# CNA E-TOOL USER GUIDE

## VERSION 3.0

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

# TABLE OF CONTENTS

# 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 also 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 and Attachments** — 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.

• **Identifying Unit and Parking types** — clarifies the distinction between in-unit garage spaces and common garage spaces.

- **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 are responsible for entering data; 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.



1. **Submitter** chooses the Preparer

2. **Submitter** initiates CNA and sends to Preparer
   - Completes CNA Summary and Assessment Scope

3. **Preparer** drafts CNA, sends back to Submitter
   - Completes remaining input screens except "Repair Replace Decisions" & "Financial Factors"
   - Validates CNA

4. **Submitter** reviews CNA, submits to Approving Agency
   - Completes "Repair Replace Decisions" & "Financial Factors"
   - Reviews CNA

5. **Approving Agency** reviews CNA

6. **Approving Agency** approves or returns CNA

7. Loan closing or servicing action

## 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.



**1. Submitter** — Initiates CNA

**2. Preparer** — Drafts CNA

**3. Submitter** — Finalizes/Submits CNA

Initiate — Select — Send — Prepare — Send — Submit

**LENDER**

**Asset Development**
• 213 Cooperative
• 220 Redevelopment
• 221(d)(4)
• LIHTC 221(d)(4)
• 223(a)(7) Lim Refi
• 223(f) Ref-Acq.
• 223(f) Refi of 202
• 231 Elderly
• 241(a) Supplemental

**Asset Management**
• 10yr Update, insured
• PPC/Loan Mod, Insured
• TPA, insured

**NEEDS ASSESSOR**

**LENDER**

**PAE**

**Asset Recapitalization**
• M2M

**PAE**

**PHA**

**Asset Recapitalization**
• RAD – PH Rehab

**Asset Recapitalization**
• RAD – PH New Construction
• PH Sub Rehab

**PHA** OR **ASSESSOR**

**PHA**

**Initiate** — **NEEDS ASSESSOR**

**Asset Management**
• PRACs
• HAP Renewal
• Rent Increase/HAP Amend
• Change of Ownership (uninsured)
• Other Asset Management

**Asset Recapitalization**
• RAD - MF
• RAD - PRAC
• Post-M2M
• Other Asset Recap

**Prepare + Submit** — **NEEDS ASSESSOR**

# 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 and programs. 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.

# 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. This view will only show CNAs that have been modified in the last six months.

# DASHBOARD VIEW — MY CNAs



| 1 | START NEW ASSESSMENT | 6 | TYPE & PROGRAM |
|---|---|---|---|
| 2 | NEW ASSIGNMENTS RECEIVED | 7 | USDA |
| 3 | MY DESK | 8 | NON-USDA OR HUD |
| 4 | MY PARTNER'S DESK | 9 | STATUS |
| 5 | WITH AGENCY | | |

## 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.
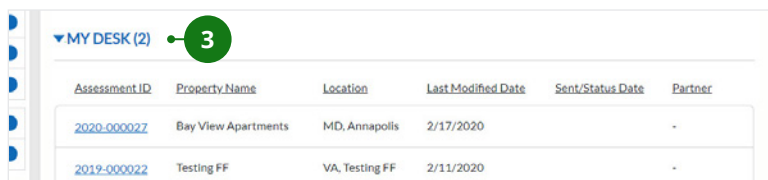
## DASHBOARD SECTIONS



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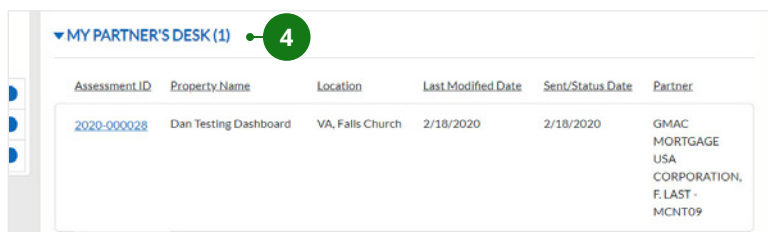
This contains CNAs that have been sent to your organization by a partner organization and have not been claimed by anyone within your organization. Once a CNA is edited by a member of your organization, it will appear in that person's My Desk section. This section appears for Preparers only.



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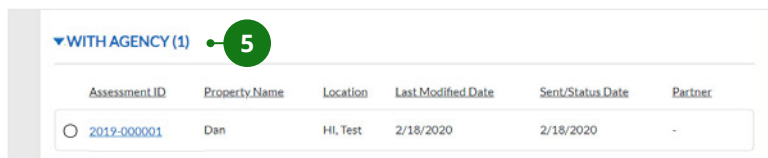
This contains CNAs that are currently in your possession. CNAs are in your possession if you create a new CNA or make any edit on a CNA within your organization.



### 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.
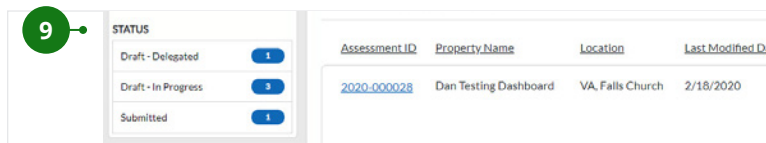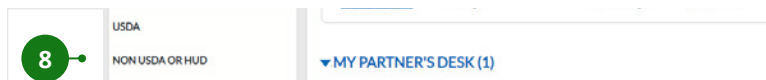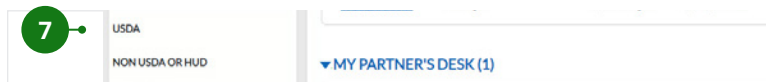
### 6. TYPE & PROGRAM

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

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

### 8. NON-USDA OR HUD

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

### 9. 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.

# 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

1 **SEARCH RESULTS**

2 **SEARCH YOUR ORGANIZATION/ AGENCY CNAs**

3 **TYPE & PROGRAM**

4 **USDA**

5 **NON-USDA OR HUD**

6 **STATUS**

## SEARCH



### 1. SEARCH RESULTS

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

## SEARCH FILTERS

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



### 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. KEY WORD SEARCH**

Type in a keyword. The system will search for CNAs containing this key-word 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. NON-USDA OR HUD

Filter the results by non HUD or USDA programs.

