory-impaired persons. See also: [Considerations for the Federally Assisted Indicator](#).

MULTIPLE INSTANCES OF A COMMON SPACE TYPE

If there are multiple instances of a common space type within the same building (e.g., hallways or corridors on separate floors), those that are identical in all respects (including size, accessibility requirements and compliance, and plumbing fixtures) may be grouped together under a single Common Space Name (e.g., "Corridors flrs 1-10") and the aggregate of square footage, plumbing fixtures, etc. However, if the space or groups of spaces vary in characteristics, then use descriptive text in the Common Space Name field to distinguish among them (e.g., "Hallway 1st Fl.," "Hallway 2nd Fl.," or "Hallways Flrs 1-5" and "Hallways Flrs 6-10") and enter the square footage and characteristics for each hallway or grouping of hallways. Similarly, if one hallway is a public accommodation (e.g., on the ground floor and providing access to the leasing office) and others are not, this dissimilarity prevents including all hallways in a single group. For example, laundry rooms of different size and numbers of hookups should be separately named and characterized.

COMMERCIAL/PUBLIC ACCOMMODATIONS

The Commercial/Public Accommodation field indicates whether this Common Space Name is subject to the Americans with Disabilities Act (ADA) requirements for accessibility of "public accommodations" (e.g., the rental office is open to the public and thus is subject to the ADA).

Typically, a leasing office or marketing center in a clubhouse is a public accommodation. A laundry room or exercise facility for the use of tenants is not a public accommodation.

TITLE III OF THE ADA

The regulations implementing Title III of the ADA are found at [28 CFR Part 36](#).

Regulatory and technical assistance is available at <http://www.ada.gov> or by calling 1-800-514-0301 (voice) or 1-800-514-0383 (TTY).



CHAPTER 11: **PARKING**

OVERVIEW

The Parking screen of the CNA is where users enter information about parking. The Capital Needs Assessment e-Tool asks for two counts of parking spaces: the number of spaces that are accessible and all other parking spaces.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments Annapolis, MD Property ID: 856271832 Status: Draft - On My Desk Validation: Validated - Severe Flags Validate Options

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ **Parking**
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

PARKING (430)

Property Totals

	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible	Improved Vehicular Surface Area
Surface Parking - Open	420	60	14 %	214,800 Sq. Ft.
Surface Parking - Carport	0	0	-	
Garage Parking - Common	4	2	50 %	
Garage Parking - In-Unit	6	6	100 %	
Property Total	430	68	16 %	

Site	Vehicular Surface Area	Total Site Spaces	Surface Parking - Open Spaces (Inc. # accessible)	Surface Parking - Carport Spaces (Inc. # accessible)	Garage Parking - In-Unit Spaces	Garage Parking - Common Spaces
Second Site	1					1
Single site	214800	429	420	0	6	3

Surface Parking Spaces

Site: Single site

Improved Vehicular Surface Area (Sq. Ft.): 214800.00

Open Spaces (Inc. # Accessible): 420

Accessible Open Spaces: 60

Carport Spaces (Inc. # Accessible): 0

Accessible Carport Spaces: 0

In-Unit Garage Parking Spaces

Building: C

Unit Type: 2BR2ba A

Units In Building: 6

Spaces Per Unit (Inc. # accessible): 1

Accessible Spaces Per Unit: 1

Percent Accessible Spaces: 100%

Common Garage Parking Spaces

Building: A

Common Space Name: Clubhouse

Spaces (Inc. # accessible): 3

Accessible Spaces: 1

Percent Accessible Spaces: 33%

Cancel Save Changes

1 SELECT SITE

2 SAVE CHANGES

3 CANCEL CHANGES

4 PROPERTY TOTALS

5 SURFACE PARKING SPACES

6 IN-UNIT GARAGE PARKING SPACES

7 COMMON GARAGE PARKING SPACES

BASIC COMMANDS

1

Site	Vehicular Surface Area	Total Site Spaces	Surface Parking - Open Spaces (Inc. # accessible)	Surface Parking - Carport Spaces (Inc. # accessible)	Garage Parking - In-Unit Spaces
Second Site	1				
Single site	214800	429	420	0	6

Surface Parking Spaces

1. SELECT SITE

Parking information is entered for each site. To begin entering parking information, select a site in the table.

2

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A	Clubhouse	3	1	33%

Cancel Save Changes

2. SAVE CHANGES

Once all the parking information for a single site has been entered, click "Save Changes."

3

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A	Clubhouse	3	1	33%

Cancel Save Changes

3. CANCEL CHANGES

To cancel edits made to the Parking screen, click "Cancel Changes."

DATA ENTRY FIELDS

4

Assessment Entry Validation

CNA Summary Assessment Scope Participants Sites Unit Types

PARKING (430)

Property Totals

	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible	Improved Vehic
Surface Parking - Open	420	60	14%	214,8
Surface Parking - Carport	0	0	-	
Garage Parking - Common	4	2	50%	
Garage Parking - In-Unit	6	6	100%	

4. PROPERTY TOTALS

This table is calculated based on the totals across all sites within the property.

5

Components, Alts & Recs Narratives & Attachments Financial Factors

Surface Parking Spaces

Site	Improved Vehicular Surface Area (Sq. Ft.)	Open Spaces (Inc. # Accessible)	Acc Spa
Single site	214800.00	420	6

Carport Spaces (Inc. # Accessible) 0

5. SURFACE PARKING SPACES

This is where surface parking for each site is shown.

Note: Parking spaces that are not in common space garages and/or "in-unit" garages should be classified as surface parking.

Single site	214800	429	420	0	6	3
-------------	--------	-----	-----	---	---	---

Surface Parking Spaces

Site
Single site

5A

Improved Vehicular Surface Area (Sq. Ft.)

214800.00

Open Spaces (Inc. # Accessible)

420

Accessible Open Spaces

60

Carport Spaces (Inc. # Accessible)

Accessible Carport Spaces

5A. IMPROVED VEHICULAR SURFACE AREA

This field is the total square feet of improved or paved vehicular traffic ways, lanes, and parking. This should be estimated by the assessor.

Note: This should not include any public right of way for which the property has no maintenance responsibility. When the costs of vehicular traffic ways, lanes, or parking are "shared" with another property because of a "common use and access easement," do not subtract area from the estimate. Instead, state in Comments that estimated repair and replacement costs are adjusted because of the easement and state the basis or percentage of the adjustment.

Surface Parking Spaces

Site
Single site

5B

Improved Vehicular Surface Area (Sq. Ft.)

214800.00

Open Spaces (Inc. # Accessible)

420

Accessible Open Spaces

60

5B. OPEN SPACES

Enter the total number of surface parking spaces for the selected site. This number includes Accessible Surface spaces. This should not include common garage parking spaces or in-unit parking spaces.

Surface Parking Spaces

Site
Single site

5C

Improved Vehicular Surface Area (Sq. Ft.)

214800.00

Open Spaces (Inc. # Accessible)

420

Accessible Open Spaces

60

5C. ACCESSIBLE OPEN SPACES

Enter the total number of accessible surface parking spaces.

Surface Parking Spaces

Site
Single site

5D

Carport Spaces (Inc. # Accessible)

0

Accessible Carport Spaces

0

5D. CARPORT SPACES

Enter the total number of covered parking spaces. Covered parking is defined as surface parking (not in a building or garage) that is covered or partially protected by a carport or similar constructed shelter or shed and has no door. Exposed parking located underneath a structure erected on piers (not a basement or enclosed garage) is considered covered parking.

Surface Parking Spaces

Site
Single site

5E

Carport Spaces (Inc. # Accessible)

0

Accessible Carport Spaces

0

5E. ACCESSIBLE CARPORT SPACES

Enter the number of accessible covered surface parking spaces.

In-Unit Garage Parking Spaces **6**

Building: C Unit Type: 2BR2ba A

Units In Building	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces
6	1	1	100%

6. IN-UNIT GARAGE PARKING SPACES

An “In-Unit Garage” is typically an integral part of a unit, providing parking spaces for that unit’s occupants. For that reason, an In-Unit Garage is associated with a particular unit type to which it is integrated. Adding In-Unit Garages involves identifying the unit types to which the garages are attached or integrated, and the buildings to which the unit types are associated.

In-Unit garage parking spaces can be added or removed for a given unit type in the Units and Common Spaces screen. Only the quantity of spaces can be edited in the parking screen.

In-Unit Garage Parking Spaces **6A**

Building: C Unit Type: 2BR2ba A

Units In Building	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces
6	1	1	100%

6A. BUILDING

Read-only. Displays the selected site that has the unit type with the In-Unit Garage.

In-Unit Garage Parking Spaces **6B**

Building: C Unit Type: 2BR2ba A

Units In Building	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces
6	1	1	100%

6B. UNIT TYPE

Read-only. Displays the selected Unit Type with the In-Unit Garage as defined in the Unit Types screen.

In-Unit Garage Parking Spaces **6C**

Building: C Unit Type: 2BR2ba A

Units In Building	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces
6	1	1	100%

6C. UNITS IN BUILDING

Read-only. Once the Building and the Unit Type are selected, this field shows the number of units of the Unit Type that are located in that building.

In-Unit Garage Parking Spaces **6D**

Building: C Unit Type: 2BR2ba A

Units In Building	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces
6	1	1	100%

6D. SPACES PER UNIT

Enter the number of parking spaces in the In-Unit Garage enclosure. Typically, a residential garage has one or two spaces.

In-Unit Garage Parking Spaces **6E**

Building: C Unit Type: 2BR2ba A

Units In Building	Spaces Per Unit (inc. # accessible)	Accessible Spaces Per Unit	Percent Accessible Spaces
6	1	1	100%

6E. ACCESSIBLE SPACES PER UNIT

Enter the number of garage parking spaces that are accessible. This count is per each In-Unit Garage.

Common Garage Parking Spaces **7**

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A	Clubhouse	3	1	33%

7. COMMON GARAGE PARKING SPACES

Enter the number of garage parking spaces. Each row should be specific for a building. A “Common Garage” is an enclosed structure (or portion of) containing multiple parking spaces, commonly underground parking spaces of a residential building or a separate parking structure.

Common garage parking spaces can be added or removed for a given common space in the Units and Common Spaces screen. Only the quantity of spaces can be edited in this screen.

Note: The fact that a common garage may have a space or spaces assigned or rented to individual tenants does not change their characterization as common garage parking spaces.

Common Garage Parking Spaces

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A 7A	Clubhouse	3	1	33%

7A. BUILDING

Read-only. Displays the selected building that has the common garage spaces.

Common Garage Parking Spaces

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A 7B	Clubhouse	3	1	33%

7B. COMMON SPACE NAME

Read-only. This indicates which common space the garage is associated with.

Common Garage Parking Spaces **7C**

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A	Clubhouse	3	1	33%

7C. SPACES

Enter the number of parking spaces that are in the common garage parking.

Common Garage Parking Spaces **7D**

Building	Common Space Name	Spaces (Inc. # accessible)	Accessible Spaces	Percent Accessible Spaces
A	Clubhouse	3	1	33%

7D. ACCESSIBLE SPACES

Enter the number of accessible parking spaces that are in the common garage parking.



CHAPTER 12: UTILITY TYPES AND RATES

OVERVIEW

The Utility Types and Rates section is where users enter information on the utilities used at the property. Utility types are pre-defined as either tenant-paid or common (owner-paid), and apply to the entire property (all sites and all buildings).

You can enter unit of measure and cost per unit for each utility type. When there are varying rates, multi-tiered rates, or multiple suppliers for a single utility type, enter the weighted average or estimated average rate for that utility type for the entire property.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments Annapolis, MD Property ID 856271832 Status: Draft - In Progress Validation: Not Validated [Validate](#) [Options](#)

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

UTILITY TYPE & RATES (4)

1 [Add New Utility](#)

Utility Type (Paid By)	Unit	Utility Rate	Provider	As of Date
Tenant Electricity (Tenant)	KWH	0.1100	BGE	2017-06-19
Common Electricity (Owner)	KWH	0.1100	BGE	2017-05-18
Common Natural Gas (Owner)	BTUh	0.0600	BGE	2017-05-18
Common Water (Owner)	CCF	13.6400	Anne Arundel County	2017-05-18

Utility Information

Utility Type (Paid By)

Consumption Unit

Utility Rate per Unit (\$x,xxx)

Utility Provider Name

As of Date

Comments

[Delete Utility](#)
[Cancel](#)
[Save Changes](#)

1 ADDING A NEW UTILITY

4 UTILITY RATE PER UNIT

2 EDIT EXISTING UTILITY

5 COMMENTS

3 DELETE EXISTING UTILITY

Bay View Apartments | Annapolis, MD | Property ID: 856271832 | Status: Draft - In Progress | Validation: Not Validated | Validate | Options

Assessment Entry | Validation

☒ CNA Summary ☐
☒ Assessment Scope ☐

UTILITY TYPE & RATES (4)

1 Add New Utility

Utility Type (Paid By)	Unit	Utility Rate	Provider	As of Date
------------------------	------	--------------	----------	------------

1. ADDING A NEW UTILITY

Click “Add New Utility” to enter a new utility into the utility table. Enter all fields in the Utility Information section prior to clicking “Save New Utility” at the bottom of the screen.

Assessment Entry | Validation

☒ CNA Summary ☐
☒ Assessment Scope ☐
☒ Participants ☐
☒ Sites ☐

UTILITY TYPE & RATES (4)

2 Add New Utility

Utility Type (Paid By)	Unit	Utility Rate	Provider	As of Date
Tenant Electricity (Tenant)	KWH	0.1100	BGE	2017-06-19
Common Electricity (Owner)	KWH	0.1100	BGE	2017-05-18

2. EDIT EXISTING UTILITY

Click on the utility that you would like to edit in the utility type table. Make any necessary changes in the Utility Information section and click “Save Changes” at the bottom of the screen.

Delete Utility **3** Cancel Save Changes

3. DELETE EXISTING UTILITY

Click on the utility that you would like to delete. Click “Delete Utility” at the bottom of the screen.

Parking ☐
☒ Utility Types & Rates ☐
☒ Units Inspected ☐
☒ Components, Alts & Recs ☐
☒ Narratives & Attachments ☐
☒ Financial Factors ☐

Utility Information

Utility Type (Paid By)
 Tenant Electricity (Tenant)

Consumption Unit
 Kilowatt-Hours

Utility Provider Name
 BGE

Utility Rate per Unit (\$x000) **4**
 0.1100

As of Date
 2017-06-19

4. UTILITY RATE PER UNIT

Enter the rate in dollars (to the nearest mill, or \$0.000) charged by the utility provider per unit of measure identified for this utility resource (e.g., kWh of electricity).

Note: Remember to take into account taxes, fees, surcharges, and other features of the utility company's rate structure.

☒ Narratives & Attachments ☐
☒ Financial Factors ☐

Utility Rate per Unit (\$x000)
 0.1100

As of Date
 2017-06-19

Comments **5**

5. COMMENTS

Enter comments on any aspect of the configuration of utilities available and used at the property and the rates payable for these utilities. Comments may also explain averaging of rates or assumptions about minimums, surcharges, peak-hour rates, etc. Further explanations may be entered in the Narratives section.



CHAPTER 13: UNITS INSPECTED

OVERVIEW

Use the Units Inspected screen to enter information about which specific units were inspected. Units must be identified by the site, building, unit type, and unit number or address of the units.

The minimum sample percentage is the minimum number of units required to be inspected per selected program's policy. This percentage is entered in the Assessment Scope section.

Units inspected should be entered after completing the Sites, Unit Types, and Buildings sections.

INSTRUCTIONS ON ENTERING DATA

COMPONENTS

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID 856271832

Status: Draft - On My Desk Validation: Validated - Severe Flags Validate

Options ▾

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

UNITS INSPECTED (9)

1 Add New Inspection Sample

Site	Building	Unit Type	Unit #	Occupancy Status	Inspection Status
Single site	A	2BR2ba A	1	Occupied	Inspected
Single site	A	2BR2ba A	9	Occupied	Inspected
Single site	A	2BR2ba B Share suites	7	Occupied	Inspected
Single site	B	1BR1ba	2	Occupied	Inspected
Single site	C	2BR2ba B Share suites	3	Occupied	Inspected
Single site	C	2BR2ba B Share suites	11	Occupied	Inspected
Single site	C	2BR2ba A	5	Occupied	Inspected
Single site	B	1BR1ba	10	Occupied	Inspected
Single site	B	3BR2ba	6	Occupied	Inspected

Inspection Sample Information

Site 5 Building 6 Unit Type 7

Single site A 2BR2ba A

Unit Information

8 Unit Number 8A Unit Floor 8B

1 1

8C Occupancy Status 8D Ground Floor?

OccupiedX YES

8E Inspection Status

Inspected

Accessibility Compliance

9 Fair Hsg Act Covered Unit? 9A Accessible Path Needed? 9B

No Yes

9C Fair Hsg Act Compliant? 9D Accessible Path Exists? 9E 504/UFAS Compliance

NO YES None

9F Comments

4 Delete Inspection Sample 3 Cancel 2 Save Changes

1 ADD NEW INSPECTION SAMPLE

2 SAVE

3 CANCEL

4 DELETE

5 SITE

6 BUILDING

7 UNIT TYPE

8 UNIT INFORMATION

9 ACCESSIBILITY COMPLIANCE

BASIC COMMANDS

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID 856271832
Status: Draft - On My Desk Validation: Validated - Severe Flags Validate
Options

Assessment Entry Validation
CNA Summary
Assessment Scope

UNITS INSPECTED (9)

Site	Building	Unit Type	Unit #	Occupancy Status	Inspection Status
------	----------	-----------	--------	------------------	-------------------

1 Add New Inspection Sample

Delete Inspection Sample Cancel Save Changes

2

3

4

1. ADD NEW INSPECTION SAMPLE

Click "Add New Inspection Sample" to add a new inspected unit. Enter all fields in the Inspection Sample Information section prior to clicking "Save Changes" at the bottom of the screen.

2. SAVE

Click "Save Changes" to save a new or edited inspection sample.

3. CANCEL

Click "Cancel" to undo any changes made to an existing inspection sample.

4. DELETE

Click "Delete Inspection Sample" to remove a saved inspection sample.

DATA ENTRY FIELDS

Financial Factors
5

Inspection Sample Information

Site Building Unit Type
Single site A 2BR2ba A

Financial Factors
Inspection Sample Information

Site Building 6 Unit Type
Single site A 2BR2ba A

Financial Factors
Inspection Sample Information

Site Building Unit Type 7
Single site A 2BR2ba A

5. SITE

Select the site that the inspected unit belongs to.

6. BUILDING

Select the building in which the inspected unit is located.

7. UNIT TYPE

For each unit inspected, select the unit type.

The screenshot shows a form titled "Unit Information" with the following fields and callouts:

- 8**: Points to the "Unit Information" header.
- 8A**: Points to the "Unit Number" input field containing the value "1".
- 8B**: Points to the "Unit Floor" dropdown menu, which currently shows "1".
- 8C**: Points to the "Occupancy Status" dropdown menu, which currently shows "Occupied".
- 8D**: Points to the "Ground Floor?" dropdown menu, which currently shows "YES".
- 8E**: Points to the "Inspection Status" dropdown menu, which currently shows "Inspected".

8. UNIT INFORMATION

Enter information about the specific unit that was inspected.

8A. UNIT NUMBER

Typically, this would be the address of the unit.

8B. UNIT FLOOR

Identify the floor of the building in which the inspection sample took place.

8C. OCCUPANCY STATUS

Indicate whether the unit is "Vacant" or "Occupied."

Note: "Vacant" includes other common descriptions such as "down," "not ready," and "model" units.

8D. GROUND FLOOR?

Indicate whether the unit is located on a ground floor. A "ground floor" is any floor with an entry door accessible at grade, even if accessed by a ramp from a point of arrival to the building. There may be more than one "ground floor" to a building in some cases.

8E. INSPECTION STATUS

Select one of the following options:

- "Inspected." The Preparer was able to enter and complete the inspection.
- "Unable to Enter." The unit was selected for inspection but the needs assessor was not able to enter or was unable to complete an inspection for other reasons.
- "Prescribed." The Preparer was required by guidance or directed by the agency to inspect this particular unit (not randomly selected) and did so (e.g., complying with a requirement to inspect all vacant units).

The screenshot shows a form titled "Accessibility Compliance" with a large callout "9" next to the title. Below the title are two radio button options: "Fair Hsg Act Covered Unit?" with "No" (callout 9A) and "Yes" (callout 9B). Below these are three dropdown menus: "Fair Hsg Act Compliant?" with "NO" (callout 9C), "Accessible Path Exists?" with "YES" (callout 9D), and "504/UFAS Compliance" with "None" (callout 9E). At the bottom is a text area for "Comments" with callout 9F.

9. ACCESSIBILITY COMPLIANCE

Enter information about the accessibility compliance of the unit inspected.

9A. FAIR HOUSING ACT COVERED UNIT?

This is an auto-generated field that indicates whether the inspected unit is a covered unit as defined by the Fair Housing Amendments Act of 1988 and its implementing regulation at 24 CFR 100.201.

9B. ACCESSIBLE PATH NEEDED?

This is an auto-generated field that indicates whether an accessible path is required. See [HUD Definitions of Accessible Path](#) and [USDA Definitions of Accessible Path](#) for more information.

9C. FAIR HOUSING ACT COMPLIANT?

Indicate whether the unit meets the design and construction requirements of the Fair Housing Amendments Act of 1988, as defined at 24 CFR 100.205, and further detailed in the Fair Housing Act Design Manual, published March 6, 1991.

