

How to Request an Unprotected Assessor Tool

HUD will provide an “unprotected” copy of the excel Assessment Tool template for the benefit of those users who wish to enhance their ability to “code to” the template as a means of incorporating their existing data sources for producing and storing Capital Needs Assessments (CNAs).

HUD will only provide this unprotected version to firm’s whose CEO or senior officer specifically requests it, and who agree not to share it.

The reason is that HUD will maintain a list of recipients. Any modified spreadsheets that result in errors or failures will not be diagnosed or assisted by HUD Help Desks or technical resources.

If a firm corrupts a template and shares it, other users may lose time and effort preparing a CNA that will not validate or submit, and HUD will not assist in diagnosing issues arising from modified spreadsheets.

If a firm asks for and receives an unprotected spreadsheet, the message sending you the spreadsheet will carry a disclaimer stipulating the following:

Disclaimer:

Note that you and/or your company are responsible for any failure or loss of data due to the use of a modified spreadsheet. The purpose of providing an unprotected spreadsheet is only to allow your company a better understanding of the coding to assist your programmers with preparing a companion software or spreadsheet (and is not for modifying what HUD has already published). If in the future, your company encounters problems while validating/submitted with an open Assessor Tool, HUD will not provide any troubleshooting support. Just like any other product, when the official sanctioned Assessor Tool posted on the CNA e-Tool webpage is altered in any way the warranty is gone. You also agree to not forward this email to anyone not your employee or agent.

After considering these conditions, if your firm desires an unprotected Assessment Tool template, please notify CNAaccess@hud.gov