---

## 6. 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.

# 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 - In Progress**  Validation: **Validated - Severe Flags**  Validate  Options ▾

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

Home  Signed
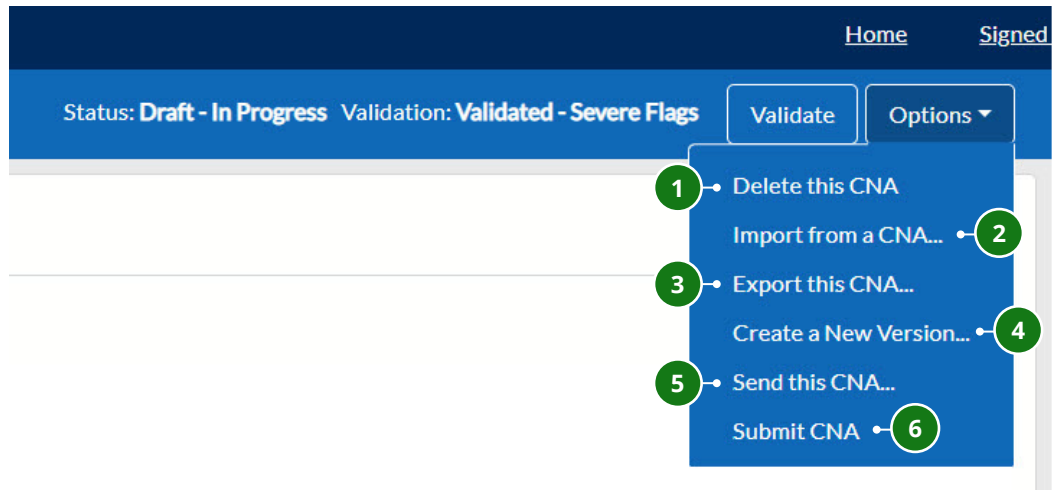
**1** DELETE THIS CNA

**2** IMPORT DATA FROM AN EXISTING CNA

**3** EXPORT DATA FROM CNA

**4** CREATE A NEW VERSION OF THE CNA

**5** SEND THE CNA TO A PARTNER FIRM

**6** 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.*

---

**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 | 2020-100054 | Assessor Test CNA - MCNT14 | Drakville, VA |
| HUD | 2020-100029 | Dummy CNA: Ignore: Dan Testing Dashboard 2 | Fairfax, VA |
| HUD | 2020-100060 | Test Condos 2 | New York, NY |
| HUD | 2020-100144 | Apartments One - C.O. | Winchestertonfieldvi IA |
| HUD | 2020-100145 | Import From Apt One - C.O. | Farmville, VA |
| HUD | 2020-100147 | Create New | Farmville, VA |

**2C** (points to Dummy CNA row)

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**

# 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:
- Unit Types
- Buildings
- Components
- Alternatives

**2E.** Click "Import Data."

## 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.



## 4. 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.*

## 5. SEND THE CNA TO A PARTNER FIRM

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

**5A.** 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.*

**5B.** Next, click "Send CNA."

## 6. 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 the agency returned the CNA.*

# 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

**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 ○

## CNA SUMMARY

Is this CNA prepared for a HUD or USDA property or program?    [No] [Yes]

**Choose CNA Type** 1

Approving Agency 1A | CNA Type 1B | Program/Event 1C
HUD ▼ | Asset Recapitalization ▼ | Other Asset Recapitalization ▼

Property ID (Format 8########)
856271832  2

**Property Information** | **Property Contact**
| | Enter additional participant info in the Participants section

| Property Name | Contact Role | Property Owner/Purchaser |
| Dummy CNA: Ignore: Bay View Apa | Current Owner ▼ | Williams Properties Inc |

| Street Address | Contact Name | Property Owner Street Address |
| 2000 Hilltop Lane | Bill Williams | 900 Charles Street |

| City | Contact Phone | City |
| Annapolis | (410)-893-0567 | Baltimore |

| State | Zip | Contact Email | State | Zip |
| MD - M: ▼ | 21403 | rwilliams@williamsdev.com | MD - M: ▼ | 23810 |

Is occupancy of 50% or more of units in this property restricted to persons or heads of household aged 55+ or 62+?   3   [No] [Yes]

Has this property ever been, is it now, or will it be Federally Assisted?   4   [No] [Yes]

[Cancel] [Save]
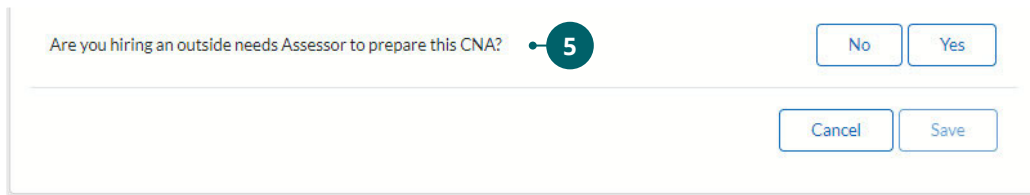
1 **CNA SUMMARY INFORMATION**    3 **FAMILY/ELDERLY INDICATOR**

2 **PROPERTY IDENTIFIER**    4 **FEDERALLY ASSISTED INDICATOR**

**If Asset Recapitalization is selected as the CNA type:**
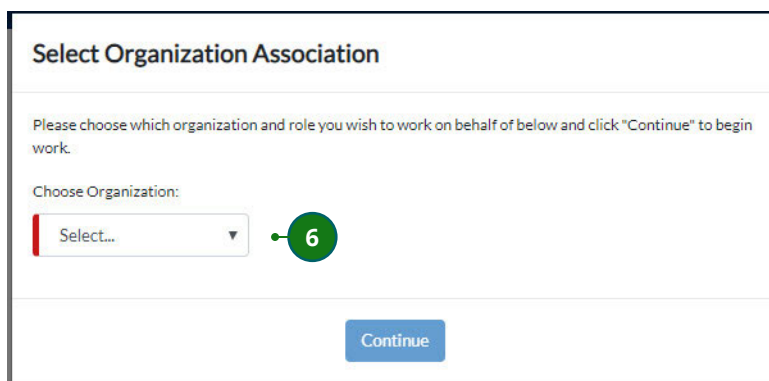
Are you hiring an outside needs Assessor to prepare this CNA? — **5**    | No | Yes |

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.

## 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.

## 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.

## 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.

## 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?    [ No ]  [ Yes ]

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.