9D. ACCESSIBLE PATH EXISTS?

Indicate whether an accessible path for the unit exists.

9E. 504/UFAS COMPLIANCE

Indicate whether the unit is an accessible unit as defined by 24 CFR Part 8 (HUD) or 7 CFR 15b (USDA). See [More on 504/UFAS Compliance](#) for more information. There are three available selections:

- "Mobility." The unit complies fully with the requirements for a unit accessible to a person with mobility impairment.
- "Sensory." The unit complies fully with the requirements for a unit accessible to a person with sensory (e.g., vision, hearing) impairments. *Note: For HUD properties, sensory-compliant units are counted separately from the mobility-accessible unit count.*
- "None." The unit does not comply with either the "Mobility" or "Sensory" requirements.

9F. COMMENTS

Enter comments concerning the conditions observed in the unit and when any applicable accessibility requirements are not met.

MORE INFORMATION

HUD DEFINITIONS OF ACCESSIBLE PATHS

HUD's [Mortgagee Letter 2012-25](#), Appendix 5, states: For the purposes of the Fair Housing Act, an "accessible route" is defined as a "continuous unobstructed path connecting accessible elements and spaces in a building or within a site" negotiable by a person with a severe disability using a wheelchair and that is also safe and usable by persons with other disabilities (24 CFR 100.201). Any route that complies with American National Standards Institute (ANSI) A117.1-1986 or a comparable standard is an accessible route.

For Section 504, [24 CFR 8.3](#) defines an "accessible route" as a continuous unobstructed path connecting accessible elements and spaces in a building or facility that complies with the space and reach requirements of applicable standards prescribed by 24 CFR 8.32. Currently, UFAS is the standard under 24 CFR 8.32.

USDA DEFINITIONS OF ACCESSIBLE PATH

Currently, UFAS is USDA's standard under 7 CFR 15b.19. Per Rural Development's regulations, projects ready for occupancy on or before March 13, 1991 are required to meet UFAS requirements of at least one accessible route connecting accessible buildings, facilities, and spaces elements (including parking and passenger loading) on the same site (UFAS 4.1.1.(1) & (2)). Projects ready for occupancy after March 13, 1991 are required to meet the Fair Housing Act (24 CFR 100.201). Any route that complies with ANSI A117.1-1986, or comparable standards, is an accessible route.

MORE ON 504/UFAS COMPLIANCE

For HUD properties, compliance with both mobility and sensory requirements in a single unit may be noted in Comments, but only one form of compliance may be recognized. This is because the HUD regulation does not permit a single unit to be counted toward both the required 5% mobility set-aside and the 2% sensory set-aside.

FAIR HOUSING ACT COVERED UNIT

This auto-generated field results from the data entered for year built. For certain built-years (i.e., 1990, 1991, and 1992), the field considers occupancy and permit dates, all of which define a building as a "covered" building. In addition, this field considers whether the building does or does not have an elevator. If the building has an elevator, then all units in the building are covered units. If the building does not have an elevator, then only ground floor units are covered units.



CHAPTER 14: **COMPONENTS, ALTERNATIVES, AND RECOMMENDATIONS**

OVERVIEW

The Components, Alternatives, and Recommendations section is where users, or Preparers, list all of the property's structural components (Components), assign the replacement alternatives (Alternatives) for each Component, and indicate the recommended Alternatives (Recommendation).

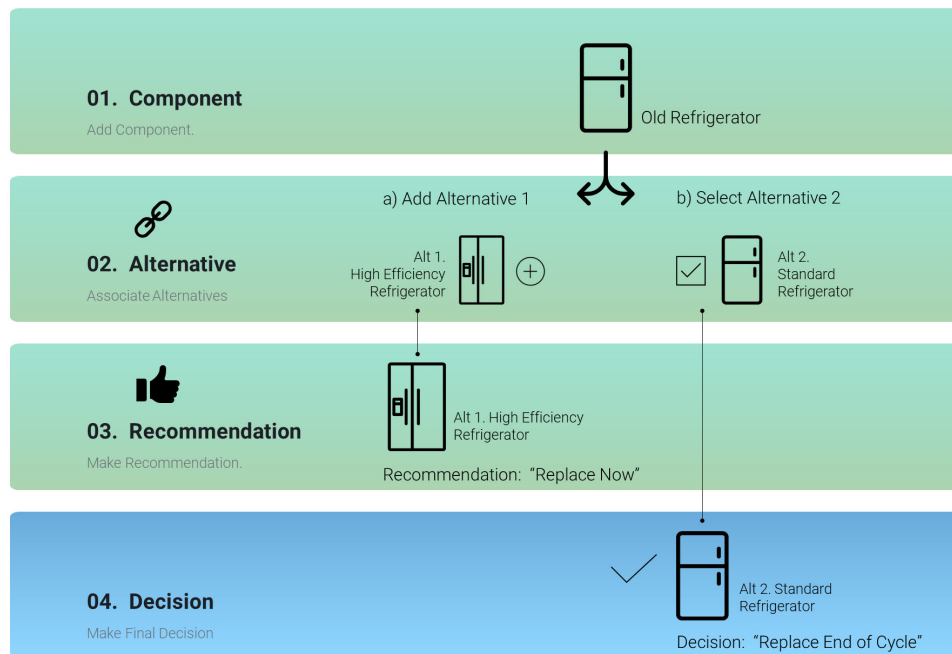
COMPONENTS: A Component refers to a certain physical element at the property. This includes components of the building itself (floors, windows, roofs, heating systems, etc.) and also includes appliances and fixtures (refrigerators, sinks, etc.). In this section, the Preparer should identify all Components that need to be repaired or replaced as capital items (either now or in the future).

A Component in the assessment may represent a set of items. For example, a Preparer might enter all refrigerators as a single Component and indicate the actual number of refrigerators in the Component's details.

ALTERNATIVES: Components that have exceeded their useful life need to be replaced with either an identical Component or a different type of Component. These different options of replacement are called Alternatives. Each Component must have at least one Alternative.

RECOMMENDATION: The Preparer must indicate one of the Alternatives as the recommended Alternative for the Component. After recommending an Alternative, the Preparer will also indicate what action should be taken with the Component's Alternative (repair, replace, etc.) and when this action should take place ("end of useful life" or "now").


The following flowchart illustrates the typical process for Components, Alternatives, and Recommendations:




1. ADD COMPONENT: The Preparer starts by adding a Component (e.g., “Original Refrigerators”). In this example, this Component represents a set of older refrigerators that were installed at the time of original construction.

2. ASSOCIATE ALTERNATIVES: The Preparer then assigns replacement Alternatives for that Component. They can do this using one of the following two options:

A. ADD NEW ALTERNATIVES: The Preparer can create new Alternatives for the “Original Refrigerator” Component. The new alternatives will automatically have the associated checkbox selected when they are created. In this example, the Preparer added a new Alternative and named it “High-Efficiency Refrigerator.”

B. SELECT FROM EXISTING ALTERNATIVES: The Preparer can also select from existing Alternatives that were previously created for other similar Components within the same Need Items for this CNA. The Preparer will see all the selectable Alternatives that can be associated in the dropdown menu. They will then click the “associate” checkbox with the  icon to associate the selected Alternative with the current Component. In this example, a “Standard Refrigerator” was selected from a list as the second Alternative for the “Original Refrigerator” Component.

3. RECOMMENDATION: Among all the associated Alternatives for a Component, the Preparer will choose one to recommend. In this example, the High-Efficiency Refrigerator was recommended for the Component by the Preparer. This is indicated by checking the box with the .

4. DECISION: When the CNA is sent to the Submitter, the Submitter will review the associated Alternatives and the Preparer’s Recommendation. If the Submitter agrees with the recommended Alternative, no action is needed. However, the Submitter may want to override the Preparer’s Recommendation with a different associated Alternative. In this example, the Decision was for the Standard Refrigerator. This will be covered in the [Repair Replace Decision](#) chapter.

INSTRUCTIONS ON ENTERING DATA

COMPONENTS

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID: 854271832 Status: Draft - On My Desk Validation: Validated - Severe Flags 1

Assessment Entry Validation
☒ CNA Summary
☐ Assessment Scope
☒ Participants
☐ Sites
☒ Unit Types
☐ Buildings
☐ Units & Common Spaces
☐ Parking
☐ Utility Types & Rates
☐ Units Inspected
☒ Components, Alts & Recs
☐ Narratives & Attachments
☐ Financial Factors

COMPONENTS, ALTERNATIVES & RECOMMENDATIONS

Add New Component

Component Type	Component Name	Standard EUL	Age	RUL	Standard or Assessed RUL
3.3.2.8.1 - Unit Entry Door, Exterior, solid wood/metal clad	3068 steel clad foam, ph 1.1	30	27	0	Standard
3.3.2.8.5 - Sliding Glass Doors	5068 Balcony sliding doors	30	25	0	Standard
3.3.2.8.5 - Sliding Glass Doors	5068 Patio slider doors-FHA violation	30	25	0	Standard
3.7.1.1.6 - Floor tile, ceramic, natural stone - Common	Clubhouse stone fir, great rm, office	50	27	13	Standard
3.7.1.4.7 - Bath/kitchen vent/exhaust fans - Common	Clubhouse locker rooms, restrooms, fans no light	15	9	6	Standard
3.7.2.3.1 - Refrigerator/freezer	Refrigorator	15	18	0	Standard
3.7.2.3.1 - Refrigerator/freezer	Test copy paste 1	15	18	0	Standard

Filter List By:

Component Definition

Need Category: (3.3) Building Frame & Envelope
 Need Item: (3.3.2.8) Exterior Doors & Entry Systems
 Component Type: (3.3.2.8.5) Sliding Glass Doors
 Component Name: 5068 Balcony sliding doors
 Year Installed: 1993
 Location: Building A
 Original Unit Cost: 800.00
 Unit of Measure: Each
 Quantity: 190
 Type of Utility: N/A
 Usage/Year: \$
 Annual Total Cost of Operation - Each: \$26.67
 Annual Total Cost of Operation per Component: \$5067.3
 Explain Assessed RUL, Existing Condition

Existing Condition - Useful Life
 CNA Effective Date: 2018-08-26
 Age at CNA Effective Date: 25
 Elder Indicator: Yes
 Standard RUL: 30
 Assessed RUL: 17
 Standard RUL/EUL %: 17
 Assessed RUL/EUL %: 17

Delete Component Cancel Save Changes

- 1 ADD NEW COMPONENT
- 2 SAVE COMPONENT
- 3 CANCEL CHANGES
- 4 DELETE COMPONENT
- 5 COMPONENT DEFINITION
- 6 COMPONENT NAME
- 7 YEAR INSTALLED
- 8 LOCATION
- 9 UTILITY DATA
- 10 EXISTING CONDITION

BASIC COMMANDS

1. **ADD NEW COMPONENT**

COMPONENTS, ALTERNATIVES & RECOMMENDATIONS

Add New Component

Component Type	Component Name	Standard EUL	Age	RUL	Standard or Assessed RUL
3.3.2.8.1 - Unit Entry Door, Exterior, solid wood/metal clad	3068 steel clad foam, ph 1.1	30	27	0	Standard
3.3.2.8.5 - Sliding Glass Doors	5068 Balcony sliding doors	30	25	0	Standard

2. **SAVE COMPONENT**

Delete Component

Cancel Save Changes

3. **CANCEL CHANGES**

Delete Component

Cancel Save Changes

4. **DELETE COMPONENT**

Delete Component

Cancel Save Changes

1. ADD NEW COMPONENT

To add a new Component, click "Add New Component."

2. SAVE COMPONENT

To save a new Component or changes made to an existing Component, click "Save Changes."

3. CANCEL CHANGES

To cancel edits made to a Component, click "Cancel."

4. DELETE COMPONENT

To delete an existing Component, click "Delete Component."

DATA ENTRY FIELDS

5. **COMPONENT DEFINITION**

Need Category 5A (3.7.2) Interiors-Dwelling Units x

Need Item 5B (3.7.2.3) Appliances x

Component Type 5C (3.7.2.3.1) Refrigerator/freezer x

5. COMPONENT DEFINITION

Identify the following:

5A. First select a **NEED CATEGORY**.

Note: Please select "Additional Considerations" for environmental issues to be addressed as repairs. You can also choose "Additional Considerations" as a generic choice when your component does not match any of the listed Categories.

5B. Next select a **NEED ITEM**. This is dependent on the selected Need Category.

5C. Then select a **COMPONENT TYPE** to select the specific Component. This is dependent on the selected Need Item.

Note: You can skip the "Need Category" and "Need Item" dropdowns by directly selecting the "Component Type."

Component Name 6	Year Installed
5068 Balcony sliding doors	1993

Component Name	Year Installed 7
5068 Balcony sliding doors	1993

Location 8	Existing Condition - Useful Life	
Building A	CNA Effective Date 2018-08-26	Age at CNA Effective Date 25

COM	Original Unit Cost	Unit of Measure	Quantity
	800.00 9A	Each 9B × ▾	190 9C

6. COMPONENT NAME

Enter a name for the Component. This name should be descriptive enough to distinguish it from other Components of the same Component Type. For guidance on naming Components, please see [Selecting Component Names](#) in the More Information section at the end of this chapter.

7. YEAR INSTALLED

Enter the actual or estimated year the Component was installed.

8. LOCATION

Enter the location of the Component. This should be descriptive enough to distinguish it from other related Components. For more information, see [The Location Field](#) in the More Information section at the end of this chapter.

9. UTILITY DATA

9A. ORIGINAL UNIT COST

Enter the estimated original installed cost of the existing Component based on the unit of measure. This figure is used to estimate the value of RUL (remaining useful life) for the cost-benefit analysis of Alternatives. This should reflect the cost of a single unit.

9B. UNIT OF MEASURE

Enter the best unit measure of the quantity of the Component. For example, flooring could be measured in "Square Feet" while a refrigerator would be measured as "Each."

9C. QUANTITY

Enter the quantity of the Component based on the selected measure.

Type of Utility	Usage/Year
Tenant Electricity - KWH 9D	100 9E
9F Utility Rate	\$0.11
9G Annual Total Cost of Operation - Each	\$37.67
9H Annual Total Cost of Operation per Component	\$7157.3

9D. TYPE OF UTILITY

If the Component has an associated utility cost, enter the relevant type of utility. Select from the utility types entered in the Utility Types & Rates screen.

Note: For Components that do not use energy but help to reduce consumption (e.g., insulation), select the utility that will be most affected.

9E. USAGE/YEAR

Enter the estimated usage per year based on the selected type of utility. If there are multiple units under this Component, then calculate this based on a single unit.

Note: For Components that conserve energy, enter a negative value for the utility type selected to indicate reduced consumption.

9F. UTILITY RATE

This is based on the rate entered in the Utility Types & Rates screen for the selected utility type. This is read-only.

9G. ANNUAL TOTAL COST OF OPERATION

This is calculated by dividing the **original unit cost** by the **assessed remaining useful life** and adding the relevant utility rate multiplied by the **usage/year**. This is read-only.

$$\text{Annual TCO} = \left(\frac{\text{Original Unit Cost}}{\text{Assessed RUL}} \right) + (\text{utility rate} \times \text{usage/year})$$

9H. ANNUAL TOTAL COST OF OPERATION PER COMPONENT

This is calculated by multiplying the **annual total cost of operation** by the **quantity**. This is read-only.

$$\text{Annual TCO per Component} = \text{quantity} \times \left(\left(\frac{\text{Original Unit Cost}}{\text{Assessed RUL}} \right) + (\text{utility rate} \times \text{usage/year}) \right)$$

Existing Condition - Useful Life 10

CNA Effective Date 2018-08-26 10A	Age at CNA Effective Date 25 10B
Elder Indicator Yes 10C	Standard EUL 30 10D
Standard RUL 5 10E	Standard RUL/EUL % 17 10F
Assessed RUL <input type="text"/> 10G	Assessed RUL/EUL % 17 10H

10. EXISTING CONDITION – USEFUL LIFE

10A. CNA EFFECTIVE DATE

This is based on the inspection date entered in the Assessment Scope screen. This is read-only.

10B. AGE AT CNA EFFECTIVE DATE

This is calculated by subtracting the **year installed** from the **CNA effective date**. This is read-only.

10C. ELDER INDICATOR

This is based on the answer to the question “Is occupancy of 50% or more of units in this property restricted to persons or heads of household aged 55+ or 62+?” in the CNA Summary screen. This is read-only.

10D. STANDARD EUL

This is the estimated useful life of the selected Component based on its component type. This is read-only.

10E. STANDARD RUL

This is the standard remaining useful life. It is calculated by subtracting the **age at CNA effective date** from the **standard EUL**. This is read-only.

10F. STANDARD RUL/EUL %

This is the percent of the **EUL remaining based on the standard RUL**. This is read-only.

10G. ASSESSED RUL

This is the assessor’s best professional judgment of the actual RUL of the Component based on observed conditions. This judgment may not agree with the auto-populated value in the “Standard Remaining Useful Life” field.

10H. ASSESSED RUL/EUL %

This is the percent of the EUL remaining based on the assessed RUL. This is read-only.

10I. EXPLAIN ASSESSED RUL, EXISTING CONDITION

If the assessed RUL is different from the standard RUL, enter a comment justifying the difference.

Explain Assessed RUL, Existing Condition 10I

Delete Component
Cancel
Save Changes

INSTRUCTIONS ON ENTERING DATA

ALTERNATIVES

The screenshot shows a web form titled "Alternatives (Component Replacement Options)". It includes a sidebar on the left with a "Select Alternatives" section containing a list item "Storm/Screen Doors - (3.3.2.8.4) Storm/Screen Doors". The main form area has several sections: "Alternative Name" (text input), "Alternative's Component Type" (dropdown menu), "EUL Edited" (text input), "Comments or explain changed component type and/or EUL" (text area), "Recommended Alternative" (checkbox), "Associated with this Component" (checkbox), "Unit of Measure" (dropdown), "Quantity" (text input), "Unit Cost" (text input), "Sustainable Indicator" (dropdown), "Type of Utility" (dropdown), "Usage/Year" (text input), "Annual Total Cost of Operation - Each" (text input), and "Annual Total Cost of Operation per Component" (text input). At the bottom, there are buttons for "Delete Alternative", "Cancel", and "Save Changes".

1 CREATE NEW ALTERNATIVE

2 SAVE ALTERNATIVE

3 CANCEL CHANGES

4 DELETE ALTERNATIVE

5 SELECT ALTERNATIVES

6 ALTERNATIVE NAME

7 ALTERNATIVE'S COMPONENT TYPE

8 EUL STANDARD/EDITED

9 COMMENTS OR EXPLAIN CHANGED COMPONENT TYPE AND/OR EUL

10 RECOMMENDED ALTERNATIVE

11 ASSOCIATED WITH THIS COMPONENT

12 UNIT OF MEASURE

13 QUANTITY

14 UNIT COST

15 SUSTAINABLE INDICATOR

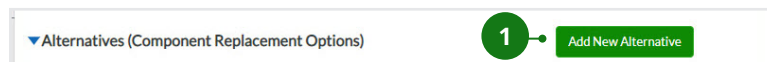
16 TYPE OF UTILITY

17 USAGE/YEAR

18 ANNUAL TOTAL COST OF OPERATION – EACH

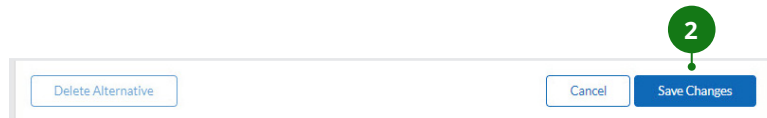
19 ANNUAL TOTAL COST OF OPERATION PER COMPONENT

BASIC COMMANDS



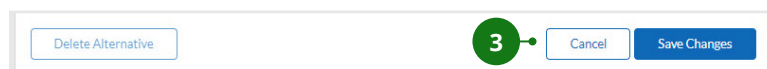
1. CREATE NEW ALTERNATIVE

To create a new Alternative, click “Add New Alternative.”



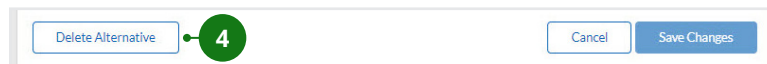
2. SAVE ALTERNATIVE

To save a new Alternative or edits made to an existing Alternative, click “Save Changes.”



3. CANCEL CHANGES

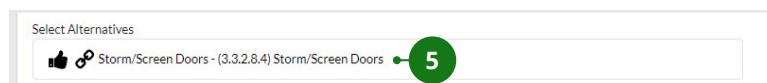
To cancel edits made to an Alternative, click “Cancel.”



4. DELETE ALTERNATIVE

To delete an existing Alternative, click “Delete Alternative.”

Note: Deleting an Alternative is different than removing its association from a Component. To remove an association, uncheck the “Associated with this Component” checkbox.



5. SELECT ALTERNATIVES

Once an Alternative has been saved, click on the relevant Alternative in the “**Select Alternatives**” dropdown list in the table to make edits. From here, you can **associate** the Alternative to the Component or make any other changes to the Alternative.

Note: If this Alternative is associated with multiple Components, any edits made for the Alternative will apply to every association of the Alternative by other Components.

DATA ENTRY FIELDS

Alternative Name 6 <input type="text" value="Storm/Screen Doors"/>	<input checked="" type="checkbox"/> Recommended Alternative <small>(See form below)</small>	<input checked="" type="checkbox"/> Associated with this Component
--	--	--

6. ALTERNATIVE NAME

Enter a name for the Alternative. This may be generic or may be a specific brand, make, size, color, or similarly specific description. Alternatives for anticipated immediate repairs and replacements must be specific since the resulting list of immediate repairs must be inspectable. Future repairs (included in the Reserve for Replacement [RfR] Schedule) may be generic since timing and exact location are likely to be uncertain.