# 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



**1** MSA

**2** DATE OF INSPECTION/ CONSTRUCTION COMPLETION

**3** NUMBER OF VACANT UNITS

**4** REQUIRED PERCENTAGE OF UNITS INSPECTED

## 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



**1** ADDING A NEW PARTICIPANT

**2** EDIT EXISTING PARTICIPANT

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

**4** PARTICIPANT ROLE

# 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.



# 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.



# 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.



# 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.

# INSTRUCTIONS ON ENTERING DATA



**1** ADDING A NEW SITE

**2** EDIT EXISTING SITE

**3** DELETE EXISTING SITE

**4** SITE NAME

**5** TOTAL SITE SQ. FT.

**6** TOTAL BUILDINGS

## BASIC COMMANDS



### 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.



### 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.



### 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



### 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.



### 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 "$S_{XS}$" and "$S_{X1}$." 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 $S_{XS}$, BSE-1N is less than .400 g

• Any building with both Design Earthquake Spectral Response Acceleration Parameters

   - $S_{XS}$, BSE-1N less than .330 g

   - $S_{X1}$, BSE-1N less than .133 g

## FINDING THE VALUES FOR $S_{XS}$ AND $S_{X1}$

Previously, the values for $S_{XS}$ and $S_{X1}$ 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.

# INSTRUCTIONS ON ENTERING DATA



**1** ADDING A NEW UNIT TYPE

**2** EDIT EXISTING UNIT TYPE

**3** DELETE EXISTING UNIT TYPE

**4** UNIT TYPE NAME

**5** SQ. FT.

**6** SINKS/LAUNDRY HOOKUPS

## BASIC COMMANDS



### 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.



### 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.



### 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



### 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.*

---



## 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.

---



## 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



**1** ADDING A NEW BUILDING

**2** EDIT EXISTING BUILDING

**3** DELETE EXISTING BUILDING

**4** BUILDING INFORMATION

**5** BUILDING DESCRIPTION

**6** CONSTRUCTION SPECIFICS

## BASIC COMMANDS
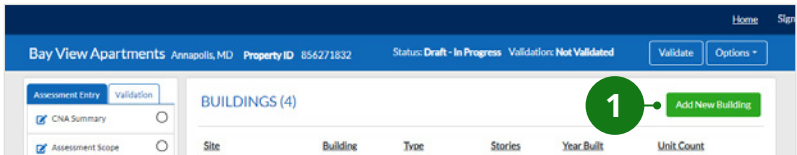


### 1. ADDING A NEW BUILDING

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.
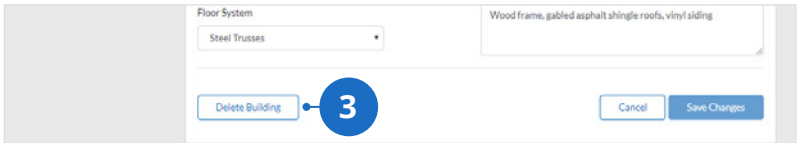
### 3. DELETE EXISTING BUILDING

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



## 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
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:
# UNIT 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."

*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

Legacy Bay Apartments  Annapolis, MD  FHA # 132-78945    Status: Draft – On My Desk  Validation: Not Validated  | Validate |  | Options ▾ |

**Assessment Entry** | Validation

- CNA Summary ○
- ✎ Assessment Scope ○
- ✎ Participants ○   **1**
- ✎ Sites ○
- ✎ Unit Types ○
- ✎ Buildings ○
- ✎ Units & Common Spaces ○
- ✎ Parking ○
- ✎ Utility Types & Rates ○
- ✎ Units Inspected ○
- ✎ Components, Alts & Recs ○
- ✎ Narratives & Attachments ○
- Financial Factors ○
- Repair Replace Decision ○

## UNITS & COMMON SPACES

| Site | Building | Type | Stories | Unit Types |
|------|----------|------|---------|-----------|
| Single site | A | Walk-up | 3 | 2BR2ba A |
| Single site | B | Walk-up | 3 | 1BR1ba, 3BR2ba |
| Single site | C | Walk-up | 3 | 2BR2ba A, 2BR2ba B Share suites |
| Single site | D | Walk-up | 3 | 1BR1ba, 3BR2ba |
| Single site | E | Walk-up | 3 | 2BR2ba A, 2BR2ba B Share suites |
| Single site | F | Walk-up | 3 | 1BR1ba, 3BR2ba |
| Single site | G | Walk-up | 3 | 2BR2ba A, 2BR2ba B Share suites |
| Single site | H | Walk-up | 3 | 1BR1ba, 3BR2ba |
| Single site | I | Walk-up | 3 | 2BR2ba A, 2BR2ba B Share suites |
| Single site | J | Walk-up | 3 | 1BR1ba, 3BR2ba |
| Single site | K | Walk-up | 3 | 2BR2ba A, 2BR2ba B Share suites |
| Single site | L | Walk-up | 3 | 1BR1ba, 3BR2ba |
| Single site | M | Walk-up | 3 | 2BR2ba A, 2BR2ba B Share suites |

### Selected Site and Building

Site: Single site
Building: A

▼ Unit Types Added to Building (1)   **2**   **2J**    | **2A** Add Unit Type to Building |

**2E** 2BR2ba A  ✕   **2I** Total Unit Sq. Ft. 6,480 | Sq. Ft. 1,080 | Bedrooms 2 | Bathrooms 2 | Toilets 2 | Shower Heads 2 | Faucets/Hookups 4

Unit Counts    **2G**    **2H**    In-Unit Garage Parking Spaces   **2K**

| **2F** 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 | | | 0% | 0 |

**2D** | Remove Unit Type |    **2C** | Cancel Changes |   **2B** | Save Unit Counts |

▼ Common Spaces (1)   **3**    | **3A** Add New Common Space |

**3E** Common Space Name
A Open breezeway and stair

**3H** Common Space Comments
All unit entry doors are from breezeway

**3F** Common Space Type    **3G** Sq. Ft.
Breezeway - Common  ✕ ▾    2160.00

Commercial/Public Accommodation    Compliance Required
**3I** NO  ✕ ▾    **3J** NO

| Shower Heads | Toilets | Faucets/Hookups | Spaces (inc. # accessible) | Accessible Spaces | Percent Accessible Spaces |
|---|---|---|---|---|---|
| 0 | 0 | 0 | | | 0% |

**3D** | Delete Common Space |    **3C** | Cancel Changes |   **3B** | Save Common Space |

---

**1** SELECT BUILDING

**2** UNIT TYPES

**3** COMMON SPACES

# 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



# 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.

### 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.

## 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

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 UNIT COUNTS
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.

### 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."



### ✳ 3K. COMPLIANCE EXISTS

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.

---

✳ 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



Legacy Bay Apartments  Annapolis, MD  FHA #  132-78945

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
- Repair Replace Decision

## PARKING (1)

**Property Totals** — 4

| | Spaces (inc. # accessible) | Accessible Spaces | Percent Accessible | Improved Vehicular Surface Area |
|---|---|---|---|---|
| Surface Parking - Open | 480 | 60 | 13 % | 214,800 Sq. Ft. |
| Surface Parking - Carport | 40 | 10 | 25 % | |
| Garage Parking - Common | 4 | 1 | 25 % | |
| Garage Parking - In-Unit | 12 | 6 | 50 % | |
| Property Total | 536 | 77 | 14 % | |

| 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 |
|---|---|---|---|---|---|---|
| Single site | 214800 | 536 | 480 | 40 | 12 | 4 |

**Surface Parking Spaces** — 5

| Site | Improved Vehicular Surface Area (Sq. Ft.) | Open Spaces (inc. # Accessible) | Accessible Open Spaces |
|---|---|---|---|
| Single site | 214800.00 | 480 | 60 |

| | Carport Spaces (inc. # Accessible) | Accessible Carport Spaces |
|---|---|---|
| | 40 | 10 |

**In-Unit Garage Parking Spaces** — 6    6D    [Add New In-Unit Garage Spaces] — 6A

| Building | Unit Type |
|---|---|
| A  × ▾ | 2BR2ba A with In-Unit Garage  × ▾ |

| Units In Building | Spaces Per Unit (inc. # accessible) | Accessible Spaces Per Unit | Percent Accessible Spaces |
|---|---|---|---|
| 6 | 2 | 1 | 50% |

**Common Garage Parking Spaces** — 7    [Add New Common Garage Spaces] — 7A

| Building | Common Space Name | Spaces (inc. # accessible) | Accessible Spaces | Percent Accessible Spaces |
|---|---|---|---|---|
| Clubhouse  × ▾ | Common Gar... × ▾ | 4 | 1 | 25% |

3 — [Cancel]  [Save Changes] — 2

---

| 1 | **SELECT SITE** | 5 | **SURFACE PARKING SPACES** |
|---|---|---|---|
| 2 | **SAVE CHANGES** | 6 | **IN-UNIT GARAGE PARKING SPACES** |
| 3 | **CANCEL CHANGES** | 7 | **COMMON GARAGE PARKING SPACES** |
| 4 | **PROPERTY TOTALS** | | |

## BASIC COMMANDS



### 1. SELECT SITE

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

### 2. SAVE CHANGES

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

### 3. CANCEL CHANGES

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

## DATA ENTRY FIELDS



### 4. PROPERTY TOTALS

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

### 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.*

## 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.*

## 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.

## 5C. ACCESSIBLE OPEN SPACES

Enter the total number of accessible surface parking spaces.

## 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.

## 5E. ACCESSIBLE CARPORT SPACES

Enter the number of accessible covered surface parking spaces.

# 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.

**6A. ADD NEW IN-UNIT GARAGE SPACES**
Click to add a row for an additional garage.

**6B. DELETE IN-UNIT GARAGE SPACES**
Click to remove a row of data.

**6C. BUILDING**
Select the Building on the selected site that has the unit type with the In-Unit Garage.

**6D. UNIT TYPE**
Select the Unit Type with the In-Unit Garage as defined in the Unit Types screen.

**6E. UNITS IN BUILDING**
Read-only. Once the Building and the Unit Type are selected, this field shows how many units of the Unit Type are located in that building.

**6F. SPACES PER UNIT**
Enter how many parking spaces there are in the In-Unit Garage enclosure. Typically, a residential garage has one or two spaces.

**6G. ACCESSIBLE SPACES PER UNIT**
Enter how many of the garage parking spaces are accessible. This count is per each In-Unit Garage.

# 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.

*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.*

### 7A. ADD NEW COMMON GARAGE SPACES
Click to add a row for an additional garage.

### 7B. DELETE COMMON GARAGE SPACES
Click to remove a row of data.

### 7C. BUILDING
Select a building with garage spaces from the dropdown list.

### 7D. COMMON SPACE
This indicates which common space the garage is associated with. These common spaces are defined in the Unit and Common Spaces chapter.

# 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



## 1 ADDING A NEW UTILITY

## 2 EDIT EXISTING UTILITY

## 3 DELETE EXISTING UTILITY

## 4 UTILITY RATE PER UNIT

## 5 COMMENTS

## 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.



## 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.



## 3. DELETE EXISTING UTILITY

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



## 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.*



## 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



| 1 | ADD NEW INSPECTION SAMPLE | 6 | BUILDING |
|---|---|---|---|
| 2 | SAVE | 7 | UNIT TYPE |
| 3 | CANCEL | 8 | UNIT INFORMATION |
| 4 | DELETE | 9 | ACCESSIBILITY COMPLIANCE |
| 5 | SITE | | |

## BASIC COMMANDS



### 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

### 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.

## 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).

## 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:
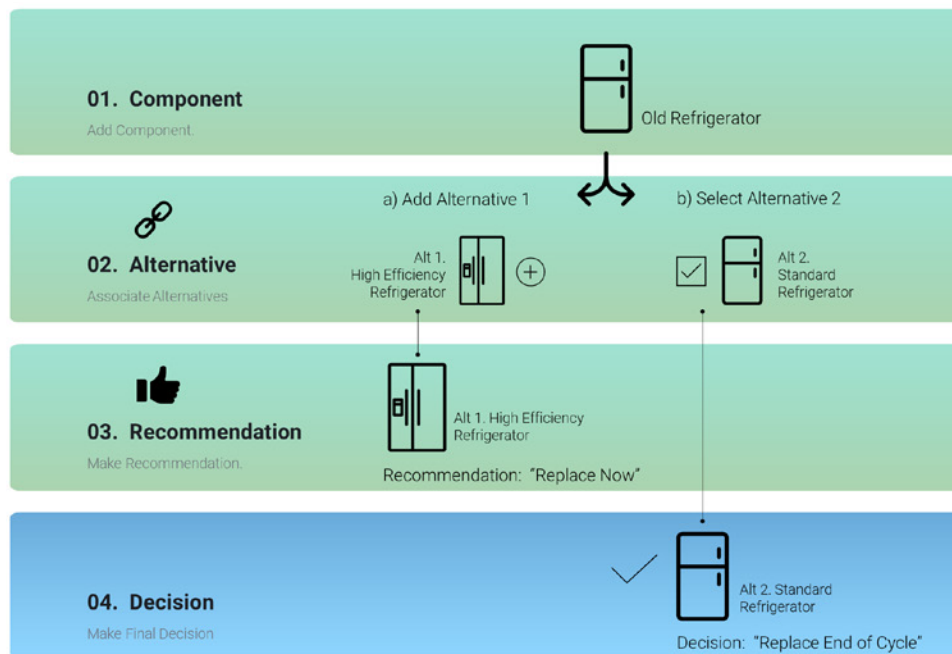


**1. ADD COMPONENT:** The Preparer starts by adding a Component (e.g., "Original Refrigerators"). In this example, this Component represents a set of older refrigerators that were installed at the time of original construction.