Alternative's Component Type 7 <input type="text" value="(3.3.2.8.4) Storm/Screen Doors x"/>	EUL Edited <input type="text" value="30"/>	Unit of Measure <input type="text" value="Each x"/>	Quantity <input type="text" value="190"/>
--	---	--	--

7. ALTERNATIVE'S COMPONENT TYPE

Select the relevant Component Type. This dropdown is based on the Need Category and Need Item that were previously selected for the related Component.

Alternative's Component Type <input type="text" value="(3.3.2.8.4) Storm/Screen Doors x"/>	EUL Edited 8 <input type="text" value="30"/>	Unit of Measure <input type="text" value="Each x"/>	Quantity <input type="text" value="190"/>
---	--	--	--

8. EUL STANDARD/EDITED

This is the Preparer's best professional judgment of the actual EUL (estimated useful life) of the Alternative based on its quality that may not be consistent with the auto-populated standard value in the EUL table. By default, the label will say "EUL Standard" and the field will display the standard number. When this field is edited, the label will change to "EUL Edited."

Comments or explain changed component type and/or EUL 9 <input type="text" value="Sliding Glass Door (delete)"/>	Unit Cost <input type="text" value="200.00"/>	Sustainable Indicator <input type="text" value="NO x"/>
Type of Utility <input type="text"/>	Usage/Year <input type="text"/>	

9. COMMENTS OR EXPLAIN CHANGED COMPONENT TYPE AND/OR EUL

Only enter a comment if the EUL is edited from the system-generated EUL. When the standard EUL value is edited, it becomes mandatory to complete this field.

10

Alternative Name Storm/Screen Doors	<input checked="" type="checkbox"/> Recommended Alternative <small>(See form below)</small>	<input checked="" type="checkbox"/> Associated with this Component
--	--	--

11

Alternative Name Storm/Screen Doors	<input checked="" type="checkbox"/> Recommended Alternative <small>(See form below)</small>	<input checked="" type="checkbox"/> Associated with this Component
--	--	--

12

Alternative's Component Type (3.3.2.8.4) Storm/Screen Doors ×	EUL Edited 30	Unit of Measure Each ×	Quantity 190
--	------------------	---------------------------	-----------------

13

Alternative's Component Type (3.3.2.8.4) Storm/Screen Doors ×	EUL Edited 30	Unit of Measure Each ×	Quantity 190
--	------------------	---------------------------	-----------------

10. RECOMMENDED ALTERNATIVE

This checkbox is used to recommend an Alternative as the preferred option. Recommend only one Alternative for each Component. When this checkbox is clicked, the Repair Replace Recommendation screen will appear, which is where you can enter additional information about the Recommendation.

11. ASSOCIATED WITH THIS COMPONENT

This indicates that the Alternative is assigned to the selected Component. This is checked by default if the Alternative was created as new for the Component. If you are assigning an existing Alternative (any of the Alternatives that were previously created for other similar Components), then you must click this in order to also associate the existing Alternative with the current Component. This Alternative will remain associated with the other Component(s) and is now associated with multiple Components.

12. UNIT OF MEASURE

Enter the best unit to measure the quantity of the Alternative. For example, flooring could be measured in "Square Feet" while a refrigerator would be measured as "Each."

13. QUANTITY

Enter the quantity of the Component based on the selected measure.

Comments or explain changed component type and/or EUL Sliding Glass Door (delete)	Unit Cost 14	Sustainable Indicator
	200.00	NO x ▼

14. UNIT COST

Enter the installed cost of the unit in dollars. This should reflect the cost of a single unit.

Comments or explain changed component type and/or EUL Sliding Glass Door (delete)	Unit Cost	Sustainable Indicator 15
	200.00	NO x ▼

15. SUSTAINABLE INDICATOR

Select "Yes" if an Alternative has a notably longer-than-typical useful life, and/or is energy- or resource-efficient.

	Type of Utility 16	Usage/Year
	N/A x ▼	

16. TYPE OF UTILITY

Enter the relevant type of utility. This is populated by utility types entered in the Utility Types & Rates screen.

	Type of Utility	Usage/Year 17
	N/A x ▼	

17. USAGE/YEAR

Enter the estimated usage per year based on the selected type of utility. If there are multiple units under this Component, then calculate this based on a single unit.

	Annual Total Cost of Operation - Each	\$6.67 18
	Annual Total Cost of Operation per Component	\$1267.3

18. ANNUAL TOTAL COST OF OPERATION – EACH

This is based on the rate entered in the Utility Types & Rates screen for the selected utility type. This is read-only.

	Annual Total Cost of Operation - Each	\$6.67
	Annual Total Cost of Operation per Component	\$1267.3 19

19. ANNUAL TOTAL COST OF OPERATION PER COMPONENT

This is calculated by multiplying the annual total cost of operation by the quantity. This is read-only.

$$\text{Annual TCO per Component} = \text{quantity} \times \left(\left(\frac{\text{Original Unit Cost}}{\text{Assessed RUL}} \right) + (\text{utility rate} \times \text{usage/year}) \right)$$

INSTRUCTIONS ON ENTERING DATA

REPAIR REPLACE RECOMMENDATION

The screenshot shows a web form titled "Repair Replace Recommendation". It contains several input fields and buttons, each with a green circular callout number. The form is organized into two main columns. The left column contains fields for "Action", "When", "Duration", "Location", "Class of Work (Scope)", and "Detailed Comments". The right column contains a "Critical Repairs" section with fields for "Life Safety Item?", "Accessibility Remedy?", "Relevant Accessibility Statute", and "Scope of Accessibility Compliance". At the bottom, there are three buttons: "Delete Recommendation", "Cancel", and "Save Recommendation".

Repair Replace Recommendation

Action **4**

When **5** Months to Complete **6**

Duration **7**

Location **8**

Class of Work (Scope) **9**

Detailed Comments **10**

Delete Recommendation **3**

Cancel **2**

Save Recommendation **1**

Critical Repairs **11**

Life Safety Item? **11A**

Accessibility Remedy? **11B**

Relevant Accessibility Statute **11C**

Scope of Accessibility Compliance **11D**

1 SAVE RECOMMENDATION

2 CANCEL CHANGES

3 DELETE RECOMMENDATION

4 ACTION

5 WHEN

6 MONTHS TO COMPLETE

7 DURATION

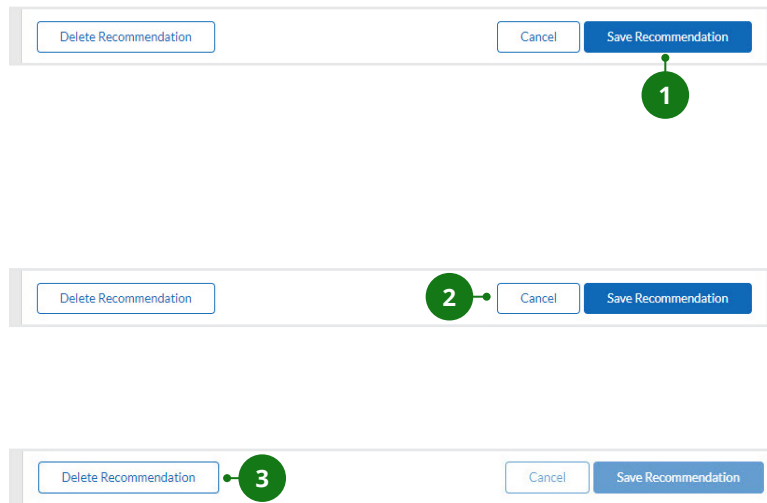
8 LOCATION

9 CLASS OF WORK

10 DETAILED COMMENTS

11 CRITICAL REPAIRS

BASIC COMMANDS



1. SAVE RECOMMENDATION

To save a new Recommendation or changes made to an existing Recommendation, click “Save Recommendation.”

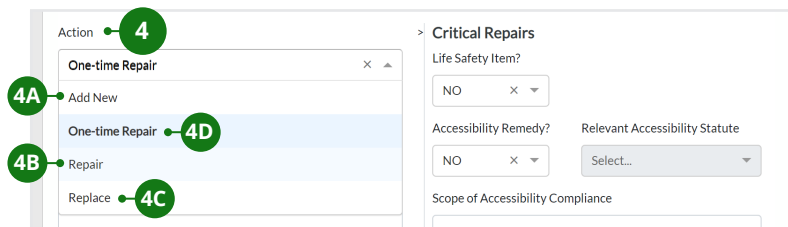
2. CANCEL CHANGES

To cancel edits made to a Recommendation, click “Cancel.”

3. DELETE RECOMMENDATION

To delete an existing Recommendation, click “Delete Recommendation.”

DATA ENTRY FIELDS



4. ACTION

Select the recommended course of action for the Component from the following choices:

4A. ADD NEW

Install a Component that did not previously exist.

4B. REPAIR

An existing Component is resurfaced, refinished, or is an item of a type where periodic overhaul and replacement of subcomponents is customary (e.g., elevators, boilers). A repair re-occurs at its own end of cycle for an EUL that the assessor defines.

4C. REPLACE

Replace with a new Component performing the same or augmented function.

4D. ONE-TIME REPAIR

A One-time Repair is the same as a Repair except that it has no recurring cycle and usually is an immediate repair (i.e., something is broken and needs to be fixed immediately).

The screenshot shows a 'When' dropdown menu with three options: 'End of Cycle', 'End of Cycle', and 'Now'. Callout 5 points to the 'When' label, callout 5A points to 'Now', and callout 5B points to the second 'End of Cycle' option. To the right, there is a 'Duration' field with the value '2', and a section for 'Accessibility Remedy?' with a 'NO' dropdown and a 'Relevant Accessibility Statute' dropdown.

5. WHEN

Select when the recommended action should occur.

5A. NOW

This indicates an action should take place in the immediate future. The specific timing may vary according to Approving Agency guidance for the program(s) for which the CNA is being prepared. Selecting “Now” adds the action into the Critical or Non-Critical Repair Needs list.

5B. END OF CYCLE

The recommended action will occur at the projected end of the Standard RUL of the existing Component. If “End of Cycle” is the recommended time, then the assessor may also want to distribute the cost of the action(s) over a period of years rather than a single year in which the RUL of the existing Component(s) expires. See [Duration](#) for more information.

The screenshot shows a 'Months to Complete' field with the value '2'. Callout 6 points to this field. To the left, there is a 'When' dropdown menu with 'Now' selected. To the right, there is a section for 'Accessibility Remedy?' with a 'NO' dropdown and a 'Relevant Accessibility Statute' dropdown.

6. MONTHS TO COMPLETE

Enter an estimated number of months that represents the minimum elapsed time from the start of any work to the completion of this Recommendation. This is required when “Now” is selected.

7. DURATION

Use the "Duration" field to spread the replacement/repair over multiple years. Starting with the end year of the Component's lifecycle, enter a number, usually "1" or "2," to indicate number of years before (-) and after (+) the end year during which you want to extend the replacement. (Example: The lifecycle of refrigerators ends in year 5. You want to spread the replacement of refrigerators over a 5-year period. In the "Duration" field, enter "2." The refrigerator replacement will start in year 5 minus 2, or year 3, and end in year 5 plus 2, or year 7.)

8. LOCATION

Describe the location and other specifications for the work, to ensure that it can be easily recognized and is inspectable.

9. CLASS OF WORK

Enter a short description of the scope of work for the repair/replacement. This is only required if "Now" is selected for "When."

10. DETAILED COMMENTS

Enter detailed comments to justify your recommendation.

> **Critical Repairs** • 11

Life Safety Item?

NO x ▾ 11A

Accessibility Remedy? • 11B

NO x ▾

Relevant Accessibility Statute • 11C

Select...

Scope of Accessibility Compliance • 11D

None.

11. CRITICAL REPAIRS

11A. LIFE SAFETY ITEM?

Select "YES" or "NO" to indicate whether the Recommendation is intended to address a life safety issue. See [Life Safety Item](#) in the More Information section for details.

11B. ACCESSIBILITY REMEDY?

Select "YES" or "NO" to indicate whether the Recommendation is intended to address an accessibility deficiency. "YES" identifies the Preparer's recommended repair or replacement as a remedy for a deficiency identified by the Preparer when analyzing whether a unit, building, or site conforms to the applicable accessibility statutes and regulations. Selecting "YES" designates this particular repair, replace, or add new action as part of a Corrective Action Plan to address identified accessibility deficiencies.

11C. RELEVANT ACCESSIBILITY STATUTE

If the Alternative is indicated as an accessibility remedy, select the relevant accessibility statute that was not met. See [Relevant Accessibility Statute](#) in the More Information section for details.

11D. SCOPE OF ACCESSIBILITY COMPLIANCE

Describe the specific requirements of the statute that were not met at the property, such as "UFAS Section ##" or "useable kitchen, min 40" clearance required." See [Requirement\(s\) Not Met](#) for more information on what constitutes an unmet requirement.

MORE INFORMATION

COMPONENTS

MORE ABOUT EUL (ESTIMATED USEFUL LIFE)

HUD and USDA chose the standard outline for CNAs published in the American Society for Testing Materials (ASTM) standard 2018-08 to create a numbering system for categorizing components. This is the Standard Table of Estimated Useful Life. This table assigns a Standard Estimated Useful Life for Component Types. The table provides separate values for Family properties and Elderly properties for each Component Type.

When adding a Component, the assessor may specify the Component's **Assessed** Remaining Useful Life (RUL) when s/he judges the actual observed condition or durability of the item to be different from the **Standard** RUL. The **Standard** RUL is the number of years remaining calculated from the age of the Component subtracted from the Standard EUL of the Component Type to which the Component belongs.

SELECTING COMPONENT NAMES

Creating Components according to their characteristics and naming them appropriately is an effective way of organizing the Components at the property. For example, the property may have 15 cubic feet (CF) refrigerators in some units and 18 CF refrigerators in other units installed at different times. In this situation, rather than simply creating one Component for "Refrigerators," it would be better to create multiple Components for refrigerators, one for each combination of refrigerator size and year of installation. For example, one of the Components for refrigerators can be *"Unit Refrigerator 15 CF 2002."*

In properties with multiple sites and buildings, the Component name might reference the location of the item. Example: For replacement of damaged siding observed at a particular location, the Component name might be "Bad siding 200 sf 1st story, north end wall, Building 20." Likewise, different Component names may be distinguished by year of installation (e.g., 1990, 1998, 2005).

It is useful to think ahead to your eventual Alternatives and Recommendations as well. Continuing the previous example, you would need to think about whether you will be recommending replacement with the existing size of refrigerators (some units with 15 CF and some with 18 CF refrigerators). Typically, you would evaluate two Alternatives for each size of refrigerator: a sustainable Component (such as an ENERGY STAR-rated refrigerator) and a traditional (less efficient but less expensive) Component. You might recommend replacement of all existing refrigerators at once, or you might recommend staggered replacement as each vintage of existing refrigerator reaches its end of cycle. These types of decisions might affect how you specify the Component name for the existing refrigerators.

Continuing the above example, if you recommend replacement of **all** the unit refrigerators **at the same time** using **the same Alternative**, it would be workable to specify a single Component name (perhaps named *"All Existing Unit Refrigerators"*). However, this approach would not be ideal for two

reasons: (1) if you (or the lender or owner) later decided on staggered replacement, or on continuing the use of refrigerators of two different sizes, you would need to re-specify the Component name for the existing refrigerators (specifying the existing refrigerators according to the year of installation and size) in order to be able to enter the appropriate Recommendations on the Repair, Replace, Add New Recommendation screen; and (2) the existing refrigerators probably use different amounts of electricity annually, so the Total Cost of Operation computation would be inaccurate if you specified a single Component name.

Similar considerations apply when utility conservation measures are proposed. Components and Alternatives must have matching utility payers in order for the CNA e-Tool to calculate savings for owners as distinct from those for tenants. This consideration usually would not apply to appliances because the EUL table already segregates interior Components between common areas and tenant units. But it would apply to windows, doors, water savers, and similar Components where utility conservation measures may save energy. So, if some of these Components were located in a common space and others in tenant spaces, separate Components would be needed to separate common space items from tenant items.

Likewise, if a few refrigerators needed immediate one-time repairs even while included in a group of refrigerators scheduled for later replacement, a separate Component would be needed to identify and locate the specific, broken refrigerators. The paired Alternative would describe the repair, and the Recommendation action would be for a "one-time repair."

UNDERSTANDING COMMON SPACES VERSUS UNIT INTERIORS

Note that the ASTM numbering system places interior Components in different sections according to whether they are used in common areas or in unit interiors. For example, common area refrigerators fall within ASTM 3.7.1.3 (Component Type is *"Refrigerator/Freezer—Common Area"*), whereas unit refrigerators fall within ASTM 3.7.2.3 (Component Type is *"Unit Refrigerator/Freezer"*).

THE LOCATION FIELD

For some types of Components (e.g., carpet, appliances) that are often replaced at unit turnover, the location for immediate repairs may be indefinite. Effort should be made to identify units where such immediate (first 12 months) repairs will be made. For example, an assessor is performing a site visit and discovers damaged siding in one of the buildings that requires immediate replacement. The assessor will need to clearly identify the location of the damage so that completion of this non-critical repair can be verified by inspection. The assessor defines the location as precisely as possible: *"North elevation of Building 2, 2nd floor, damaged siding, of Unit 2E."*

When/If follow-up inspection occurs and the location was not specific, owners will be required to provide documentation by unit.

In the case of future repairs and replacements scheduled for the estimate period, the location is often not needed, or is necessary only to distinguish one action from another similar action (e.g., replace boiler, Building A versus Building B) or where the action, timing, or other relevant characteristics are different.

ALTERNATIVES

WHEN TO ADD MULTIPLE ALTERNATIVES

The assessor may specify more than one Alternative to compare different options (e.g., a traditional refrigerator and a more efficient ENERGY STAR refrigerator). While the Assessment e-Tool does not require more than one Alternative, assessors will often find multiple Alternatives necessary as price/quality options to address Components or groups of Components distinguished by variations in age, condition, size, fit, and finish. In addition, some agency programs require specification of more efficient (“sustainable,” in Assessment e-Tool terminology) Alternatives.

Sometimes multiple Components of the same Component Type will need a single Alternative. For example, multiple ages and or kinds of roofing may all be replaced at different times with a single new kind of roof. Sometimes there will be multiple Components of the same Component Type with multiple Alternatives applicable to some or all of the Components.

RECOMMENDATIONS

ADDING A COMPONENT THAT DOESN'T EXIST

The Preparer can recommend an “add new” item (e.g., adding air conditioning to a building that is not currently air-conditioned) by identifying the item on the Components form and entering an assessed RUL of zero and then defining the appropriate Alternative (describing the item to be added), and then recommending the Alternative with an action of “add new.” The Preparer must specify a Recommendation for *each* Component, even if the Component will not require any repair or replacement during the estimate period.

LIFE SAFETY ITEM

A “life safety item” is defined as an issue that is an immediate risk to health and safety that requires immediate attention by the owner. “YES” places this Recommendation on the list of critical life safety repairs that the lender and owner must address in accordance with agency guidance, typically before the closing of a transaction or within a fixed, short-term period acceptable to the Approving Agency.

RELEVANT ACCESSIBILITY STATUTE

If an Alternative is indicated as an accessibility remedy, there are several relevant accessibility statutes that can apply. This includes: Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8, Subpart C (HUD) or 7 CFR 15b (USDA); Fair Housing Act, indicating the design and construction requirements of the Fair Housing Amendments Act of 1988 as implemented by 24 CFR 100.205 and the Fair Housing Act Design Manual; or the Americans with Disabilities Act (ADA), indicating Title III of that Act and implementing regulations at 28 CFR Part 36.

REQUIREMENT(S) NOT MET

For HUD: When a repair or replacement is a remedy for an accessibility deficiency, the assessor must define or describe the scoping requirement of the Accessibility rule which is violated. So for example, in a Fair Housing Act covered unit, when a bathroom door measures less than 31.5" clear space, the scoping requirement at issue is that "all covered units must have an accessible path through the unit" and the specific deficiency is that a bathroom door has less than 31.5" clear path.

For the scoping of accessibility actions, sketches or drawings of "as is" and "required" conditions are often necessary. Such sketches and illustrations should be provided to the lender to be uploaded as attachments to the CNA.

CATEGORIES OF REPAIR

The Assessment Tool supports the following categories of repairs.

A **Critical Repair** is specified by (1) setting *When* to "Now," and (2) either setting the *Accessibility Indicator* to "YES" (for repairs necessary to remedy accessibility deficiencies) or setting the *Life Safety Indicator* to "YES" (for any other type of Critical Repair).

- A **Non-Critical Repair** is specified by (1) setting *When* to "Now," and (2) selecting "NO" for both the *Accessibility Indicator* and the *Life Safety Indicator*. Non-critical repairs and replacements are those necessary or desirable for current maintenance and operation of the property, or necessary to maintain or improve marketability.
- A **Future Repair** is specified by setting *When* to "End of Cycle."
- The term **Immediate Repairs** refers to a combination of Critical Repairs and Non-Critical Repairs.



CHAPTER 15: NARRATIVES

OVERVIEW

The Narrative screen of the CNA is where users enter descriptions of the condition of the property's physical attributes, or other items that may require commentary.