**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 👍 icon.

**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



| 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
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
Identify the following:

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

**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."*

## 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.

## 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.

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

## 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.

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

## 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.

# INSTRUCTIONS ON ENTERING DATA

## ALTERNATIVES



**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

▼ Alternatives (Component Replacement Options)　　　**(1)**　　Add New Alternative

**(2)**

Delete Alternative　　　　　　　　Cancel　　Save Changes

**(3)**

Delete Alternative　　　　　　　　Cancel　　Save Changes

**(4)** Delete Alternative　　　　　　　　Cancel　　Save Changes

Select Alternatives
👍 ⚙ Storm/Screen Doors - (3.3.2.8.4) Storm/Screen Doors　**(5)**
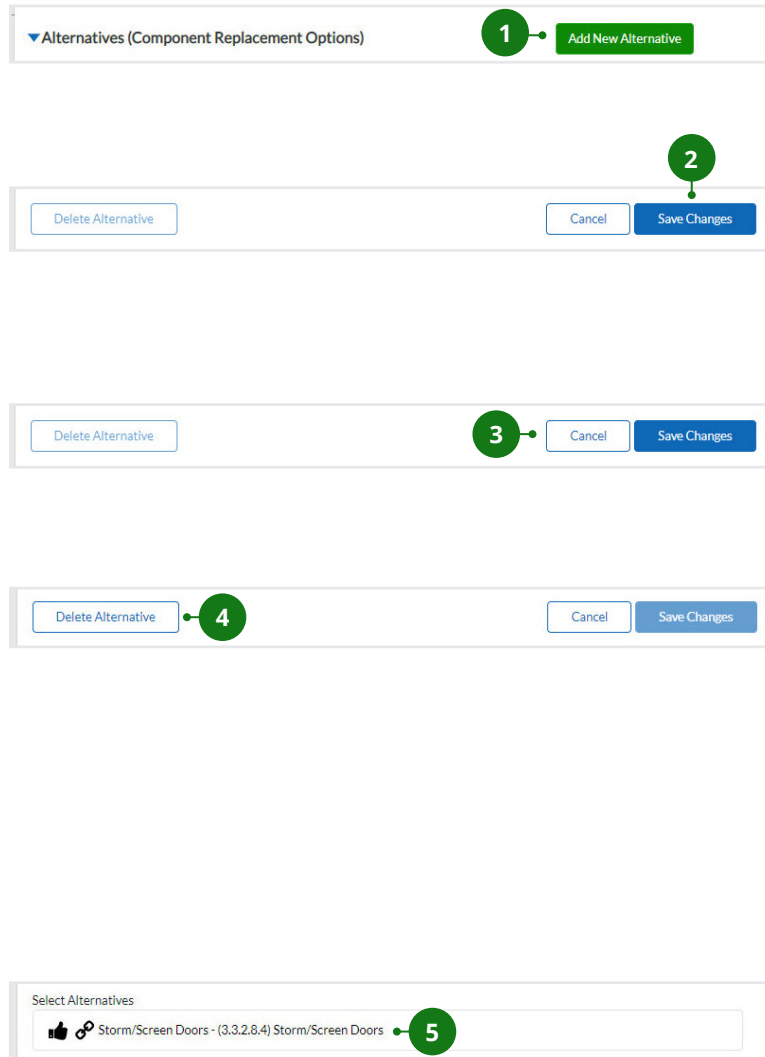
### 1. CREATE NEW ALTERNATIVE

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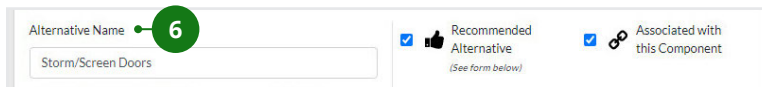
*Note: Deleting an Alternative is different than removing its association from a Component. To remove an association, uncheck the "Associated with this Component" checkbox.*

### 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
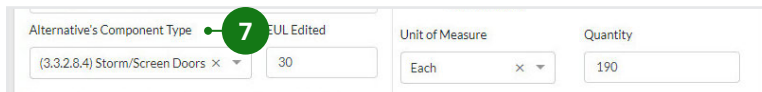


### 6. ALTERNATIVE NAME

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.
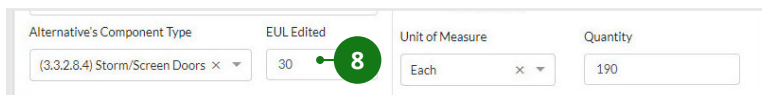


### 7. ALTERNATIVE'S COMPONENT TYPE

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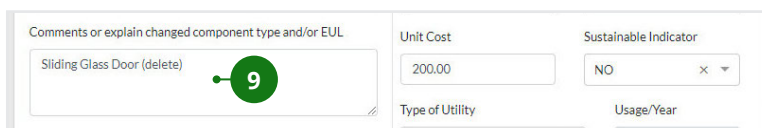


### 8. EUL STANDARD/EDITED

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."



### 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. 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.

## 14. UNIT COST

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

## 15. SUSTAINABLE INDICATOR

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

## 16. TYPE OF UTILITY

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

## 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.

## 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.

## 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

**Repair Replace Recommendation**

Action — 4

Repair

When — 5

Now

Months to Complete

2 — 6

Duration — 7

Location — 8

Repair all sliding glass doors.

Class of Work (Scope) — 9

Repair immediately.

Detailed Comments — 10

Critical Repairs — 11

Life Safety Item?

NO — 11A

Accessibility Remedy?

NO — 11B

Relevant Accessibility Statute

Select... — 11C

Scope of Accessibility Compliance — 11D

None.