Note: Recitation of federal rules (e.g., on accessibility) are not needed unless a specific provision is at issue and its application to an observed circumstance or deficiency at a property needs description. This screen provides an optional space to input any narrative that is pertinent to the CNA and is in addition to the information already provided in previous screens. The narrative sections on this screen are organized in accordance with the standard outline for CNAs published in ASTM 2018-08. Alternative outlines or presentation order are not permitted.

INSTRUCTIONS ON ENTERING DATA

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID 856271832

Status: Draft - In Progress Validation: Validated - Severe Flags Validate

Options

Assessment Entry Validation

- ☒ CNA Summary
- ☒ Assessment Scope
- ☒ Participants
- ☒ Sites
- ☒ Unit Types
- ☒ Buildings
- ☒ Units & Common Spaces
- ☒ Parking
- ☒ Utility Types & Rates
- ☒ Units Inspected
- ☒ Components, Alts & Recs
- ☒ Narratives & Attachments
- ☒ Financial Factors

NARRATIVES & ATTACHMENTS

Expand

1 ● ASTM Outline Topics

- 1.0 - Executive Summary
- 2.0 - Purpose & Scope
- 3.1 - Overall General Description
- 3.2 - Site
- 3.3 - Structural Frame-Building Envelop

1.0 - Executive Summary

Normal B I U

Test Narrative. Each building has 12 units on three floors with upper floors accessed by a single exposed staircase covered by a central breezeway. There are two building types defined by unit types, large and small 2 BR units in one type and 1 BR and 3 BR units in the other. Phase I was built in 1991, a phase in year for the design requirements of the Fair Housing Act. Buildings A, B, E, and F are not subject to these requirements. The property is well maintained but at 22 to 26 years of age numerous major replacements are required as well as updates to maintain market position. No general remodeling has occurred. Accessibility deficiencies were identified in bathrooms of certain units in Phase I and at all patio doors of covered ground floor units. Remedies are proposed. Given the anticipated scale of remodeling and replacement needs the owner has elected to pursue reduced MIP by obtaining a green building standards certification from National Green Building Standard. Bronze level is anticipated. An energy audit was performed and results incorporated in the replacement alternatives identified and recommended in this CNA. The point scoring earned for certification is part of a verification report by Enersys and is attached to this CNA.

Cancel Changes Save Changes

Attachments (2)

Attachment		Attachment Type Name	
Analysis of Probable Costs.xlsx	6.0 - Opinions of Probable Co	Evidentiary Support - Cost/P	5
Additional Scope Details.docx	2.0 - Purpose & Scope	Construction Documentation	5

8 Filter list by... Show All 3 Cancel Changes 2 Save Changes

4 Add New Attachment

1 SELECTING ASTM OUTLINE TOPIC

5 DELETE ATTACHMENT

2 SAVE CHANGES

6 NARRATIVE TOPIC SECTION

3 CANCEL CHANGES

7 ATTACHMENT TYPE NAME

4 ADD NEW ATTACHMENT

8 ATTACHMENT FILTERS

BASIC COMMANDS

Assessment Entry Validation

CNA Summary ☐

Assessment Scope ☐

Participants ☐

Sites ☐

NARRATIVES & ATTACHMENTS Expand

ASTM Outline Topics

- 1.0 - Executive Summary
- 2.0 - Purpose & Scope
- 3.1 - Overall General Description

1. SELECTING ASTM OUTLINE TOPIC

Use the dropdown to indicate the ASTM outline topic you are writing about.

Narratives & Attachments ☐

Financial Factors ☐

major replacements are required as well as updates to maintain market position. no general remodeling has occurred. Accessibility deficiencies were identified in bathrooms of certain units in Phase I and at all patio doors of covered ground floor units. Remedies are proposed. Given the anticipated scale of remodeling and replacement needs the owner has elected to pursue reduced MIP by obtaining a green building standards certification from National Green Building Standard. Bronze level is anticipated. An energy audit was performed and results incorporated in the replacement alternatives identified and recommended in this CNA. The point scoring earned for certification is part of a verification report by Enersys and is attached to this CNA.

Cancel Changes Save Changes

2. SAVE CHANGES

Click "Save Changes" to save all entries and any changes made to the Narrative section.

Narratives & Attachments ☐

Financial Factors ☐

major replacements are required as well as updates to maintain market position. no general remodeling has occurred. Accessibility deficiencies were identified in bathrooms of certain units in Phase I and at all patio doors of covered ground floor units. Remedies are proposed. Given the anticipated scale of remodeling and replacement needs the owner has elected to pursue reduced MIP by obtaining a green building standards certification from National Green Building Standard. Bronze level is anticipated. An energy audit was performed and results incorporated in the replacement alternatives identified and recommended in this CNA. The point scoring earned for certification is part of a verification report by Enersys and is attached to this CNA.

Cancel Changes Save Changes

3. CANCEL CHANGES

Click "Cancel Changes" to cancel any changes made to the Narrative section.

DATA ENTRY FIELDS

Cancel Changes Save Changes

Attachments (2)

Attachment	Narrative Topic Section	Attachment Type Name
Analysis of Probable Costs.xlsx	6.0 - Opinions of Probable Co	Evidentiary Support - Cost/P

4. ADD NEW ATTACHMENT

Select if you are uploading attachments to the Narrative section.

Attachment Narrative Topic Section Attachment Type Name

Analysis of Probable Costs.xlsx	6.0 - Opinions of Probable Co	Evidentiary Support - Cost/P
Additional Scope Details.docx	2.0 - Purpose & Scope	Construction Documentation

Filter list by... Show All Cancel Changes Save Changes

5. DELETE ATTACHMENT

Select this icon to delete a selected attachment.

Attachment Narrative Topic Section Attachment Type Name

Analysis of Probable Costs.xlsx	6.0 - Opinions of Probable Co	Evidentiary Support - Cost/P
Additional Scope Details.docx	2.0 - Purpose & Scope	Construction Documentation

Filter list by... Show All Cancel Changes Save Changes

6. NARRATIVE TOPIC SECTION

Use the dropdown to associate the selected attachment with the ASTM Outline Topic section.

Attachment Narrative Topic Section Attachment Type Name

Analysis of Probable Costs.xlsx	6.0 - Opinions of Probable Co	Evidentiary Support - Cost/P
Additional Scope Details.docx	2.0 - Purpose & Scope	Construction Documentation

Filter list by... Show All Cancel Changes Save Changes

7. ATTACHMENT TYPE NAME

Enter a name for the attachment.

Attachment Narrative Topic Section Attachment Type Name

Analysis of Probable Costs.xlsx	6.0 - Opinions of Probable Co	Evidentiary Support - Cost/P
Additional Scope Details.docx	2.0 - Purpose & Scope	Construction Documentation

Filter list by... Show All Cancel Changes Save Changes

8. ATTACHMENT FILTERS

To filter the list of attachments, use the first dropdown to select the filter criteria (file type/narrative topic/attachment name) and the second dropdown to select a specific filter option.

MORE INFORMATION

ASTM 7.1 ACCESSIBILITY

Identify which of the statutes and rules concerning accessibility for persons with disabilities apply to the property and the extent of the property's non-compliance (if any) with these requirements. Any accessibility deficiencies identified during the site inspection must be described in the CNA report. CNA reports for USDA must include an opinion of the adequacy of the property's existing Transition Plan.

For HUD projects only, the CNA must include a narrative specification of how any deficiencies will be remedied. When necessary for clarity, illustrate the deficiencies with photos and recommended remedies with scaled and dimensioned drawings or sketches. The assessor may provide these to the lender to be uploaded as attachments to the CNA at submission.

Note: *USDA projects should have Transition Plans (TPs) in place based on self-evaluations of accessibility compliance. Owners should not be required to re-do this work if it has already been done. However, if the existing TP is inadequate, then preparing the CNA provides an opportunity to assess and correct the existing TP or identify non-compliant issues that should form the basis of a TP.*

ASTM 7.2 INTRUSIVE AND OTHER EXAMINATIONS

Enter a narrative description of any intrusive methods used by the assessor or others to complete the assessment and any further examination or study recommended but not completed. An intrusive method is when the assessor or others must go behind walls, under floors, or into the plumbing in order to fully observe the condition of a Component that is not otherwise visible.



CHAPTER 16: **FINANCIAL FACTORS**

OVERVIEW

The Financial Factors screen is where the Submitter of the CNA e-Tool specifies the parameters used to structure the Financial Plan for funding recommended future repairs and replacements.

INSTRUCTIONS ON ENTERING DATA

Dummy CNA: Ignore: Bay View Apartments

Annapolis, MD Property ID 856271832

Status: Draft - In Progress Validation: Validated - Severe Flags

Validate

Options

Assessment Entry Validation

CNA Summary

Assessment Scope

Participants

Sites

Unit Types

Buildings

Units & Common Spaces

Parking

Utility Types & Rates

Units Inspected

Components, Apts & Recs

Narratives & Attachments

Financial Factors

FINANCIAL FACTORS

Yr-1 Annual Deposit Per Unit

Initial Deposit to RfR

Yr-1 Annual Deposit

Min. RfR Balance % (of Needs)

Ending Yr-1 Planned Min. Bal

TBD

Initial Rate

Next Rate

RY of Change

% change in Annual Deposit

% inflation of Capital Needs

% Interest earned on RfR Balance

Submitter's comments RfR Funding Plan

Current rates still very low, but low to low average rates are expected after first 2 years.

Cancel

Save Changes

1 SAVING CHANGES

2 CANCEL CHANGES

3 YR-1 ANNUAL DEPOSIT PER UNIT

4 YR-1 ANNUAL DEPOSIT INITIAL

5 DEPOSIT TO RfR

6 MIN. RfR BALANCE % (OF NEEDS)

7 ENDING YR-1 PLANNED MIN. BALANCE

8 % CHANGE IN ANNUAL DEPOSIT

9 % INFLATION OF CAPITAL NEEDS

10 % INTEREST EARNED ON RfR BALANCE

BASIC COMMANDS

Financial Factors ☐

Current rates still very low, but low to low average rates are expected after first 2 years.

Cancel Save Changes

1. SAVING CHANGES

Click “Save Changes” to save any edits made to the screen.

Financial Factors ☐

Current rates still very low, but low to low average rates are expected after first 2 years.

Cancel Save Changes

2. CANCEL CHANGES

Click “Cancel Changes” to cancel any edits made to the screen.

DATA ENTRY FIELDS

Dummy CNA: Ignore: Bay View Apartments
Annapolis, MD Property ID: 806271832
Status: Draft - In Progress Validation: Validated - Severe Flaps Validate
Options

Assessment Entry Validation

FINANCIAL FACTORS

Yr-1 Annual Deposit Per Unit

Yr-1 Annual Deposit

Ending Yr-1 Planned Min. Bal

Initial Rate

Next Rate

RY of Change

3. YR-1 ANNUAL DEPOSIT PER UNIT

Enter the expected dollars per unit needed as an Annual Deposit to the RfR escrow. The lender likely will enter trial dollar amounts per unit to test possible funding solutions given a set of realistic assumptions about cost inflation, interest rates on short-term maturities, and a modest percent annual change in an owner’s annual deposit to the RfR escrow.

Assessment Scope ☐

Participants ☐

Sites ☐

Unit Types ☐

Yr-1 Annual Deposit Per Unit

Yr-1 Annual Deposit

Initial Deposit to RfR

Min. RfR Balance % (of Needs)

4. YR-1 ANNUAL DEPOSIT

This is the Yr-1 annual deposit amount per unit multiplied by the number of units.

Assessment Scope ☐

Participants ☐

Sites ☐

Unit Types ☐

Yr-1 Annual Deposit Per Unit

Yr-1 Annual Deposit

Initial Deposit to RfR

Min. RfR Balance % (of Needs)

5. INITIAL DEPOSIT TO RfR

Enter the estimated amount of funding as the required contribution to the RfR account for the first relative year of the estimate period.

Assessment Scope ☐

Participants ☐

Sites ☐

Unit Types ☐

Yr-1 Annual Deposit Per Unit

Yr-1 Annual Deposit

Initial Deposit to RfR

Min. RfR Balance % (of Needs)

6. MIN. RfR BALANCE % (OF NEEDS)

In CNAs for which HUD is the Approving Agency, this percentage amount of the total uninflated capital needs across all the years in the estimate period (typically 20 years) is the minimum balance required in the RfR account each year. This percentage is calculated as 1 divided by the number years of the estimate period.

<input checked="" type="checkbox"/> Buildings	<input type="radio"/>	Ending Yr-1 Planned Min. Bal
<input checked="" type="checkbox"/> Units & Common Spaces	<input type="radio"/>	TBD

7. ENDING YR-1 PLANNED MIN. BALANCE

This field displays the total uninflated capital needs across the entire estimate period divided by the estimate period.

<input checked="" type="checkbox"/> Parking	<input type="radio"/>	<div>8</div> <table border="1"> <thead> <tr> <th></th> <th>Initial Rate</th> <th>Next Rate</th> <th>RY of Change</th> </tr> </thead> <tbody> <tr> <td>% change in Annual Deposit</td> <td>1.00000</td> <td>2.00000</td> <td>3</td> </tr> <tr> <td>% Inflation of Capital Needs</td> <td>1.75000</td> <td>2.16700</td> <td>3</td> </tr> <tr> <td>% Interest earned on RfR Balance</td> <td>2.27000</td> <td>1.70000</td> <td>3</td> </tr> </tbody> </table>		Initial Rate	Next Rate	RY of Change	% change in Annual Deposit	1.00000	2.00000	3	% Inflation of Capital Needs	1.75000	2.16700	3	% Interest earned on RfR Balance	2.27000	1.70000	3
	Initial Rate		Next Rate	RY of Change														
% change in Annual Deposit	1.00000		2.00000	3														
% Inflation of Capital Needs	1.75000		2.16700	3														
% Interest earned on RfR Balance	2.27000	1.70000	3															
<input checked="" type="checkbox"/> Utility Types & Rates	<input type="radio"/>																	
<input checked="" type="checkbox"/> Units Inspected	<input type="radio"/>																	
<input checked="" type="checkbox"/> Components, Alts & Racs	<input type="radio"/>																	

8. % CHANGE IN ANNUAL DEPOSIT

To plan an increase/decrease in the annual percentage rate of change in the annual deposit, enter the proposed initial annual percentage rate of change. The "initial" and "next" rate of change in the annual deposit allows the user to propose a graduated annual increase in owner contributions to the RfR, including a one-time increase/decrease in the rate of change. No proposed rate of change should exceed the rate of inflation expected and applied to the costs of capital needs.

<input checked="" type="checkbox"/> Parking	<input type="radio"/>	<div>9</div> <table border="1"> <thead> <tr> <th></th> <th>Initial Rate</th> <th>Next Rate</th> <th>RY of Change</th> </tr> </thead> <tbody> <tr> <td>% change in Annual Deposit</td> <td>1.00000</td> <td>2.00000</td> <td>3</td> </tr> <tr> <td>% Inflation of Capital Needs</td> <td>1.75000</td> <td>2.16700</td> <td>3</td> </tr> <tr> <td>% Interest earned on RfR Balance</td> <td>2.27000</td> <td>1.70000</td> <td>3</td> </tr> </tbody> </table>		Initial Rate	Next Rate	RY of Change	% change in Annual Deposit	1.00000	2.00000	3	% Inflation of Capital Needs	1.75000	2.16700	3	% Interest earned on RfR Balance	2.27000	1.70000	3
	Initial Rate		Next Rate	RY of Change														
% change in Annual Deposit	1.00000		2.00000	3														
% Inflation of Capital Needs	1.75000		2.16700	3														
% Interest earned on RfR Balance	2.27000	1.70000	3															
<input checked="" type="checkbox"/> Utility Types & Rates	<input type="radio"/>																	
<input checked="" type="checkbox"/> Units Inspected	<input type="radio"/>																	
<input checked="" type="checkbox"/> Components, Alts & Racs	<input type="radio"/>																	

9. % INFLATION OF CAPITAL NEEDS

The Inflation Rate (%) is applied to the uninflated capital needs amounts in the future needs table, year over year. The "Initial Rate" should reflect current market conditions and the "Next Rate" indicate the historic average rate (of inflation). The "RY of Change" indicates the Relative Year (RY) in the future needs table in which the Inflation Rate changes from the "Initial" to the "Next" Rate. If a single rate or historic average is expected for the entire Estimate Period, enter that rate as both the "Initial Rate" and the "Next Rate" and enter "1" for "RY of Change."

	Initial Rate	Next Rate	RY of Change
<input checked="" type="checkbox"/> Parking			
<input checked="" type="checkbox"/> Utility Types & Rates			
<input checked="" type="checkbox"/> Units Inspected			
<input checked="" type="checkbox"/> Components, Alts & Recs			
10			
% change in Annual Deposit	1.00000	2.00000	3
% Inflation of Capital Needs	1.75000	2.16700	3
% Interest earned on RfR Balance	2.27000	1.70000	3

10. % INTEREST EARNED ON RfR BALANCE

The Interest Rate (%) is applied to the Ending Balance amount in the Financial Schedule each year and added as interest-earned income to the reserves account. The "Initial Rate" should reflect current market conditions and the "Next Rate" indicate the historic average rate (of short maturities). The "RY of Change" indicates the Relative Year (RY) in the Financial Schedule in which the Interest Rate changes from the "Initial" to the "Next" Rate. If a single rate or historic average is expected for the entire Estimate Period, enter that rate as both the "Initial Rate" and the "Next Rate" and enter "1" for "RY of Change."

MORE INFORMATION

INITIAL AND ANNUAL RESERVE DEPOSITS, RESERVE MINIMUM BALANCE REQUIREMENTS

The *YR-1 Annual Deposit per Unit* field allows you to enter trial dollar amounts per unit to test possible funding solutions given a set of realistic assumptions about cost inflation, interest rates on short-term maturities, and a modest percent annual change in an Owner's annual deposit to the RfR escrow. Use the Financial Factors screen to alter variables in conjunction with repeated use of the Validation Engine to model results.

In addition, the Assessment Tool provides two methods for planning the minimum estimated year-end reserve balance: a *dollar per unit* method and a *percentage of total uninflated cost* method (required by HUD). Both generate a minimum balance amount for the first Relative Year in the Estimate Period. The Validation Engine inflates this initial amount in each relative year using the same inflation rate as for costs.



CHAPTER 17:

REPAIR REPLACE DECISION

OVERVIEW

The Repair Replace Decision screen is where the CNA Submitter decides what action to take for each Component. After selecting a Component, the Submitter will see the Component Alternative that was recommended by the needs assessor (in some cases these will be the same person, depending upon the User Path Matrix). The Submitter will have the option of selecting a different Alternative as the final decision or changing the decision details, including the replacement “Action” and “When.” The final decision will default to the Preparer’s Recommendation if the Submitter does not take any action on a Recommendation.

INSTRUCTIONS ON ENTERING DATA

Assessment Entry

Validation

CNA Summary

Assessment Scope

Participants

Sites

Unit Types

Buildings

Units & Common Spaces

Parking

Utility Types & Rates

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

Repair Replace Decision

REPAIR REPLACE DECISION

Component Type	Component Name	Recommendation	Decision
3.3.4.3.4 - soffits, wood, vinyl, metal	Aluminum Fascia	Aluminum Fascia	
3.4.1.2.6 - Residential hot water heater, gas or electric	Water Heaters	Water Heaters	
3.4.3.1.2 - Electric AC condenser, pad or rooftop	Condenser - Common Area (5-ton)	Condenser - Common Area (5-ton)	1
3.4.3.1.2 - Electric AC condenser, pad or rooftop	Condenser - Common Area (1.5-ton)	Condenser - Common Area (1.5-ton)	
3.4.3.1.2 - Electric AC condenser, pad or rooftop	Condenser - Dwelling Unit (2-ton)	Condenser - Dwelling Unit (2-ton)	
3.4.3.1.2 - Electric AC condenser, pad or rooftop	Condenser - Dwelling Unit (1.5-ton)	Condenser - Dwelling Unit (1.5-ton)	
3.4.3.1.3 - Electric furnace/air handler	Air Handler - Common Area (Lg)	Air Handler - Common Area (Lg)	

Decision

Selected Alternative

Condenser - Common Area (5-ton)

Action

Replace

When

End of Cycle

Duration

0

Location

Clubhouse

Class of Work (Scope)

Detailed Comments

Critical Repairs

Life Safety Item?

NO

9A

Accessibility Remedy?

NO

9B

Relevant Accessibility Statute

Select...

9C

Scope of Accessibility Compliance

9D

3

Cancel

Save

2

- | | | | |
|---|----------------------|----|-----------------------|
| 1 | SELECT COMPONENT | 7 | DURATION |
| 2 | SAVE CHANGES | 8 | LOCATION |
| 3 | CANCEL CHANGES | 9 | CRITICAL REPAIRS |
| 4 | SELECTED ALTERNATIVE | 10 | CLASS OF WORK (SCOPE) |
| 5 | ACTION | 11 | DETAILED COMMENTS |
| 6 | WHEN | | |

BASIC COMMANDS

The screenshot shows a table with four columns: Component Type, Component Name, Recommendation, and Decision. The third row is highlighted. Below the table are two buttons: 'Cancel' and 'Save'. A green circle with the number 1 points to the highlighted row in the table. A green circle with the number 2 points to the 'Save' button. A green circle with the number 3 points to the 'Cancel' button.

Component Type	Component Name	Recommendation	Decision
3.3.4.3.4 - Soffits, Wood, Vinyl, Metal	Aluminum Fascia	Aluminum Fascia	
3.4.1.2.6 - Residential hot water heater, gas or electric	Water Heaters	Water Heaters	
3.4.3.1.2 - Electric AC condenser, pad or rooftop	Condenser - Common Area (5-ton)	Condenser - Common Area (5-ton)	
3.4.3.1.2 - Electric AC condenser, pad or rooftop	Condenser - Common Area (1.5-ton)	Condenser - Common Area (1.5-ton)	

Buttons: Cancel, Save

1. SELECT COMPONENT

Select a Component from the Component table. After clicking on a Component, the rest of this section will display what the needs assessor recommended.

2. SAVE CHANGES

To save any edits, click "Save."

3. CANCEL CHANGES

To cancel changes made to the decision, click "Cancel."

DECISION-RELATED COMMANDS

The screenshot shows a section titled 'Decision'. Below it is a dropdown menu labeled 'Selected Alternative' with the text 'Condenser - Common Area (5-ton)' selected. A green circle with the number 4 points to the dropdown menu.

Decision

Selected Alternative

Condenser - Common Area (5-ton)

4. SELECTED ALTERNATIVE

By default, the Alternative that the needs assessor recommended for the Component is displayed in this field. Clicking the dropdown list shows all the additional Alternatives that were considered by the needs assessor for the selected Component. The Submitter can select any of these other Alternatives as a final decision that is different from what was recommended by the needs assessor.

The screenshot shows two sections: 'Action' and 'Critical Repairs'. The 'Action' section has a dropdown menu with 'Replace' selected. The 'Critical Repairs' section has a 'Life Safety Item?' dropdown with 'NO' selected. A green circle with the number 5 points to the 'Action' dropdown menu.

Action

Replace

When

Duration

End of Cycle

Critical Repairs

Life Safety Item?

NO

Accessibility Remedy?

Relevant Accessibility Statute

5. ACTION

Select one of the following for the selected Alternative.

ADD NEW. Select to install a Component that did not previously exist.

REPAIR. Select if an existing Component is to be resurfaced, refinished, or repaired back to its functional state. This option also applies to items where periodic

overhaul and replacement of subcomponents is customary (e.g., elevators, boilers). This type of repair is cyclical and reoccurs at the end of the EUL that the assessor defines.

REPLACE. Select to replace with a new Component performing the same or an augmented function.

ONE-TIME REPAIR. A One-Time Repair is the same as a Repair except that it has no recurring cycle and usually is an immediate repair (i.e., something is broken and needs to be fixed immediately).

The screenshot shows a web form for recording repairs. On the left, there are three sections: 'Action' with a dropdown menu showing 'Replace'; 'When' with a dropdown menu showing 'End of Cycle' (highlighted with a green circle and the number 6); and 'Duration' with a text input field showing '0'. Below these is a 'Location' text area containing 'Clubhouse'. On the right, there is a 'Critical Repairs' section with several dropdown menus: 'Life Safety Item?' (showing 'NO'), 'Accessibility Remedy?' (showing 'NO'), 'Relevant Accessibility Statute' (showing 'Select...'), and 'Scope of Accessibility Compliance' (showing a greyed-out area).

6. WHEN

Select one of the following options for when the recommended action should occur.

NOW. This indicates the selected “action” should take place in the immediate future. The specific timing may vary according to the Approving Agency’s program requirements.

END OF CYCLE. The selected “action” should occur at the end of the Remaining Useful Life (RUL) of the existing Component. The Submitter may also want to distribute the cost of the selected “action” over a period of years rather than a single year in which the RUL of the existing Component(s) expires.

The screenshot shows the 'Repair Replace Decision' form. The 'Action' dropdown is set to 'Replace'. The 'When' dropdown is set to 'End of Cycle'. The 'Duration' field is a text input containing the number '0', and it is highlighted with a green circle containing the number 7. The 'Location' text input contains 'Clubhouse'. The 'Critical Repairs' section on the right includes a 'Life Safety Item?' dropdown set to 'NO', an 'Accessibility Remedy?' dropdown set to 'NO', and a 'Relevant Accessibility Statute' dropdown set to 'Select...'. There is also a 'Scope of Accessibility Compliance' text area.

7. DURATION

Use the “Duration” field to spread the replacement/repair over multiple years. Starting with the end year of the Component’s lifecycle, enter a number, usually “1” or “2,” to indicate number of years before (-) and after (+) the end year during which you want to extend the replacement (Example: The lifecycle of refrigerators ends in year 5. You want to spread the replacement of refrigerators over a 5-year period. In the “Duration” field, enter “2.” The refrigerator replacement will start in year 5 minus 2, or year 3, and end in year 5 plus 2, or year 7.)

The screenshot shows the 'Repair Replace Decision' form. The 'Location' text input contains 'Clubhouse' and is highlighted with a green circle containing the number 8. The 'Class of Work (Scope)' text input is empty. The 'Critical Repairs' section on the right includes a 'Life Safety Item?' dropdown set to 'NO', an 'Accessibility Remedy?' dropdown set to 'NO', and a 'Relevant Accessibility Statute' dropdown set to 'Select...'. There is also a 'Scope of Accessibility Compliance' text area.

8. LOCATION

Provide additional comments about the recommended action.

The screenshot shows the 'Repair Replace Decision' form. The 'Critical Repairs' section is highlighted with a green circle containing the number 9. This section includes a 'Life Safety Item?' dropdown set to 'NO' (labeled 9A), an 'Accessibility Remedy?' dropdown set to 'NO' (labeled 9B), a 'Relevant Accessibility Statute' dropdown set to 'Select...' (labeled 9C), and a 'Scope of Accessibility Compliance' text area (labeled 9D). The 'Action' dropdown is set to 'Replace', the 'When' dropdown is set to 'End of Cycle', the 'Duration' field contains '0', and the 'Location' text input contains 'Clubhouse'.

9. CRITICAL REPAIRS

This section is read-only and is populated by what was entered by the needs assessor.

9A. LIFE SAFETY ITEM?

This indicates a risk to health and safety that requires immediate attention by the owner. “YES” places this Recommendation on the list of critical life safety repairs that the lender and owner must address, typically before the closing of a transaction or within a fixed, short-term period acceptable to the Approving Agency.

9B. ACCESSIBILITY REMEDY?

“YES” indicates a required remedy for a deficiency or nonconformance with the applicable accessibility statutes and regulations.

9C. RELEVANT ACCESSIBILITY STATUTE

If the Alternative is indicated as an accessibility remedy, select the relevant accessibility statute that was not met. See [Relevant Accessibility Statute](#) for more information.

9D. SCOPE OF ACCESSIBILITY COMPLIANCE

Describe the specific requirements of the statute that were not met at the property, such as "UFAS Section ##" or "useable kitchen, min 40" clearance required." See [Requirement\(s\) Not Met](#) for more information on what constitutes an unmet requirement.

The screenshot shows a web form with two main sections: 'Class of Work (Scope)' and 'Detailed Comments'. The 'Class of Work (Scope)' section has a text input field with a green circle containing the number 10 next to it. The 'Detailed Comments' section has a larger text input field. At the bottom right, there are 'Cancel' and 'Save' buttons.

10. CLASS OF WORK (SCOPE)

Enter a short text description of the scope of work for the repair/replacement/add new action.

The screenshot shows the same web form as above, but with the focus on the 'Detailed Comments' section. A green circle containing the number 11 is next to the text input field in this section. The 'Class of Work (Scope)' section is now empty. The 'Cancel' and 'Save' buttons remain at the bottom right.

11. DETAILED COMMENTS

Enter detailed comments to justify your decision.

MORE INFORMATION

DURATION OF ACTION EXAMPLE

The following is an explanation for possible values in the Duration of Action field.

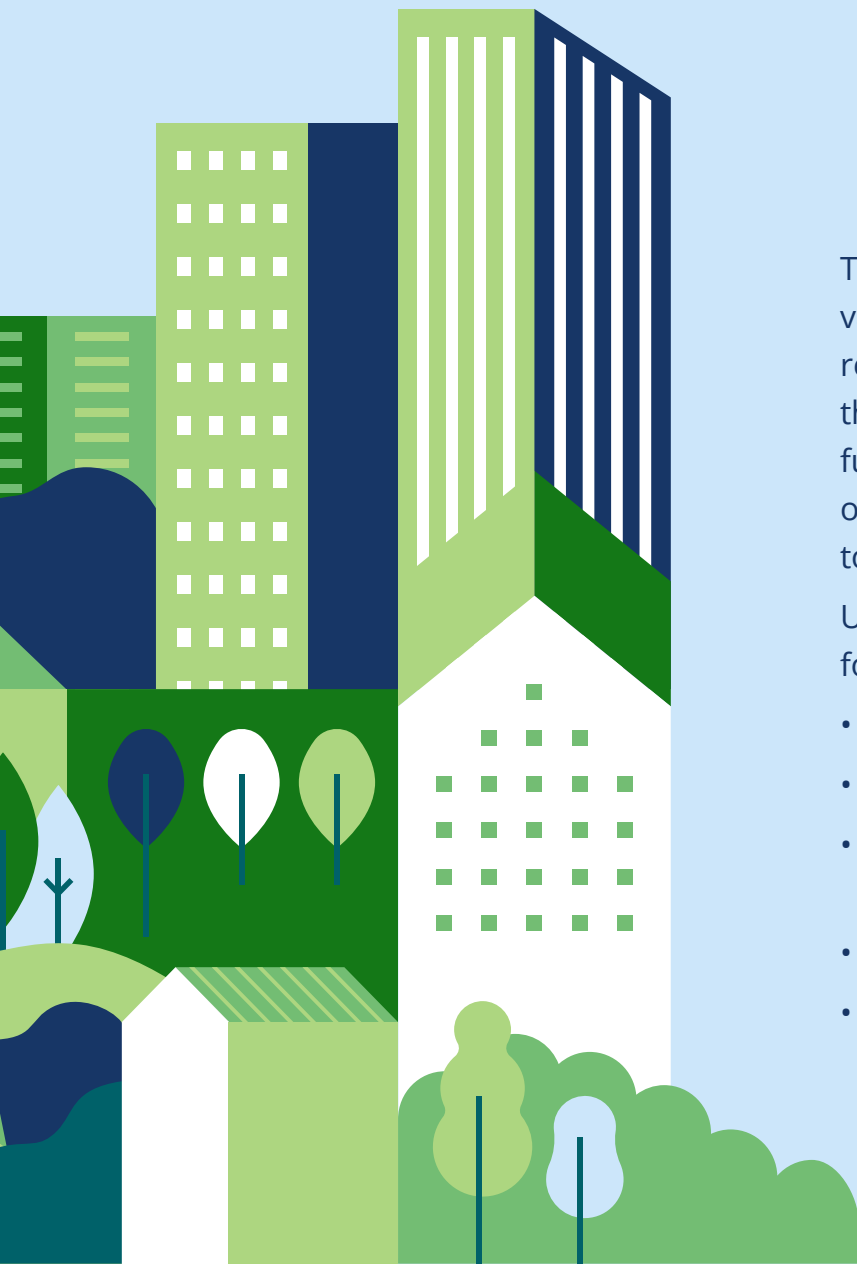
If a component scheduled to be replaced in Year 5 has a Duration of Action of 2, then the cost would be spread out evenly between years three through seven (two years prior [RUL-2], the base year, and two years after [RUL+2]). Duration of Action is most useful in estimating the probable distribution of replacement of multiples of the same generic component grouped by similar age or condition (e.g., various appliances). Such replacement of any single item (e.g., one refrigerator) among multiples of the same component would have no specific location.

Similarly, replacing roofs on six identical buildings might be distributed over three years by entering a Duration of Action of 1, thus scheduling two roofs per year for replacement beginning in the relative year before the assessed RUL of these roofs expires. This Duration of Action entry can also be used to spread the cost of a single replacement (e.g., a single boiler system) over several years when the actual year when a replacement might be needed is necessarily uncertain.

Changing the Duration or spread of costs/replacements over a shorter or longer timeframe moderates sharp changes in future costs from year to year that otherwise result from numerous replacements scheduled in a single year. This is one of the most common changes a lender might make to an Assessor's recommendation.

SECTION III:

VALIDATION SCREENS

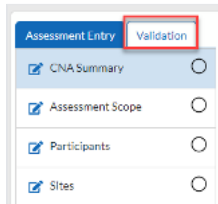


The Validation tab is where users can validate a CNA and view a variety of reports. All CNAs must be validated before they can be submitted. The validation function performs an automated review of the assessment data using built-in logic to identify potential issues.

Under the Validation tab you can take the following actions:

- Validate the CNA
- View validation flags
- View a list of repairs by type (critical and non-critical)
- View a summary of future repair needs
- View the financial schedule and estimate period recap

The validation function is accessed by clicking the Validation tab on the assessment.



When a CNA is validated, there are several different list views accessible on the left sidebar on the screen. Unlike the CNA Dashboard, the left sidebar contains both filters and reports that the user can click to view. These views include:

- **Flags View** – This view displays validation flags and is where you can address those flags.
- **Repair Needs View** (read-only) – Displays a summary of repair needs.
- **Future Needs View** (read-only) – Displays a summary of future needs.
- **Financial Schedule and Estimated Period Recap** (read-only) – Displays a financial summary and schedule.

The screenshot shows the 'Validation' screen for a 'Dummy CNA: Ignore: Testing FF'. The top bar indicates the status is 'Draft - In Progress' and 'Validation: Validated - Severe Flags'. There are buttons for 'Validate' and 'Execute Validation'. The left sidebar has a 'Validation' tab highlighted with a red box. Below it are sections for 'Flags', 'Repair Needs', 'Future Needs', and 'Financial Sched. & Est. Period Recap'. The main area displays a table of flags with columns: Sev, ID, Instance, Description, Component Type, Cause Note, and Submitter Response. A red callout box on the right says 'The list will update depending on the selected view'.

Sev	ID	Instance	Description	Component Type	Cause Note	Submitter Response
Severe	AA-013	1	The assessment submitted to HUD for review is more than 6 months old		More than 6 months have passed between when the CNA was submitted to HUD for review and when the assessment was completed	Add
Warnings	DU-009	1	Minimum percentage of Units not Inspected for Unit Type		The minimum number of Units were not Inspected for a Unit Type; see Site: Single site, Unit Type: 3BR2ba	Add
Informational	AA-002	1	Utility Data Report Not Attached		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment	Add
Critical Repairs	DA-004	1	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba A	Add
Life Safety	DA-004	2	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba B Share suites	Add
Accessibility	DA-004	3	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: B, Unit Type: 1BR1ba	Add
Non-Critical Repairs						
Future Needs						
Financial Sched. & Est. Period Recap						
Reports						



CHAPTER 18: **FLAGS**

OVERVIEW

The validation function performs an automated review of the assessment data using built-in logic to identify potential issues by generating a list of “flags.” Each flag indicates potentially faulty data. Some of these flags are informative, some require a comment by the Submitter, and some require the underlying data to be changed. The latter two flags must be addressed before the CNA can be submitted. The flags can be updated at every validation.

INSTRUCTIONS ON ENTERING DATA

Bay View Apartments Annapolis, MD Property ID 856271832 Status: Draft - On My Desk Validation: Validated - Severe Flags Validate Options

Assessment Entry Validation

Flags 11

Severe 1

Warnings 9

Informational 1

Repair Needs

Critical Repairs 0

Life Safety 0

Accessibility 0

Non-Critical Repairs 1

Future Needs 1

Financial Sched. & Est. Period Recap

Reports

FLAGS - ALL (11)

1 Sev	2 ID	3 Instance	4 Description	5 Component Type	6 Cause Note	7	8 Respond to Flags	9	10 Submitter Response
AA-013	1		The assessment submitted to HUD for review is more than 6 months old		More than 6 months have passed between when the CNA was submitted to HUD for review and when the assessment was completed				Add
DU-009	1		Minimum percentage of Units not Inspected for Unit Type		The minimum number of Units were not inspected for a Unit Type; see Site: Single site, Unit Type: 3BR2ba				Add
AA-002	1		Utility Data Report Not Attached		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment				Add
DA-004	1		Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba A				Add
DA-004	2		Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba B Share suites				Add
DA-004	3		Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: B, Unit Type: 1BR1ba				Add

1 FLAGS LEVELS

2 ID

3 INSTANCE

4 DESCRIPTION

5 COMPONENT TYPE

6 CAUSE NOTE

7 VALIDATE

8 RESPOND TO FLAGS

9 COPY AND PASTE DATA

10 ADD/VIEW/EDIT FLAG COMMENTS

11 FLAGS

FLAG RESULTS

Once validated, a table will be populated with the resulting flags. Each flag displays the following information:

1

FLAGS - ALL (25) [Respond to Flags](#)

Sev	ID	Instance	Description	Component Type	Cause Note	Submitte Respons
●	DA-004	5	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba B Share suites	Add
	PI-009	1	Fair Housing Act covered Building		On Single site must comply with the design and construction requirements of the Fair Housing Act	Add
●	DU-009	1	Minimum percentage of Units not Inspected for Unit Type		The minimum number of Units were not inspected for a Unit Type; see Site: Single site, Unit Type: 3BR2ba	Add
▲	DV-001	1	Initial Inflation rate on Cap Needs field left blank		Initial Inflation rate on Cap Needs field has been left blank or contains an invalid value on Financial Factors	Add

2

FLAGS - ALL (25) [Respond to Flags](#)

Sev	ID	Instance	Description	Component Type	Cause Note	Submitte Respons
●	DA-004	5	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba B Share suites	Add

3

FLAGS - ALL (25) [Respond to Flags](#)

Sev	ID	Instance	Description	Component Type	Cause Note	Submitte Respons
●	DA-004	5	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit	Add

4

FLAGS - ALL (25) [Respond to Flags](#)

Sev	ID	Instance	Description	Component Type	Cause Note	Submitte Respons
●	DA-004	5	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit	Add

5

FLAGS - ALL (25) [Respond to Flags](#)

Sev	ID	Instance	Description	Component Type	Cause Note	Submitte Respons
●	DA-004	5	Accessible Unit not on an accessible path		Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit	Add

6

Sev	ID	Instance	Description	Component Type	Cause Note	Submitte Respons
●	DA-004	5	Accessible Unit not on an		Inspected Accessible Unit not on an accessible	Add

1. FLAG LEVELS

There are three levels of severity:

- **Informational (no symbol).** This flag provides information that you may need to consider. It does not prevent submission and does not require explanation or comment.
- **Warning (●).** This flag indicates an issue that needs to be resolved or needs an explanation. The Submitter must provide a comment before the CNA can be submitted.
- **Severe (▲).** This flag indicates a violation against some policy requirement that will prevent the CNA from being submitted. This flag cannot be resolved with a comment and requires the underlying data to be fixed.

2. ID

ID is the category that the flag belongs to. There are numerous categories depending on the policies and rules applicable to the CNA type.

3. INSTANCE

Unique occurrence of a flag, in combination with the ID. Pertains to a specific data entry in the CNA.

4. DESCRIPTION

What is being flagged.

5. COMPONENT TYPE

When indicated, points to a Component Type that requires attention.

6. CAUSE NOTE

Why this flag is occurring.

ACTIONS

View Apartments 71832 Status: **Draft - In Progress** Validation: **Validated - Severe Flags** **Validate** **7**

Options ▾

FLAGS - ALL (25) **Respond to Flags**

View Apartments 71832 Status: **Draft - In Progress** Validation: **Validated - Severe Flags** **Validate**

Options ▾

FLAGS - ALL (25) **8** **Respond to Flags**

Response Entry ✕

ID: DA-004
Instance: 5

Description:
Accessible Unit not on an accessible path

Cause Note:
Inspected Accessible Unit not on an accessible path; see Site: Single site, Building: A, Unit Type: 2BR2ba B Share suites

Enter response here...

1 of 25

◀ Cancel Save Response ▶

View Apartments 71832 Status: **Draft - In Progress** Validation: **Validated - Severe Flags** **Validate** **9**

Options ▾

FLAGS - ALL (25) **Respond to Flags**

View Apartments 71832 Status: **Draft - In Progress** Validation: **Validated - Severe Flags** **Validate**

Options ▾

FLAGS - ALL (25) **Respond to Flags**

Sev	ID	Instance	Description	Component Type	Cause Note	Submitter Response
						10

11 **Assessment Entry** **Validation**

Flags

Severe	8
Warnings	16
Informational	1

FLAGS - ALL (25)

Sev	ID	Instance	Description	Component Type	Cause Note
Severe	DA-004	5	Accessible Unit not on an	Inspected A	

7. VALIDATE

Click “Validate” to validate a CNA. This will generate and update the list of flags.

8. RESPOND TO FLAGS

Clicking “Respond to Flags” will bring up a window where you can enter comments for each flag.

- Enter flag comments in the text box.
- Click “Save Response” to save the comments.
- Click “Cancel” to cancel any edits and return to the Validation section.
- Click on the back and forward arrows to cycle through the listed flags.

9. COPY AND PASTE DATA

Click on the symbol to access the copy and paste function for responding to flags. This can be used to copy/paste data to a spreadsheet for editing the comments and to copy/paste back into the Flags screen. See [Appendix A](#) for detailed instructions on how to use the copy and paste function.

10. ADD/VIEW/EDIT FLAG COMMENTS

Click to view, edit, or enter comments for a specific flag.

- “Add” will display if no comment has been entered.
- “View/Edit” will display if a comment has been entered.

11. FLAGS

Clicking one of these options will filter the list of flags based on the type of flag (Informational / Warning / Severe).



CHAPTER 19: **REPAIR NEEDS, FUTURE NEEDS, FINANCIAL SCHEDULE, AND ESTIMATED PERIOD RECAP**

OVERVIEW

From the left sidebar under Validations, the user may view a summary of immediate repairs that provides a consolidated list of repairs by type and future repair needs spread out over the life of the CNA, with total cost estimates for each year.