Delete Recommendation — 3

2 — Cancel     Save Recommendation — 1

| | | | |
|---|---|---|---|
| 1 SAVE RECOMMENDATION | | 7 DURATION | |
| 2 CANCEL CHANGES | | 8 LOCATION | |
| 3 DELETE RECOMMENDATION | | 9 CLASS OF WORK | |
| 4 ACTION | | 10 DETAILED COMMENTS | |
| 5 WHEN | | 11 CRITICAL REPAIRS | |
| 6 MONTHS TO COMPLETE | | | |

## BASIC COMMANDS
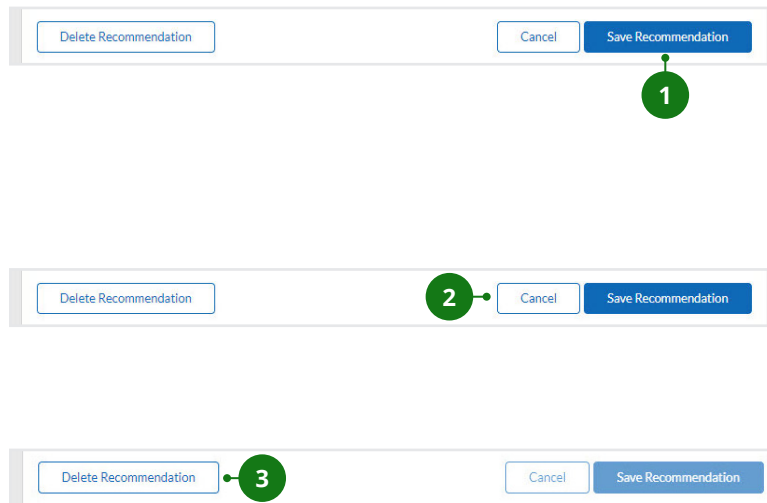


### 1. SAVE RECOMMENDATION

To save a new Recommendation or changes made to an existing Recommendation, click "Save Recommendation."
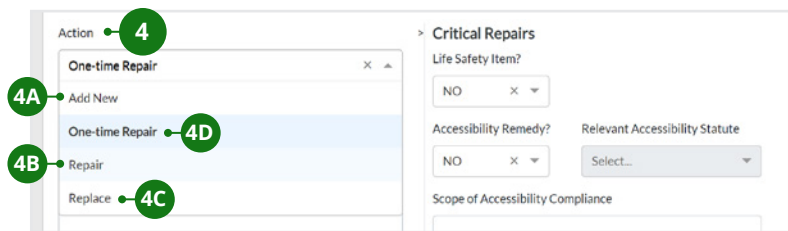
### 2. CANCEL CHANGES

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).

## 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.

---

## 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.

# 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 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.

# 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



**1** SELECTING ASTM OUTLINE TOPIC

**2** SAVE CHANGES

**3** CANCEL CHANGES

**4** ADD NEW ATTACHMENT

**5** DELETE ATTACHMENT

**6** NARRATIVE TOPIC SECTION

**7** ATTACHMENT TYPE NAME

**8** ATTACHMENT FILTERS

## BASIC COMMANDS

### 1. SELECTING ASTM OUTLINE TOPIC
Use the dropdown to indicate the ASTM outline topic you are writing about.

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

### 3. CANCEL CHANGES
Click "Cancel Changes" to cancel any changes made to the Narrative section.

## DATA ENTRY FIELDS

### 4. ADD NEW ATTACHMENT
Select if you are uploading attachments to the Narrative section.

### 5. DELETE ATTACHMENT
Select this icon to delete a selected attachment.

### 6. NARRATIVE TOPIC SECTION
Use the dropdown to associate the selected attachment with the ASTM Outline Topic section.

### 7. ATTACHMENT TYPE NAME
Enter a name for the attachment.

### 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



**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



## 1. SAVING CHANGES
Click "Save Changes" to save any edits made to the screen.



## 2. CANCEL CHANGES
Click "Cancel Changes" to cancel any edits made to the screen.

# DATA ENTRY FIELDS



## 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.
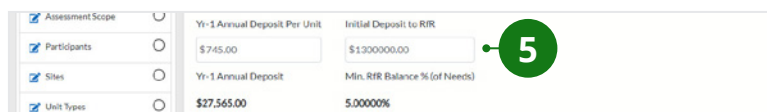


## 4. YR-1 ANNUAL DEPOSIT
This is the Yr-1 annual deposit amount per unit multiplied by the number of units.
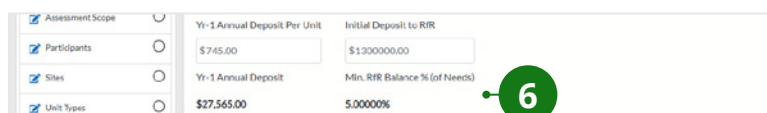


## 5. INITIAL DEPOSIT TO RfR
Enter the estimated amount of funding as the required contribution to the RfR account for the first relative year of the estimate period.



## 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.

## 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.

---



## 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.

---



## 9. % INFLATION OF CAPITAL NEEDS

These fields are automatically populated based on inflation rates.

---



## 10. % INTEREST EARNED ON RfR BALANCE

These fields are automatically populated based on inflation rates.

# 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

**1** SELECT COMPONENT

**2** SAVE CHANGES

**3** CANCEL CHANGES

**4** SELECTED ALTERNATIVE

**5** ACTION

**6** WHEN

**7** DURATION

**8** LOCATION

**9** CRITICAL REPAIRS

**10** CLASS OF WORK (SCOPE)

**11** DETAILED COMMENTS

## BASIC COMMANDS

| 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) | |

### 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

**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.

---

**Action**

Replace

When

End of Cycle

Duration

0

**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).

---

## 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 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.

---

## 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

Provide additional comments about the recommended action.

## 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.

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.

## 10. CLASS OF WORK (SCOPE)

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

## 11. DETAILED COMMENTS

Enter detailed comments to justify your decision.

# 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.
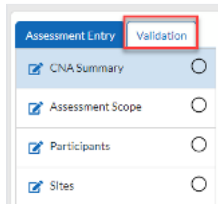


When a CNA is validated, there are several different list views accessible on the left sidebar on the screen. Unlike the CNA Dashboard, the left sidebar contains both filters and reports that the user can click to view. These views include:

- **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.

# 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.

# VALIDATION VIEW — FLAGS



**1** FLAGS LEVELS

**2** ID

**3** INSTANCE

**4** DESCRIPTION

**5** COMPONENT TYPE

**6** CAUSAL 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. 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. CAUSAL NOTE

Why this flag is occurring.