VALIDATION VIEW — REPAIR NEEDS REPORT

Assessment Entry Validation

Flags

Severe 0

Warnings 55

Informational 5

Repair Needs

Critical Repairs 3

Life Safety 2

Accessibility 1

Non-Critical Repairs 2

Future Needs 50

Financial Sched. & Est. Period Recap

Reports

REPAIR NEEDS (5) Expand

	Total	\$/Unit
Immediate Repairs (Total)	\$1,000	\$11.90
Life Safety Remedies	\$400	\$4.76
Accessibility Remedies	\$200	\$2.38
- Immediate Action	-	-
- Deferred	\$200	\$2.38
Non-critical Needs	\$400	\$4.76

Sev	Need Item	Selected Alternative	Component Name	Class of Work (Scope)	Location
	(3.3.3.1) Sidewall System	Block Veneer - Replacement	Block Veneer - Replacement	Level 1 Alt: Block Veneer - Replacement	All buildings
	(3.3.4.2) Low Slope/Flat Roofs	Repair Sub-Floor at Flower Deck Secondary Access Entry (Critical Repair)	Repair Sub-Floor at Flower Deck Secondary Access Entry (Critical Repair)	Repair Sub-Floor at Flower Deck Secondary Access Entry	Flower Deck

1 REPAIR NEEDS FILTERS

2 SUMMARY TABLE

3 REPAIR NEEDS

1

Repair Needs			
Critical Repairs	3		
Life Safety	2		
Accessibility	1		
Non-Critical Repairs	2		

Accessibility Remedies	\$200	\$2.38
- Immediate Action	-	-
- Deferred	\$200	\$2.38
Non-critical Needs	\$400	\$4.76

1. REPAIR NEEDS FILTERS

These filter the repairs by severity. For critical repairs, you can filter further by Life Safety and Accessibility Remedies.

REPAIR NEEDS (5) Expand

	Total	\$/Unit
Immediate Repairs (Total)	\$1,000	\$11.90
Life Safety Remedies	\$400	\$4.76
Accessibility Remedies	\$200	\$2.38
- Immediate Action	-	-
- Deferred	\$200	\$2.38
Non-critical Needs	\$400	\$4.76

2

2. SUMMARY TABLE

This table provides a summary of immediate repairs. The total repairs costs and repairs per unit costs are displayed for each category. This data comes from the Components, Alternatives, and Recommendations section and the Decisions section.

The following categories of Immediate Repairs are reported:

- Life Safety Remedies
- Accessibility Remedies
 - o Immediate Action
 - o Deferred
- Non-Critical Needs

	Total	\$/Unit
Immediate Repairs (Total)	\$1,000	\$11.90
Life Safety Remedies	\$400	\$4.76
Accessibility Remedies	\$200	\$2.38
- Immediate Action	-	-
- Deferred	\$200	\$2.38
Non-critical Needs	\$400	\$4.76

Sev	Need Item	Selected Alternative	Component Name	Class of Work (Scope)	Location
●	(3.3.3.1) Sidewall System	Block Veneer - Replacement	Block Veneer - Replacement	Level 1 Alt: Block Veneer - Replacement	All buildings
🔥	(3.3.4.2) Low Slope/Flat Roofs	Repair Sub-Floor at Flower Deck Secondary Access Entry (Critical Repair)	Repair Sub-Floor at Flower Deck Secondary Access Entry (Critical Repair)	Repair Sub-Floor at Flower Deck Secondary Access Entry	Flower Deck

3. REPAIR NEEDS

This table displays every Component that requires an immediate repair. Use the Scroll Bar beneath the table to view information about Components. For each Component, the following information is displayed:

- Severity – This indicates the severity of the repair need.

▲ = Critical Repair. This includes both Life Safety and Accessibility Remedies.

🔥 = Life Safety Remedy for a Critical Repair

♿ = Accessibility Remedy for a Critical Repair

● = Non-Critical Repair

- Need Item
- Selected Alternative
- Component Name
- Class of Work (Scope)
- Location
- Quantity Unit of Measure
- Unit Cost
- Total Cost
- Months to Complete
- Detailed Description, Accessibility Compliance

Filters – Clicking on a filter column will narrow down the immediate repair table results and only display Components that match the filter.

VALIDATION VIEW — FUTURE NEEDS REPORT

Assessment EntryValidation

Flags

Severe8

Warnings16

Informational1

Repair Needs

Critical Repairs0

Life Safety0

Accessibility0

Non-Critical Repairs1

Future Needs

Financial Sched. & Est. Period Recap

FUTURE NEEDSExpand

2

3

All YearsYears 0-10Years 10+

Component Type	Selected Alternative	RUL	EUL	Quantity	Unit of Measure
3.3.2.8 Exterior Doors & Entry Systems					
3.3.2.8 5068 Balcony sliding doors	Storm/Screen Doors		30	190	Each
3.3.3.1 Sidewall System					
N/A					
3.3.3.2 Windows					
N/A					
3.3.4.1 Sloped Roofs					
N/A					
3.3.4.2 Low Slope/Flat Roofs					
N/A					
3.3.4.3 Roof Drainage, Trim & Accessories					
N/A					
3.4 Mech.-Elect.-Plumbing					
3.4.1.1 Water Supply and Waste Piping					
N/A					
3.4.1.2 Domestic Water Heating					

1

- 1 FUTURE NEEDS TABLE
- 2 EXPAND/COLLAPSE VIEW
- 3 SELECT YEAR RANGE

FUTURE NEEDS Expand

All Years Years 0-10 Years 10+

Component Type	Selected Alternative	RUL	EUL	Quantity	Unit of Measure
3.3.2.8 Exterior Doors & Entry Systems					
3.3.2.8 5068 Balcony sliding doors	Storm/Screen Doors		30	190	Each
3.3.3.1 Sidewall System					
N/A					
3.3.3.2 Windows					
N/A					
3.3.4.1 Sloped Roofs					
N/A					
3.3.4.2 Low Slope/Flat Roofs					
N/A					
3.3.4.3 Roof Drainage, Trim & Accessories					
N/A					
3.4 Mech.-Elect.-Plumbing					
3.4.1.1 Water Supply and Waste Piping					
N/A					
3.4.1.2 Domestic Water Heating					

1

1. FUTURE NEEDS TABLE

This table contains cost data for every Component that will require future replacement within a certain number of years as defined by the agency (typically 20 years).

Each Component with future needs will be listed under its Component Type ("N/A" indicates no Component under that particular Component Type) and will list the following information. You may need to use the scroll bars to see all the table rows and columns:


- Component Type
- Selected Alternative
- RUL
- EUL
- Quantity
- Unit of Measure
- Unit Cost
- One-Time Sub-Total – This is the total cost of replacing the Component.
- Yearly Costs – The remaining columns break down the total cost by year. The costs in each year column represent the cost of replacing that Component for only that specific year. The yearly costs are calculated based on the EUL.

FUTURE NEEDS Collapse

All Years Years 0-10 Years 10+

Component Type	Selected Alternative	RUL	EUL	Quantity	Unit of Measure	Unit Cost	One-Time Sub-Total	Year 0	Year 1
3.3.2.8 Exterior Doors & Entry Systems									
3.3.2.8 5068 Balcony sliding doors	Storm/Screen Doors		30	190	Each	\$200.00	\$38,000.00		
3.3.3.1 Sidewall System									
N/A									
3.3.3.2 Windows									
N/A									
3.3.4.1 Sloped Roofs									
N/A									
3.3.4.2 Low Slope/Flat Roofs									
N/A									
3.3.4.3 Roof Drainage, Trim & Accessories									
N/A									
3.4 Mech.-Elect.-Plumbing									
3.4.1.1 Water Supply and Waste Piping									
N/A									
3.4.1.2 Domestic Water Heating									



In the example below, the carpet has an EUL of 6 years, and had an RUL of 1 year at the time of inspection. The carpet's RUL expired after year 0, so the initial replacement cost is shown to be incurred in year 1. Since the EUL of the replacement carpet was also 6 years, the next cost occurred on year 7.


FUTURE NEEDS Expand  **2**

All Years Years 0-10 Years 10+

Component Type	Selected Alternative	RUL	EUL	Quantity	Unit of Measure
3.3.2.8 Exterior Doors & Entry Systems					
3.3.2.8 5068 Balcony sliding doors	Storm/Screen Doors	30	190	Each	

2. EXPAND/COLLAPSE VIEW

Click the  and  symbols to expand and collapse your view of the table.

FUTURE NEEDS Expand  **3**

All Years Years 0-10 Years 10+

Component Type	Selected Alternative	RUL	EUL	Quantity	Unit of Measure
3.3.2.8 Exterior Doors & Entry Systems					
3.3.2.8 5068 Balcony sliding doors	Storm/Screen Doors	30	190	Each	

3. SELECT YEAR RANGE

Click "All Years," "Years 0-10," and "Years 10+" to view only the selected range in the future needs table.

VALIDATION VIEW — FINANCIAL SCHEDULE REPORT

Assessment EntryValidation

Flags

Severe0

Warnings55

Informational5

Repair Needs

Critical Repairs3

Life Safety2

Accessibility1

Non-Critical Repairs2

Future Needs50

Financial Sched. & Est. Period Recap

Reports

FINANCIAL SCHEDULEExpand

	Year 01	Year 02	Year 03	Year 04	Year 05	Year 06	Year 07	Year 08
Calendar Year	2021	2022	2023	2024	2025	2026	2027	2028
Beginning Balance	\$210,000	\$232,900	\$256,447.7	\$281,937.49	\$308,242.49	\$325,984.3	\$353,406.09	\$381,937.49
Interest Income	\$2,100	\$2,329	\$3,846.72	\$4,229.06	\$4,623.64	\$4,889.76	\$5,301.09	\$5,712.42
Annual Deposit	\$21,000	\$21,420	\$21,848.4	\$22,285.37	\$22,731.08	\$23,185.7	\$23,649.41	\$24,123.12
Uninflated Needs (Withdrawal)	\$200	\$200	\$200	\$200	\$9,000	\$600	\$200	\$200
Inflated Needs (Withdrawal)	\$200	\$201.3	\$205.33	\$209.43	\$9,612.9	\$653.67	\$222.25	\$226.36
Ending Balance	\$232,900	\$256,447.7	\$281,937.49	\$308,242.49	\$325,984.3	\$353,406.09	\$382,134.34	\$411,937.49
Required Minimum Balance	\$1,580	\$1,590.27	\$1,622.08	\$1,654.52	\$1,687.61	\$1,721.36	\$1,755.79	\$1,790.22
Interest Rate on Balance	1%	1%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Inflation Rate on Deposit	0%	2%	2%	2%	2%	2%	2%	2%
Inflation Rate on Capital Needs	0%	0.65%	2%	2%	2%	2%	2%	2%
RFRR Deposit / Unit / Year	\$250	\$255	\$260.1	\$265.3	\$270.61	\$276.02	\$281.54	\$287.06
Inflated Needs / Unit / Year	\$2.38	\$2.4	\$2.44	\$2.49	\$114.44	\$7.78	\$2.65	\$2.7

Estimate Period Recap

	Total	\$/Unit
Total Deposits [all sources] to RFR Escrow	\$858,822	\$10,224
Years in Estimate Period	20	
Initial Deposit	\$210,000	\$2,500
Total Future Annual Deposits	\$510,245	\$6,074
Total Interest Income	\$138,577	
Total Uninflated Future Needs	\$31,600	\$376
Total Inflated Future Needs [withdrawals]	\$38,182	\$455
Estimated Period Ending Balance	\$820,640	\$9,770

1st Year Annual Deposit/Unit	\$250
Lowest RFR Balance Year	1
Lowest RFR Balance \$/Unit	\$2,773
Last Year Ending Balance Deficiency \$/Unit	\$0
Suggested Add to ADRR \$/Unit	\$0
Highest RFR Balance Year	20
Highest RFR Balance \$/Unit	\$9,770

FINANCIAL SCHEDULE

Expand

1

	Year 01	Year 02	Year 03	Year 04	Year 05	Year 06	Year 07	Y
Calendar Year	2021	2022	2023	2024	2025	2026	2027	
Beginning Balance	\$210,000	\$232,900	\$256,447.7	\$281,937.49	\$308,242.49	\$325,984.3	\$353,406.09	\$38
Interest Income	\$2,100	\$2,329	\$3,846.72	\$4,229.06	\$4,623.64	\$4,889.76	\$5,301.09	\$
Annual Deposit	\$21,000	\$21,420	\$21,848.4	\$22,285.37	\$22,731.08	\$23,185.7	\$23,649.41	\$
Uninflated Needs (Withdrawal)	\$200	\$200	\$200	\$200	\$9,000	\$600	\$200	
Inflated Needs (Withdrawal)	\$200	\$201.3	\$205.33	\$209.43	\$9,612.9	\$653.67	\$222.25	
Ending Balance	\$232,900	\$256,447.7	\$281,937.49	\$308,242.49	\$325,984.3	\$353,406.09	\$382,134.34	\$41
Required Minimum Balance	\$1,580	\$1,590.27	\$1,622.08	\$1,654.52	\$1,687.61	\$1,721.36	\$1,755.79	
Interest Rate on Balance	1%	1%	1.5%	1.5%	1.5%	1.5%	1.5%	
Inflation Rate on Deposit	0%	2%	2%	2%	2%	2%	2%	
Inflation Rate on Capital Needs	0%	0.65%	2%	2%	2%	2%	2%	
RFRR Deposit / Unit / Year	\$250	\$255	\$260.1	\$265.3	\$270.61	\$276.02	\$281.54	
Inflated Needs / Unit / Year	\$2.38	\$2.4	\$2.44	\$2.49	\$114.44	\$7.78	\$2.65	

1. FINANCIAL SCHEDULE

This table contains a schedule of annual deposits to the Reserve for Replacement (RfR) account, balances, and withdrawals for each year in the estimate period, based on the CNA Preparer's assumptions and the Submitter's decisions. This table can be used to project future costs and to ensure that there are enough funds available to meet the required minimum balance for each year.

2. ESTIMATE PERIOD RECAP

This table contains an overall summary of RfR deposits, balances, and withdrawals for the entire estimate period, assuming that all of the physical issues of the property listed under Components, Alternatives, and Recommendations are addressed. Note that the Financial Schedule builds in interest earned in the RfR account and inflation factors.

Estimate Period Recap

2

	Total	\$/Unit
Total Deposits [all sources] to RfR Escrow	\$858,822	\$10,224
Years in Estimate Period	20	
Initial Deposit	\$210,000	\$2,500
Total Future Annual Deposits	\$510,245	\$6,074
Total Interest Income	\$138,577	
Total Uninflated Future Needs	\$31,600	\$376
Total Inflated Future Needs [withdrawals]	\$38,182	\$455
Estimated Period Ending Balance	\$820,640	\$9,770
1st Year Annual Deposit/Unit	\$250	
Lowest RfR Balance Year	1	
Lowest RfR Balance \$/Unit	\$2,773	
Last Year Ending Balance Deficiency \$/Unit	\$0	
Suggested Add to ADRR \$/Unit	\$0	
Highest RfR Balance Year	20	
Highest RfR Balance \$/Unit	\$9,770	
Lowest Withdrawal Year	1	
Highest Withdrawal Year	17	

APPENDICES

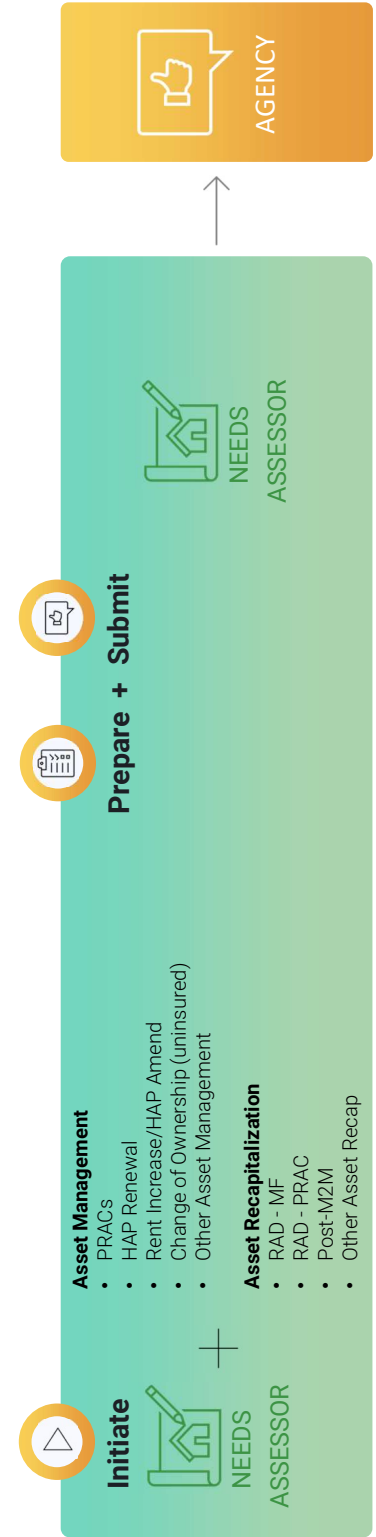
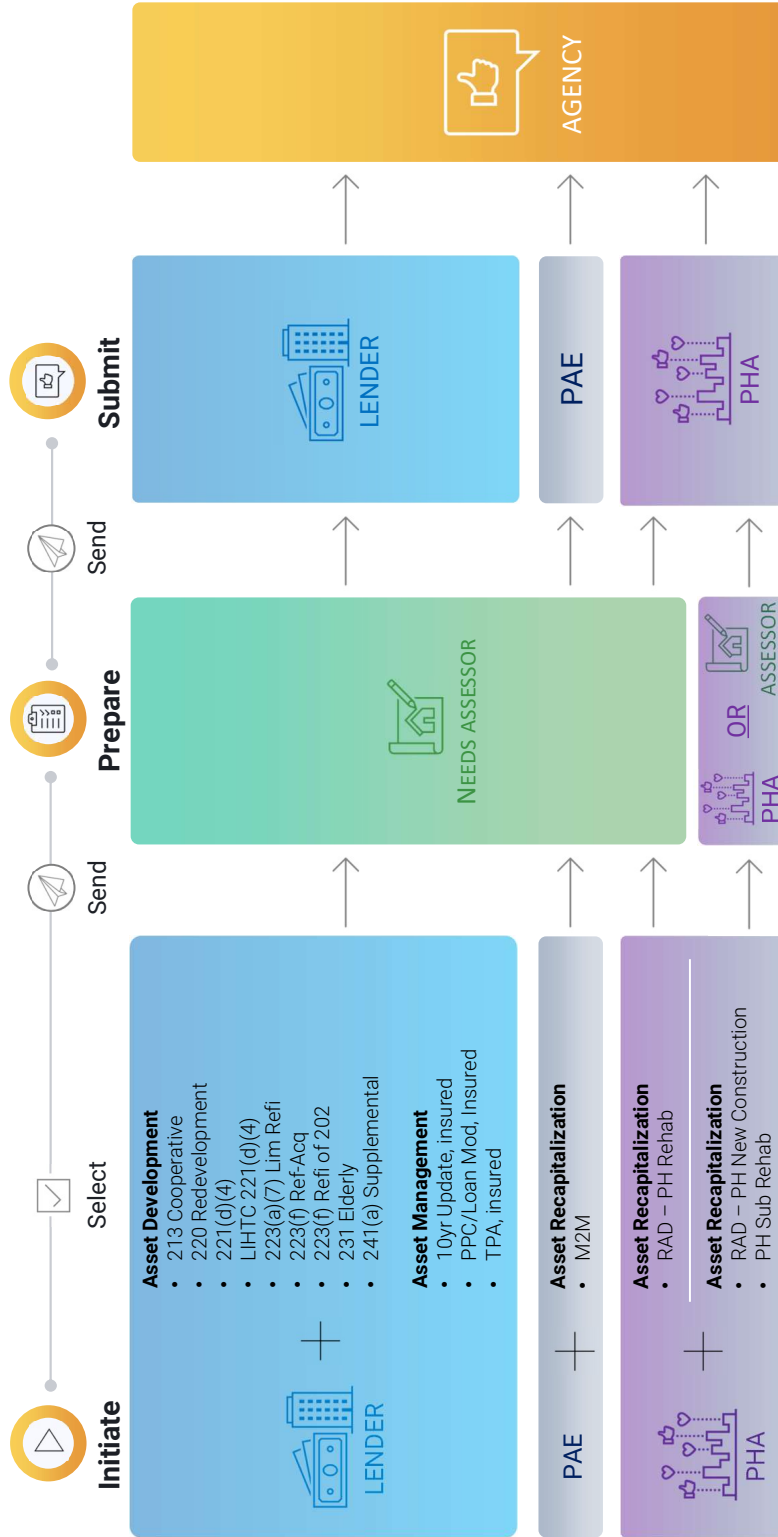


APPENDIX A

USER PATH MATRIX

The User Pathways provide a framework for anyone who touches the CNA and determines the user's responsibilities. The design of version 3.0 of the CNA e-Tool is predicated on the "User Path" approach—meaning, who the user is, the CNA type, and the HUD program for which the CNA is being prepared determine the following:

- What information is requested on the screens
- What screens the user can view
- What screens users may edit and what screens require data entry from the user
- Who can submit a completed CNA to the Approving Agency



APPENDIX B

DATA ENTRY PROCESS

The process of entering data into the CNA e-Tool generally occurs in phases. This section demonstrates which CNA e-Tool screens are completed during each phase for a typical CNA.