## ACTIONS



### 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



**1** REPAIR NEEDS FILTERS

**2** SUMMARY TABLE

**3** REPAIR NEEDS

## 1. REPAIR NEEDS FILTERS

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

## 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 category of Immediate Repairs are reported:
- Life Safety Remedies
- Accessibility Remedies
  o Immediate Action
  o Deferred
- Non-Critical Needs

## 3. REPAIR NEEDS

This table displays every Component that requires an immediate repair. For each Component, the following information is displayed:
- Severity – This indicates the severity of the repair need.
  - ⚠ = **Critical Repair**. This includes Life Safety and Accessibility Remedies.
  - 🟠 = **Non-Critical Repair**
- Need Category
- Need Item
- Component Type
- Component
- Alternative Name
- Location
- Scope
- Cost
- Months to Complete

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

# VALIDATION VIEW — FUTURE NEEDS REPORT



**1** FUTURE NEEDS TABLE

**2** EXPAND/COLLAPSE VIEW

**3** SELECT YEAR RANGE

# 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 only represents the cost of replacing that Component for that specific year. The yearly costs are calculated based on the EUL.

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.

## 2. EXPAND/COLLAPSE VIEW

Click the ✕ and ⟨⟩ symbols to expand and collapse your view of the table.

## 3. SELECT YEAR RANGE

Click "All Years," "Years 0–10," and "Years 10+" to only view the selected range in the future needs table.

# VALIDATION VIEW — FINANCIAL SCHEDULE REPORT



**FINANCIAL SCHEDULE**  Expand

| | Year 01 | Year 02 | Year 03 | Year 04 | Year 05 | Year 06 | Year 07 |
|---|---|---|---|---|---|---|---|
| Calendar Year | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Beginning Balance | $1,000 | $1,022.7 | ($5,402.47) | ($12,942.16) | ($61,177.53) | ($97,867.29) | ($161,235 |
| Interest Income | $22.7 | $23.22 | $0 | $0 | $0 | $0 | |
| Annual Deposit | $0 | $0 | $0 | $0 | $0 | $0 | |
| Inflated Needs (Withdrawal) | $0 | $6,448.39 | $7,539.69 | $48,235.37 | $36,689.76 | $63,367.78 | $61,56 |
| Ending Balance | $1,022.7 | ($5,402.47) | ($12,942.16) | ($61,177.53) | ($97,867.29) | ($161,235.07) | ($222,80 |
| Required Minimum Balance | $68,742.36 | $69,945.35 | $71,461.07 | $73,009.63 | $74,591.75 | $76,208.15 | $77,85 |
| Interest Rate on Balance | 2.27% | 2.27% | 1.7% | 1.7% | 1.7% | 1.7% | |
| Inflation Rate on Deposit | 0% | 1.5% | 1% | 1% | 1% | 1% | |
| Inflation Rate on Capital Needs | 0% | 1.75% | 2.167% | 2.167% | 2.167% | 2.167% | 2.1 |
| RFRR Deposit / Unit / Year | $0 | $0 | $0 | $0 | $0 | $0 | |
| Inflated Needs / Unit / Year | $0 | $59.71 | $69.81 | $446.62 | $339.72 | $586.74 | $57 |
| Balance After Deposits | $1,000 | $1,022.7 | ($5,402.47) | ($12,942.16) | ($61,177.53) | ($97,867.29) | ($161,235 |

**Estimate Period Recap**

| | Total | $/Unit |
|---|---|---|
| Total Deposits [all sources] to RfR Escrow | $1,046 | $10 |
| Years in Estimate Period | 20 | |
| Initial Deposit | $1,000 | $9 |
| Total Future Annual Deposits | $0 | $0 |
| Total Interest Income | $0 | |
| Total Uninflated Future Needs | $1,374,847 | $12,730 |
| Total Inflated Future Needs [withdrawals] | $1,785,898 | $16,536 |
| Estimated Period Ending Balance | ($1,784,852) | ($16,526) |



| | |
|---|---|
| 1st Year Annual Deposit/Unit | $250 |
| Lowest RfR Balance Year | 20 |
| Lowest RfR Balance $/Unit | ($16,526) |
| Last Year Ending Balance Deficiency $/Unit | $17,479 |
| Suggested Add to ADRR $/Unit | $874 |
| Highest RfR Balance Year | 0 |
| Highest RfR Balance $/Unit | $9 |
| Lowest Withdrawal Year | 1 |
| Highest Withdrawal Year | 16 |

Sidebar:

Assessment Entry | Validation

**Flags**
- Severe ⚠ 7
- Warnings ● 35
- Informational 11

**Repair Needs**
- Critical Repairs 9
- Life Safety 2
- Accessibility 7
- Non-Critical Repairs 2

**Future Needs**

Financial Sched. & Est. Period Recap

**Reports**

**1  FINANCIAL SCHEDULE**

**2  ESTIMATE PERIOD RECAP**

## FINANCIAL SCHEDULE Expand ✕ ①

| | Year 01 | Year 02 | Year 03 | Year 04 | Year 05 | Year 06 | Year 07 |
|---|---|---|---|---|---|---|---|
| Calendar Year | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Beginning Balance | $1,000 | $1,022.7 | ($5,402.47) | ($12,942.16) | ($61,177.53) | ($97,867.29) | ($161,235 |
| Interest Income | $22.7 | $23.22 | $0 | $0 | $0 | $0 | |
| Annual Deposit | $0 | $0 | $0 | $0 | $0 | $0 | |
| Inflated Needs (Withdrawal) | $0 | $6,448.39 | $7,539.69 | $48,235.37 | $36,689.76 | $63,367.78 | $61.56 |
| Ending Balance | $1,022.7 | ($5,402.47) | ($12,942.16) | ($61,177.53) | ($97,867.29) | ($161,235.07) | ($222,801 |
| Required Minimum Balance | $68,742.36 | $69,945.35 | $71,461.07 | $73,009.63 | $74,591.75 | $76,208.15 | $77,85 |
| Interest Rate on Balance | 2.27% | 2.27% | 1.7% | 1.7% | 1.7% | 1.7% | |
| Inflation Rate on Deposit | 0% | 1.5% | 1% | 1% | 1% | 1% | |
| Inflation Rate on Capital Needs | 0% | 1.75% | 2.167% | 2.167% | 2.167% | 2.167% | 2.1 |
| RFRR Deposit / Unit / Year | $0 | $0 | $0 | $0 | $0 | $0 | |
| Inflated Needs / Unit / Year | $0 | $59.71 | $69.81 | $446.62 | $339.72 | $586.74 | $57 |
| Balance After Deposits | $1,000 | $1,022.7 | ($5,402.47) | ($12,942.16) | ($61,177.53) | ($97,867.29) | ($161,235 |