The image below shows which screens are *generally* completed during each phase of the process. These phases are merely suggestions. Different agencies may decide to use different processes.

The screenshot displays the 'Assessment Entry' tab of the CNA e-Tool. On the left is a sidebar menu with radio buttons for various screens: CNA Summary, Assessment Scope, Participants, Sites, Unit Types, Buildings, Units & Common Spaces, Parking, Utility Types & Rates, Units Inspected, Components, Alts & Recs, Narratives & Attachments, Financial Factors, and Repair Replace Decisions. The main area shows the 'CNA SUMMARY' screen with fields for 'Choose CNA', 'Approving Agency' (HUD), 'FHA # (Format ###-####)' (133-1111), 'Property Information' (Property Name, Test Severe Flag 1, Property Street, 8020 Broad St, City, New York, State, NY - New York), and 'Property Contact' (Purchaser, Randall Inc). Four colored callout boxes with arrows indicate activity phases: a red box for Pre-Site activities (CNA Summary, Assessment Scope, Participants, Sites, Unit Types, Buildings, Units & Common Spaces, Parking); a green box for On-Site activities (Units Inspected); a purple box for Post-Site activities (Components, Alts & Recs, Narratives & Attachments); and a yellow box for Financial Planning activities (Financial Factors, Repair Replace Decisions).

Pre-Site activities should incorporate the following:

- CNA Summary
- Assessment Scope
- Participants
- Sites
- Unit Types
- Buildings
- Units & Common Spaces
- Parking

On-Site activities should include the following:

- Units Inspected

Post-Site activities should include the following:

- Components, Alts & Recs
- Narratives & Attachments

Financial Planning activities should include the following:

- Financial Factors
- Repair Replace Decisions

PRE-SITE

Pre-site screens describe the property's basic characteristics. The CNA Summary screen must be completed by the **CNA Submitter**, which is generally the Lender, PAE, or PHA.

The CNA Summary screen is completed when the CNA is first initiated. The **CNA Preparer**, which is usually the Needs Assessor or PHA, generally completes the rest of the Pre-Site screens with information obtained by the property owner, property manager, and Lender.

These screens may be updated or modified based on observations made at the site throughout the process.

ON-SITE

On-Site screens are usually completed by the **CNA Preparer** during the site visit.

The Needs Assessor meets the owner and/or the Owner's designee at the site visit. Others, such as architects and engineers, may participate as well. Note that it may be possible and desirable to complete some screens and/or fields designated as On-Site prior to arrival at the site (for example, the random selection of units to be inspected should be identified in advance of the site visit).

POST-SITE

Post-Site screens are usually completed by the **CNA Preparer** during or after the site visit. The Preparer completes the rest of his/her portion of the CNA Assessment tool, validates the CNA, and corrects any issues identified during validation. Note that the CNA may be validated at any time during its preparation, but it must be validated during this phase.

FINANCIAL SCREENS

Financial screens, including Financial Factors and Repair Replace Decision, are usually completed by the **CNA Submitter** once the CNA is sent to the Submitter by the Preparer.

APPENDIX C

DATA ENTRY BY ROLE

This chart outlines which screens may be edited by CNA participants with specific user roles.

- **Submitter** – This can be either the Lender, PAE, or PHA
- **Preparer** – This can be either the Needs Assessor or PHA

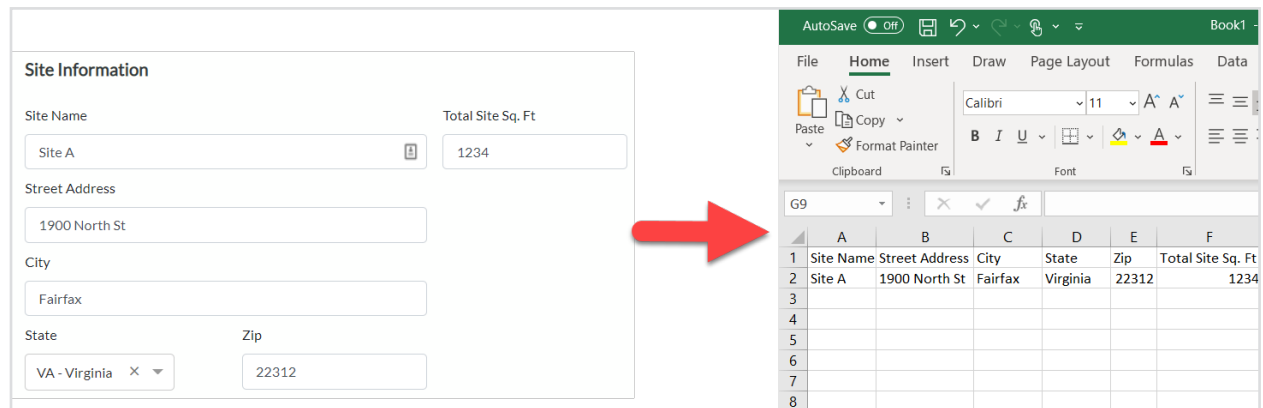
Section	Phase	Who Can Edit
CNA Summary	Pre-Site	Submitter
Assessment Scope	Pre-Site	Preparer
Participants	Pre-Site	Preparer
Sites	Pre-Site	Preparer
Unit Types	Pre-Site	Preparer
Buildings	Pre-Site	Preparer
Units & Common Spaces	Pre-Site	Preparer
Parking	Pre-Site	Preparer
Units Inspected	On-Site	Preparer
Components, Alts & Recs	Post-Site	Preparer
Narratives & Attachments	Post-Site	Preparer
Financial Factors	Financial Planning	Submitter
Repair Replace Decisions	Financial Planning	Submitter

APPENDIX D

COPY AND PASTE

The CNA e-Tool v.3.0 includes Copy and Paste functions, which should improve the ease with which a user can enter large chunks of data into a CNA. The Copy and Paste functions allow you to add, edit, and delete data using Excel® or other similar spreadsheet programs. Copying data from a CNA screen will turn each data field into a cell in a spreadsheet. You can then edit, add, or delete data in the spreadsheet. Once you have made all of the edits, you can paste the data back into the CNA e-Tool.

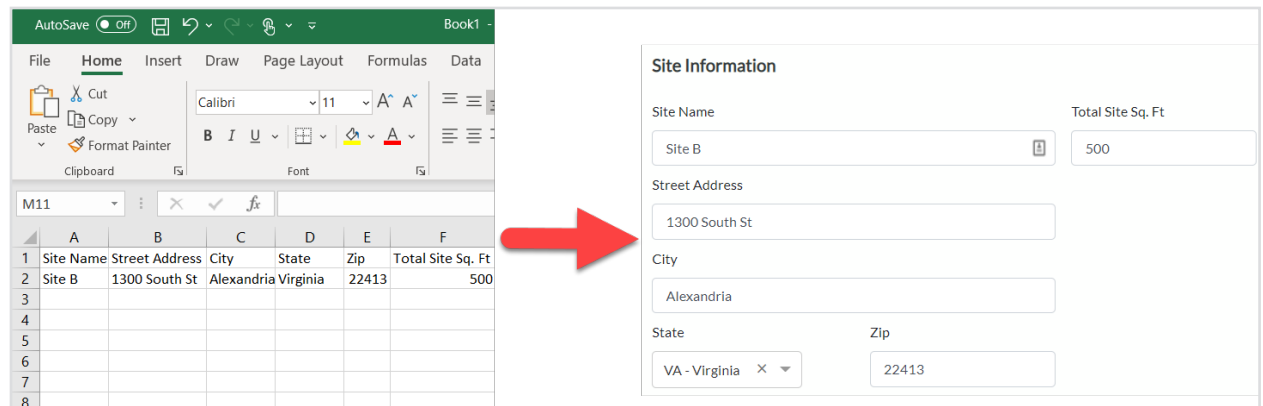
COPY DATA OUT



The diagram illustrates the 'COPY DATA OUT' process. On the left is the 'Site Information' form with fields for Site Name, Street Address, City, State, Zip, and Total Site Sq. Ft. On the right is an Excel spreadsheet with a table containing the same data. A red arrow points from the form to the spreadsheet.

	A	B	C	D	E	F
1	Site Name	Street Address	City	State	Zip	Total Site Sq. Ft
2	Site A	1900 North St	Fairfax	Virginia	22312	1234
3						
4						
5						
6						
7						
8						

PASTE DATA IN




The diagram illustrates the 'PASTE DATA IN' process. On the left is an Excel spreadsheet with a table containing data for Site B. On the right is the 'Site Information' form with the same data entered. A red arrow points from the spreadsheet to the form.

	A	B	C	D	E	F
1	Site Name	Street Address	City	State	Zip	Total Site Sq. Ft
2	Site B	1300 South St	Alexandria	Virginia	22413	500
3						
4						
5						
6						
7						
8						

VERIFY PASTED DATA

When you paste data in, you will have the opportunity to review the data before saving the changes. All data will be listed in a Verify Pasted Data table:

- Deleted data will appear under "Items Pending Delete" noted by a  symbol.
- New rows will be **highlighted in green**.
- Edited data within existing rows will not be highlighted, so review all data carefully.

HUD USDACNA eTool Home Signed In as ELAST - MCNT15 (MCNT15)

Verify Pasted Site Data X

Review the data below and submit to apply your changes.

▼ Items Pending Delete

● Site B


	Site Name	Street Address	City	State	Zip	Total Site Sq. Ft.
1	Site A	100 West ST	Fairfax	Virginia	23415	1000
2	Site C	1500 South St	Alexandria	Virginia	54322	750

Cancel Submit

Currently, the Copy and Paste function is available for only the following sections.

- Sites
- Buildings
- Units
- Common Spaces
- Units Inspected
- Components
- Alternatives
- Recommendations
- Narratives & Attachments

TO USE THE COPY AND PASTE FEATURE:

1. Go to the selected section, click the  icon, and select “Copy Data (Out)” to copy the section’s data into your computer’s built-in clipboard. Notification in the green box at the bottom will indicate successful copying of data into the clipboard.

UNITS INSPECTED (9) Add New Inspection Sample 


Site	Building	Unit Type	Unit #	Occupancy Status	
Single site	A	2BR2ba A	1	Occupied	Inspected

Copy Data (Out)
Paste Data (In)

- Open the spreadsheet (e.g., Excel) and paste the data into the workbook (Ctrl-v). The pasted data will be organized into columns and rows automatically.

Successfully copied to clipboard. Ready to paste into a spreadsheet. ✕

Unit Num	Site Name	Building N	Unit Type	Unit Floor	Ground Flc	Occupancy	Inspection	Fair Hsg Ac	Accessible	Fair Hsg Ac	Accessible	504/UFAS	Comments
1	Single site	A	2BR2ba A	1	Yes	Occupied	Inspected	N	Y	No	Yes	None	
9	Single site	A	2BR2ba A	3	No	Occupied	Inspected	N	Y	No	No	None	
7	Single site	A	2BR2ba B	2	No	Occupied	Inspected	N	Y	No	No	None	
2	Single site	B	1BR1ba	1	Yes	Occupied	Inspected	N	Y	No	Yes	None	
3	Single site	C	2BR2ba B	1	Yes	Occupied	Inspected	Y	Y	Yes	Yes	None	
11	Single site	C	2BR2ba B	3	No	Occupied	Inspected	N	Y	No	No	None	
5	Single site	C	2BR2ba A	2	No	Occupied	Inspected	N	Y	No	No	None	
10	Single site	B	1BR1ba	3	No	Occupied	Inspected	N	Y	No	No	None	
6	Single site	B	3BR2ba	2	No	Occupied	Inspected	N	Y	No	No	None	

- Add, edit, or delete data in the workbook.
 - Add** – Enter new data into the first blank row of data in the workbook.
 - Edit** – Modify data in individual cells on existing rows of data. *Note: If you modify key data fields, such as the name, the CNA e-Tool will interpret this as a new row of data rather than an edit of an existing field. The key data fields are usually located in the first column of the workbook.*
 - Delete** – Delete a row of data to remove that data. *Note: Removing data may also remove dependency data. For example, deleting a site will delete all buildings associated with that site.*
- Highlight the entire workbook, including the column headers (row 1) and copy the data into your computer's clipboard (Ctrl-c). *Note: You must highlight all data for it to be included. Any data that is not copied back into the CNA e-Tool will be deleted.*
- Return to the CNA e-Tool, click the  icon, and select "Paste Data (In)" to enter the data into the system.
- A "Verify Pasted Component Data" window will appear that shows all of the data being pasted in:
 - New rows of data are highlighted in green.

CNA eTool

Home

Search by: (FAS) - M/N/E (15, 04/2/21) (3)

Verify Pasted Component Data

Review the data below and submit to apply your changes.

3	3068 steel clad form, ph 1.1	Building Frame & Envelope (3.3.2.8)	Unit Entry Door, Exterior, solid wood/metal clad (3.3.2.8.1)	1991	Building A	175	Each	120	N/A	9/26/2018	27	TRUE	25	30	3	10	10	5.83
4	Clubhouse stone, great rm, office	Interior-Common Areas (3.7.1)	Finished walls, ceilings, floors (3.7.1.1)	1991	Clubhouse	15	Square Feet	2000	N/A	9/26/2018	27	TRUE	40	50	23	46	46	0.3
5	Clubhouse locker room, restrooms, fans no light	Interior-Common Areas (3.7.1)	Specialties (3.7.1.4) Bath/kitchen vent/haust fans - Common (3.7.1.4.7)	2009	Clubhouse	100	Each	6	Common Electricity (Denser)	9/26/2018	9	TRUE	15	15	6	40	40	61.67
6	Refrigerator	Interior-Dwelling Units (3.7.2)	Appliances (3.7.2.3) Refrigerator/freezer (3.7.2.3.1)	2000	Building A	300	Each	10	Tenant Electricity (Tenant)	9/26/2018	18	TRUE	12	15	0	0	0	27.67
7	Test copy paste 1	Interior-Dwelling Units (3.7.2)	Appliances (3.7.2.3) Refrigerator/freezer (3.7.2.3.1)	2000	Building A	300	Each	10	Tenant Electricity (Tenant)	9/26/2018	18	TRUE	12	15	0	0	0	27.67

Cancel


Submit

b. Data pending deletion will appear above the other data with a  symbol.

Verify Pasted Component Data

Review the data below and submit to apply your changes.

▼ Items Pending Delete

 Test copy paste 1

Component Name	Need Category	Need Item	Component Type	Year Installed	Location	Original Unit Cost	Unit of Measure	Quantity	Type of Utility	Usage/Year	Assessed BUL	Assessed BUL Comments	Chb Effective Date	Assessed Chb Effective Date	Filter Indicator	Standard EUL Family	Standard EUL Bidch	Standard BUL	Standard BUL-EUL	Assessed BUL-EUL	Annual Total Cost of Operator
1 3068 Bakery sliding doors	Building Frame & Envelope (3.0)	Exterior Doors & Entry Systems (3.3.2.8)	Sliding Glass Doors (3.3.2.8.5)	1993	Building A	800	Each	190	N/A				8/26/2018	25	TRUE	25	30	5	17	17	26.67
2 3068 Patio slider doors-FHA violation	Building Frame & Envelope (3.0)	Exterior Doors & Entry Systems (3.3.2.8)	Sliding Glass Doors (3.3.2.8.5)	1993	Building A	800	Each	64	N/A				8/26/2018	25	TRUE	25	30	5	17	17	26.67
3 3068 steel clad foam	Building Frame & Envelope (3.0)	Exterior Doors & Entry Systems (3.3.2.8)	Unit Entry Door, Exterior, solid	1991	Building A	175	Each	120	N/A				8/26/2018	27	TRUE	25	30	3	10	10	5.83

Cancel Submit

c. Existing rows of data will appear in the table without any highlights. Any edits made in individual cells of these rows will not be highlighted, so review carefully.

Verify Pasted Component Data

Review the data below and submit to apply your changes.

▼ Items Pending Delete

 Test copy paste 1

Component Name	Need Category	Need Item	Component Type	Year Installed	Location	Original Unit Cost	Unit of Measure	Quantity	Type of Utility	Usage/Year	Assessed BUL	Assessed BUL Comments	Chb Effective Date	Assessed Chb Effective Date	Filter Indicator	Standard EUL Family	Standard EUL Bidch	Standard BUL	Standard BUL-EUL	Assessed BUL-EUL	Annual Total Cost of Operator
1 3068 Bakery sliding doors	Building Frame & Envelope (3.0)	Exterior Doors & Entry Systems (3.3.2.8)	Sliding Glass Doors (3.3.2.8.5)	1993	Building A	800	Each	190	N/A				8/26/2018	25	TRUE	25	30	5	17	17	26.67
2 3068 Patio slider doors-FHA violation	Building Frame & Envelope (3.0)	Exterior Doors & Entry Systems (3.3.2.8)	Sliding Glass Doors (3.3.2.8.5)	1993	Building A	800	Each	64	N/A				8/26/2018	25	TRUE	25	30	5	17	17	26.67
3 3068 steel clad foam	Building Frame & Envelope (3.0)	Exterior Doors & Entry Systems (3.3.2.8)	Unit Entry Door, Exterior, solid	1991	Building A	175	Each	120	N/A				8/26/2018	27	TRUE	25	30	3	10	10	5.83

Cancel Submit

d. If data is not pasted in with the correct format, it will appear as an error and will prevent the data from being pasted in. In this instance, “correct format” means the correct order of column headers as well as any required fields (fields that cannot be left blank).

Verify Pasted Component Data


Review the data below and submit to apply your changes.

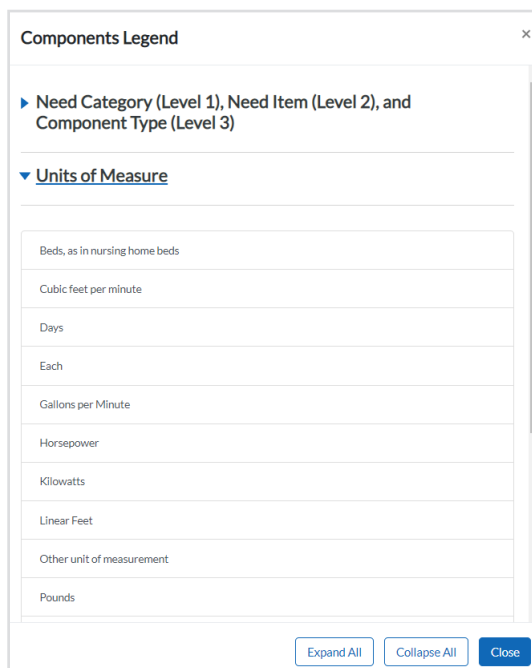
▼ Issues with pasted data

- ▲ Column 'Year Installed', Row 7: A value is required.
- ▲ Column 'Location', Row 7: A value is required.
- ▲ Column 'Original Unit Cost', Row 7: A value is required.
- ▲ Column 'Unit of Measure', Row 7: A value is required.
- ▲ Column 'Quantity', Row 7: A value is required.
- ▲ Column 'Type of Utility', Row 7: A value is required.
- ▲ Column 'Usage/Year', Row 7: A value is required.

7. If all data looks correct, click “Submit.” This will overwrite the existing data in the assessment.

TIPS FOR USING COPY AND PASTE

- If a row of data is deleted, all dependent data will also be deleted. For example, if Building 1 is associated to Site A, then deleting Site A will delete all the data entered for Building 1.
- When editing the data in a spreadsheet, do not add to or remove from the default columns/headers created when the data was first pasted in from the CNA e-Tool.
- In many instances, the data in each cell must be in the correct format with the correct wording. This is true for data fields with dropdown options in the CNA e-Tool. Use the “Legend” feature to copy a specific dropdown selection in the correct format. To do this:
 1. Click the  icon and select “Legend.”
 2. Click on the dropdown field you want to select from—this will expand to show all possible dropdown selections for that field.
 3. Click on a specific selection to copy that to your computer’s clipboard.



Components Legend

► Need Category (Level 1), Need Item (Level 2), and Component Type (Level 3)

▼ Units of Measure

- Beds, as in nursing home beds
- Cubic feet per minute
- Days
- Each
- Gallons per Minute
- Horsepower
- Kilowatts
- Linear Feet
- Other unit of measurement
- Pounds

Expand All Collapse All Close

- All required fields must be filled in for each row.
- Modifying key data fields, such as the name, will cause the CNA e-Tool to interpret this as a new row of data rather than an edit to an existing field.

COMPONENTS, ALTERNATIVES, AND RECOMMENDATIONS

Components, Alternatives, and Recommendations each have their own copy and paste functions. In other words, each of these three sections should be treated separately when using copy and paste. Each section should be copied and pasted into its own Excel workbook. When using copy and paste for Components, Alternatives, and Recommendations, be mindful of the dependencies among those three sections. Each Recommendation must be linked to an Alternative, and each Alternative must be linked to a Component.

Components

Copy Data (Out)

Paste Data (In)

Legend

→

A	B	C	D
1	Component	Need Category	Need Item
2	5068 Balco	(3.3)	Bulkhead (3.3.2.8) E (3.3.2.8.3)
3	5068 Balco	(3.3)	Bulkhead (3.3.2.8) F (3.3.2.8.5)
4	5068 Balco	(3.3)	Bulkhead (3.3.2.8) G (3.3.2.8.1)
5	Chubbhouse	(3.7.1)	Inte (3.7.1.1) F (3.7.1.1.6)
6	Chubbhouse	(3.7.1)	Inte (3.7.1.1) S (3.7.1.1.7)
7	Refrigerator	(3.7.2)	Inte (3.7.2.3) A (3.7.2.3.1)
8	Test case	(3.7.2)	Inte (3.7.2.3) A (3.7.2.3.1)

Alternatives

Copy Data (Out)

Paste Data (In)

Legend

→

A	B	C	D
1	Component	Alternative	Comment
2	Energy	FTI	Energy (3.7.2) Inte
3	Regular	Ra	Regular (3.7.2) Inte
4	5068 Balco	Storm/Scr	Sliding door (3.3)

Recommendations

Copy Data (Out)

Paste Data (In)

Legend

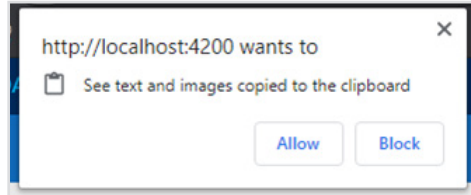
→



A	B	C	D
1	Component	Alternative	Action
2	5068 Balco	Storm/Scr	Sliding door
3			
4			

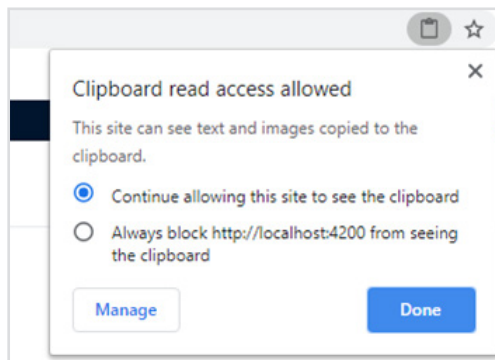
IMPORTANT NOTE ABOUT ENABLING THE CLIPBOARD FEATURE IN CHROME

In order to use the Paste feature in CNA e-Tool v.3.0, you need to ensure that the clipboard is enabled in Chrome.

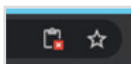
1. The first time you use the Paste function, a pop-up will appear, as shown below, in which Chrome will ask your permission to use the clipboard feature.
 - a. Click “Allow” to use this feature.
 - b. Chrome will then always allow this function for CNA v.3.0 going forward.



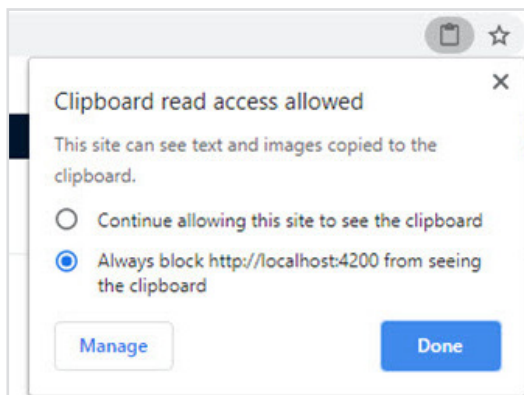
2. When logged into the CNA e-Tool, you can check to ensure that the tool has access to the clipboard. To do this, after you click the Paste function, look at the right side of the URL bar. You should see a  icon.
 - a. FYI: Clicking the  icon also gives you the ability to turn off access to the clipboard for CNA v.3.0. **Do not do this!**



3. However, if you blocked the clipboard read access or accidentally turned it off, when you click on the Paste function, you will see this icon:



4. Click the icon to turn clipboard access back on.



APPENDIX E

HOW TO RESUBMIT RETURNED CNAs

When a CNA is returned by HUD in the CNA e-Tool, the returned CNA and its data become a permanent record in the database. Practically speaking, that means that a returned version (indicated by the CNA's particular Assessment ID) cannot be edited. In order to make any revisions or edits, a new version of the CNA must be created.

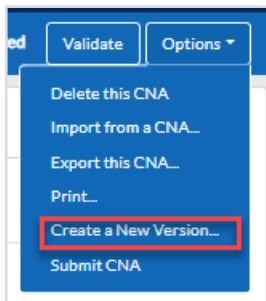
WHERE TO FIND RETURNED CNAs

A "Returned" CNA is sent to the original Submitter and will appear in the Submitter's Dashboard, "My Desk". It will be marked with the red warning icon [!].

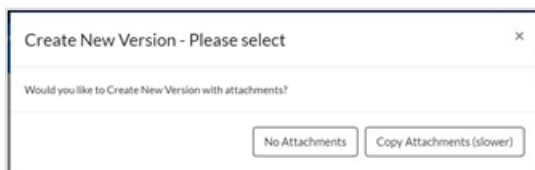
HOW TO EDIT RETURNED CNAs

A returned CNA cannot be edited directly. A new version of it must be created in order to edit the data.

1. Go to "Options" and select "Create a New Version."



2. A prompt will come up, asking if you would like to copy all the existing attachment files into the new version. Copying all the attachments will take longer, but you will retain all the uploaded files from the original returned CNA.



3. Once confirmed, take note of the Assignment ID and locate the duplicated CNA in your Dashboard under "My Desk."

Note: The Property Name is auto-appended with "... (Last Name, First Initial, last 4 digits of the original CNA Assessment ID)." This is to help you keep track of different versions of the CNA created on your Dashboard. Don't forget to delete this appended text from the Property Name prior to submitting it to HUD.

<input type="checkbox"/>	2021-100026	Returned CNA Resubmission (ECNA IV, T.0025)
--------------------------	-----------------------------	--

WHO CAN EDIT THE CNA?

A newly created version of a returned CNA will retain the same Submitter and Preparer partnership. The CNA can only be sent to the original Needs Assessor who prepared it for editing the data.

DO FLAG COMMENTS NEED TO BE RE-ENTERED?

No, new versions of CNAs will retain all the previously entered flag response comments so long as the corresponding flags remain after the revision. If there are new flags generated with the edited data, new flag comments must be entered.

APPENDIX F

DATA FIELDS BY USER PATH

Some input fields will vary depending on the program, CNA type, agency, and Submitter. The tables below display which data fields appear for a given CNA. Each row represents a different “user pathway” (i.e., a program, CNA type, agency, and user) and each column represents a different data field. There are separate tables for the following input screens (all other input screens are identical for all user pathways):

- CNA Summary
- Assessment Scope
- Participants

To find the data fields that will show for your CNA, find the row for your HUD or USDA program on the leftmost column in the tables below.

LEGEND

n/a	Data item or query is not applicable to the user on this path. These queries may not appear in the User Interface (UI) for a user on this path.
o	Optional, value may be entered but is not required.
x	Data entry or user response needed and "correct" response is not predetermined by path, e.g., an ID # is required, but the particular sequence of numbers or characters is not known.
s	Data item mandatory at submission, but not prior to submission.
Condition = True, then x	Data item response required conditioned on response to prior query; e.g., if Intrusive Test = Yes, then type of test and name of provider.
Response supplied, e.g., "Yes"	Data entry is required but the value to be entered is known because of the path chosen and is therefore supplied. These queries may not appear in the UI for a user on this path.
Auto Fill	Data entry is needed but is auto-calculated by the user's prior entries, usually arithmetic calculations.

CNA SUMMARY

PROGRAM/PATH	CNA TYPE	AGENCY: SUBMITTE	Associated Agency	Property ID #	FHA #	AMAS #	RAD PIC #	Prop Name	Street	City	State	Zip
213 Cooperative	AD	HUD Lender		n/a	x	n/a	n/a	x	x	x	x	x
220-Redevelopment	AD	HUD Lender		o	s	n/a	n/a	x	x	x	x	x
221(d)(4)	AD	HUD Lender		o	s	n/a	n/a	x	x	x	x	x
LHIC 221(d)(4) Pilot	AD	HUD Lender		o	s	n/a	n/a	x	x	x	x	x
223(a)(7) Limited Refi	AD	HUD Lender		x	s	n/a	n/a	x	x	x	x	x
223(f) Refi-Acq	AD	HUD Lender		o	s	n/a	n/a	x	x	x	x	x
223(f) Refi of 202	AD	HUD Lender		x	s	n/a	n/a	x	x	x	x	x
231 Elderly	AD	HUD Lender		n/a	s	n/a	n/a	x	x	x	x	x
241(a) Supplemental	AD	HUD Lender		x	s	n/a	n/a	x	x	x	x	x
10 yr update, insured mtg	AM	HUD Lender		x	o	n/a	n/a	x	x	x	x	x
PPC/Loan Mod, insured mtg	AM	HUD Lender		x	o	n/a	n/a	x	x	x	x	x
TPA, assumption of insured mtg	AM	HUD Lender		x	o	n/a	n/a	x	x	x	x	x
M2M	AR	PAE		x	n/a	n/a	n/a	x	x	x	x	x
RAD-PH New Construction	AR	PHA		n/a	n/a	n/a	x	x	x	x	x	x
RAD-PH Sub Rehab	AR	PHA		n/a	n/a	n/a	x	x	x	x	x	x
RAD - PH Rehab	AR	PHA		n/a	n/a	n/a	x	x	x	x	x	x
PRACs	AM	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
HAP Renewal	AM	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
Rent Increase/HAP amend/mtr	AM	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
Change of Ownership Uninsure	AM	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
Other Asset Management	AM	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
RAD - MF	AR	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
RAD - PRAC	AR	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
Post-M2M	AR	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
Other Asset Recapitalization	AR	Assessor		x	n/a	n/a	n/a	x	x	x	x	x
As - Is	USDA	Assessor		n/a	n/a	x	n/a	x	x	x	x	x
As - Improved	USDA	Assessor		n/a	n/a	x	n/a	x	x	x	x	x
Post Rehab	USDA	Assessor		n/a	n/a	x	n/a	x	x	x	x	x
Construction/CN	USDA	Assessor		n/a	n/a	x	n/a	x	x	x	x	x
NONE	NONE	NONE		n/a	n/a	n/a	n/a	x	x	x	x	x

CNA SUMMARY (CONTINUED)

PROGRAM/PATH	CNA TYPE	AGENCY	SUBMITTE	Contact Name	Contact Street	Contact City	Contact St	Contact Zip	Contact Phone	Contact Email	Relinquish Ownership or Elderly/Fam	Far Asset	File Needs Assessor	Send Assessor
213 Cooperative	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
220 Redevelopment	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
221(d)(4)	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
LHFC 221(d)(4) Pilot	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
223(a)(7) Limited Refi	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
223(a) Refi-Acq	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
223(b) Refi of 202	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
231 Elderly	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
241(a) Supplemental	AD	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
10 yr update, insured mtg	AM	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
PPC/Loan Mod, insured mtg	AM	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
TPA, assumption of insured mtg	AM	HUD	Lender	x	x	x	x	x	x	x	x	x	Yes	Send
M2M	AR	HUD	PAE	x	x	x	x	x	x	x	x	x	Yes	Send
RAD-PH New Construction	AR	HUD	PHA	x	x	x	x	x	x	x	x	x	Yes	Send if AA32=Yes, or n/a if no
RAD-PH Sub Rehab	AR	HUD	PHA	x	x	x	x	x	x	x	x	x	Yes	Send if AA33=Yes, or n/a if no
RAD - PH Rehab	AR	HUD	PHA	x	x	x	x	x	x	x	x	x	Yes	Send
PRACs	AM	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
HAP Renewal	AM	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
Rent Increase/HAP amendment	AM	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
Change of Ownership Uninsure	AM	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
Other Asset Management	AM	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
RAD - MF	AR	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
RAD - PRAC	AR	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
Post-M2M	AR	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
Other Asset Recapitalization	AR	HUD	Assessor	x	x	x	x	x	x	x	x	x	Yes	n/a
As - Is	USDA	Assessor	x	x	x	x	x	x	x	x	x	x	Yes	n/a
As - Improved	USDA	Assessor	x	x	x	x	x	x	x	x	x	x	Yes	n/a
Post Rehab	USDA	Assessor	x	x	x	x	x	x	x	x	x	x	Yes	n/a
Construction CN	USDA	Assessor	x	x	x	x	x	x	x	x	x	x	Yes	n/a
NONE	NONE	NONE	NONE	x	x	x	x	x	x	x	x	x	n/a	n/a

ASSESSMENT SCOPE

PROGRAM/PATH	CINA TYPE	AGENCY	SUBMITTER	MSA-non MSA	Inspection or Construction	Completion	# Vacants	Unit Sample %	Intrusive Tests	Test & Retest	Estimate Prod # (Inex 20)	Energy Audit?	Energy Pro Name & Quals	Sensitive Thresholds
213 Cooperative	AD	HUD	Lender	x	x		n/a	n/a	n/a	n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
220-Redevelopment	AD	HUD	Lender	x	x		n/a	n/a	n/a	n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
221(d)(4)	AD	HUD	Lender	x	x		n/a	n/a	n/a	n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
LIHTC 221 (d)(4) Pilot	AD	HUD	Lender	x	x		n/a	n/a	n/a	n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
223(a)(7) Limited Refi	AD	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x
223(f) Refi-Acq	AD	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
223(f) refi of 202	AD	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
231 Elderly	AD	HUD	Lender	x	x		n/a	n/a	n/a	n/a	20	x	If Col L=Yes, then x; If Col L=No, then n/a	x
241(a) Supplemental	AD	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x
10 yr update, insured mtg	AM	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x	No	n/a	x
PPC/Loan Mod, insured mtg	AM	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x	No	n/a	x
TPA, assumption of insured mtg	AM	HUD	Lender	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	x	No	n/a	x
M2M	AR	HUD	PAE	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	Yes	x	x
RAD-PH New Construction	AR	HUD	PHA	x	x		n/a	n/a	n/a	n/a	20	Yes	x	x
RAD-PH Sub Rehab	AR	HUD	PHA	x	x		n/a	n/a	n/a	n/a	20	Yes	x	x
RAD - PH Rehab	AR	HUD	PHA	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	Yes	x	x
PRACS	AM	HUD	Assessor	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	Yes	If Col L=Yes, then x; If Col L=No, then n/a	x
Post-M2M	AR	HUD	Assessor	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	Yes	x	x
Other Asset Recapitalization	AR	HUD	Assessor	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	Yes	x	x
As - Is	USDA	USDA	Assessor	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	n/a	n/a	n/a
As - Improved	USDA	USDA	Assessor	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	n/a	n/a	n/a
Post Rehab	USDA	USDA	Assessor	x	x		x	x	x	If Col L=Yes, then x; If Col L=No, then n/a	20	n/a	n/a	n/a
Construction CNA	USDA	USDA	Assessor	x	x		n/a	n/a	n/a	n/a	20	n/a	n/a	n/a
NONE	NONE	NONE	NONE	0	x	0	x	x	0	0	x	x	If Col L=Yes, then x; If Col L=No, then n/a	0

PARTICIPANTS

[illegible]

APPENDIX G

CNA E-TOOL FIELD CHARACTER LIMITS

The table below includes the character limits of all user input fields in the CNA e-Tool. It also includes the minimum and maximum values and decimal places allowed, where applicable.

Assessment Section	Subsection (If Applicable)	User Input Field	Character Limit (Includes Decimal)	Minimum Value	Maximum Value	Decimal Places
CNA Summary		Property Name	100			
CNA Summary		FHA Number	9			
CNA Summary		USDA AMAS ID	9			
CNA Summary		RAD PIC Number	50			
CNA Summary		Property ID	9			
CNA Summary		Property Street Address	100			
CNA Summary		City	100			
CNA Summary		Zip	10			
CNA Summary		Firm Name	100			
CNA Summary		Firm Street Address	100			
CNA Summary		City	100			
CNA Summary		Zip	10			
CNA Summary		Contact Name	100			
CNA Summary		Firm Contact Phone	100			
CNA Summary		Firm Contact Email	100			
Participant		Firm Name	100			
Participant		Street Address	100			
Participant		City	100			
Participant		Zip	10			
Participant		Contact Name	100			
Participant		Phone	100			
Participant		Email	100			
Assessment Scope		Seismic SXS	17	0	999999999999	3
Assessment Scope		Seismic SX1	17	0	999999999999	3
Assessment Scope		Sample Percentage Question	8	0	100	4
Assessment Scope		Estimate Period Question	2	1	20	
Assessment Scope		Test Descriptions and Third Party Name/ Credentials	2000			
Assessment Scope		Enter Energy Professional's Firm & Personal Name(s) and Credentials	100			

Assessment Section	Subsection (If Applicable)	User Input Field	Character Limit (Includes Decimal)	Minimum Value	Maximum Value	Decimal Places
Assessment Scope		Reviewer Comments	2000			
Assessment Scope		MSA Question	1			
Assessment Scope		Vacant Units Question	10	0	2147483647	
Site		Site Name	200			
Site		Street Address	100			
Site		City	100			
Site		Zip	10			
Site		Total Site Sq. Ft	17	0	999999999999999	2
Site		Total Buildings	16	0	999999999999999	
Unit Type		Unit Type Name	200			
Unit Type		Sq. Ft	17	0	999999999999999	2
Unit Type		Bedrooms	5	0	32767	
Unit Type		Bathrooms	5	0	99	2
Unit Type		Shower Heads	5	0	32767	
Unit Type		Sinks/Laundry Hookups	5	0	32767	
Unit Type		Toilets	8	0	99999	2
Component, Alts & Recs	Component	Assessed RUL	4	-499	499	
Component, Alts & Recs	Component	Explain Assessed RUL, Existing Condition	2000			
Component, Alts & Recs	Component	Component Name	200			
Component, Alts & Recs	Component	Location	200			
Component, Alts & Recs	Component	Quantity	9	0	999999	2
Component, Alts & Recs	Component	Unit Cost	17	0	9999999999	6
Component, Alts & Recs	Component	Usage/Year	17	0	999999999999	
Component, Alts & Recs	Component	Year Installed	4	0	9999	
Parking		Improved Vehicular Surface Area (Sq. Ft)	13	0	9999999999	2
Parking		Open Spaces (inc. # Accessible)	10	0	2147483647	
Parking		Accessible Open Spaces	10	0	2147483647	
Parking		Carport Spaces (inc. # Accessible)	10	0	2147483647	
Parking		Accessible Carport Spaces	10	0	2147483647	

Assessment Section	Subsection (If Applicable)	User Input Field	Character Limit (Includes Decimal)	Minimum Value	Maximum Value	Decimal Places
Units & Common Spaces	Unit	Total Number of Units	5	1	32767	
Units & Common Spaces	Unit	Mobility-Impaired Units	5	0	32767	
Units & Common Spaces	Unit	Sensory-Impaired Units	5	0	32767	
Units & Common Spaces	Unit	Spaces Per Unit (inc. # Accessible)	5	0	32767	
Units & Common Spaces	Unit	Accessible Spaces Per Unit	5	0	32767	
Units & Common Spaces	Common Space	Common Space Name	100			
Units & Common Spaces	Common Space	Sq. Ft.	13	0	9999999999	2
Units & Common Spaces	Common Space	Shower Heads	5	0	32767	
Units & Common Spaces	Common Space	Toilets	5	0	32767	
Units & Common Spaces	Common Space	Faucets/Hookups	5	0	32767	
Units & Common Spaces	Common Space	Common Space Comments	2000			
Units & Common Spaces	Common Space	Spaces (inc. # Accessible)	5	0	32767	
Units & Common Spaces	Common Space	Accessible Spaces	5	0	32767	
Unit Inspected	Common Space	Unit Number	100			
Unit Inspected	Common Space	Comments	2000			
Utility Type and Rate		Utility Provider Name	100			
Utility Type and Rate		Utility Rate Per Unit	10	0	9999	5
Utility Type and Rate		As of Date	10			
Utility Type and Rate		Comments	2000			
Financial Factor		Initial Deposit to RfR	15	0	99999999999999	2
Financial Factor		Yr-1 Annual Deposit Per Unit	15	0	99999999999999	2
Financial Factor		Initial Rate	8	0	200	5
Financial Factor		Next Rate	8	0	200	5
Financial Factor		RY of Change	7	0	9999	2
Financial Factor		Submitter's comments RfR Funding Plan	2000			
Component, Alts & Recs	Recommendation	Months to Complete	5	0	32767	
Component, Alts & Recs	Recommendation	Duration	5	0	32767	

Assessment Section	Subsection (If Applicable)	User Input Field	Character Limit (Includes Decimal)	Minimum Value	Maximum Value	Decimal Places
Component, Alts & Recs	Recommendation	Location	200			
Component, Alts & Recs	Recommendation	Scope of Accessibility Compliance	100			
Component, Alts & Recs	Recommendation	Class of Work (Scope)	100			
Component, Alts & Recs	Recommendation	Detailed Comments	2000			
Decision		Months to Complete	5	0	32767	
Decision		Duration	5	0	32767	
Decision		Location	200			
Decision		Scope of Accessibility Compliance	100			
Decision		Class of Work (Scope)	100			
Decision		Detailed Comments	2000			
Component, Alts & Recs	Alternative	Alternative Name	200			
Component, Alts & Recs	Alternative	EUL Standard	5	1	32767	
Component, Alts & Recs	Alternative	Comments or explain changed component type and/or EUL	2000			
Component, Alts & Recs	Alternative	Quantity	10	0	2147483647	
Component, Alts & Recs	Alternative	Unit Cost	17	0	9999999999	6
Component, Alts & Recs	Alternative	Usage/Year	17	0	999999999999	4
Flag		Submitter Response	2000	0		
Flag		Reviewer Response	200	0		
Building		Building Name/Address	100			
Building		Year Built	4	0	9999	
Building		Year of Rehab	4	0	9999	
Building		Replace Cost of Building per Sq. Ft.	17	0	9999999999	6
Building		Source of Replacement Cost Data	100			
Building		Stories Above Grade	8	0	99999	2
Building		Stories Below Grade	8	0	99999	2
Building		Number of Elevators	5	0	32767	
Building		Foundation Comments	2000			
Building		Construction Type Comments	2000			