## Estimate Period Recap ②

| | Total | $/Unit |
|---|---|---|
| Total Deposits [all sources] to RfR Escrow | $1,046 | $10 |
| Years in Estimate Period | 20 | |
| Initial Deposit | $1,000 | $9 |
| Total Future Annual Deposits | $0 | $0 |
| Total Interest Income | $0 | |
| Total Uninflated Future Needs | $1,374,847 | $12,730 |
| Total Inflated Future Needs [withdrawals] | $1,785,898 | $16,536 |
| Estimated Period Ending Balance | ($1,784,852) | ($16,526) |

| | |
|---|---|
| 1st Year Annual Deposit/Unit | $250 |
| Lowest RfR Balance Year | 20 |
| Lowest RfR Balance $/Unit | ($16,526) |
| Last Year Ending Balance Deficiency $/Unit | $17,479 |
| Suggested Add to ADRR $/Unit | $874 |
| Highest RfR Balance Year | 0 |
| Highest RfR Balance $/Unit | $9 |
| Lowest Withdrawal Year | 1 |
| Highest Withdrawal Year | 16 |

# 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.

# APPENDICES
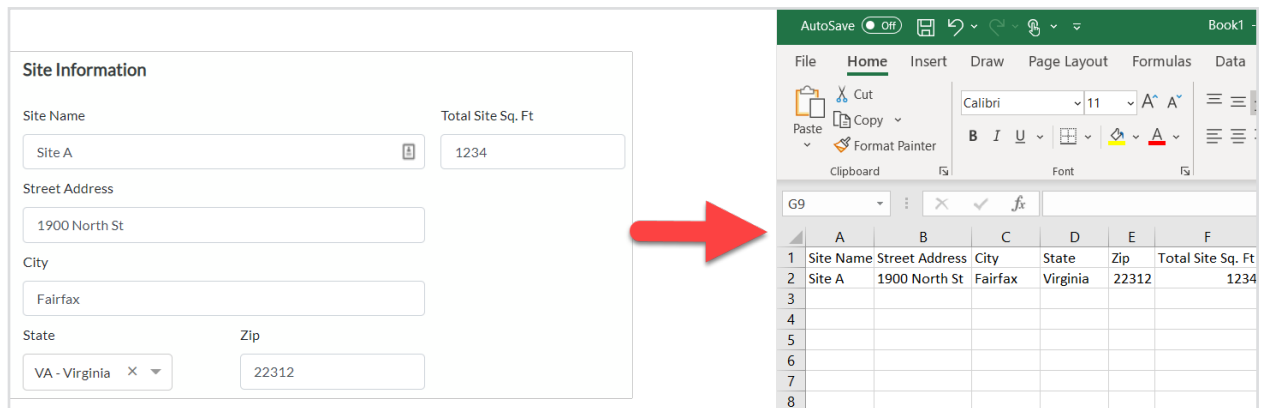
# APPENDIX A

## 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

### PASTE DATA IN

### 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.

Currently, the Copy and Paste function is only available for 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] 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.

2. 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 Numb | Site Name | Building Na | Unit Type | Unit Floor | Ground Flo | 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 | |

3. Add, edit, or delete data in the workbook.

a. **Add** – Enter new data into the first blank row of data in the workbook.

b. **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.*

c. **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.*

4. 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.*

5. Return to the CNA e-Tool, click the ⬚ icon, and select "Paste Data (In)" to enter the data into the system.

6. A "Verify Pasted Component Data" window will appear that shows all of the data being pasted in:
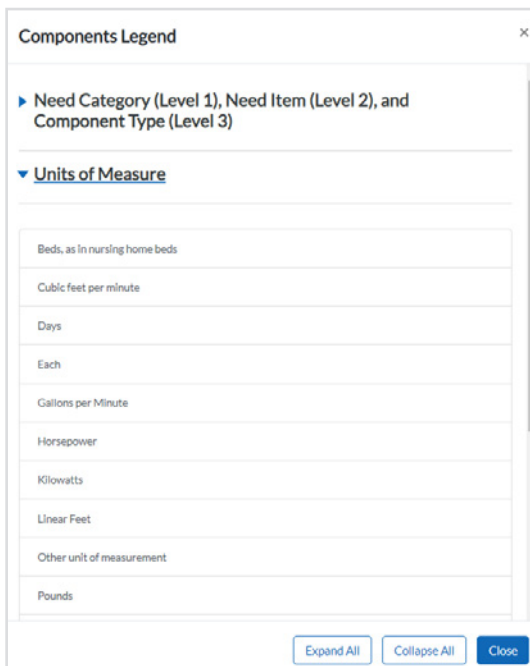
• a. New rows of data are highlighted in green.

b. Data pending deletion will appear above the other data with a ⬤ symbol.



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.



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).



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.



• 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.
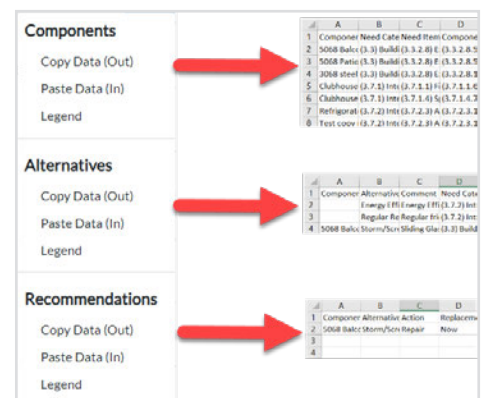
## IMPORTANT NOTE ABOUT ENABLING THE CLIPBOARD FEATURE IN CHROME

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.
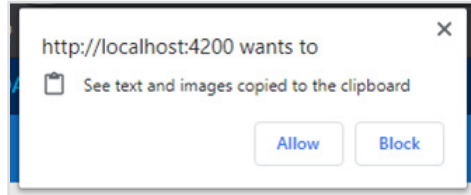


2. When logged into the CNA e-Tool, you can check to ensure that the tool has access to the clipboard. To do this, after you click the Paste function, look at the right side of the URL bar. You should see a 📋 icon.

    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!**
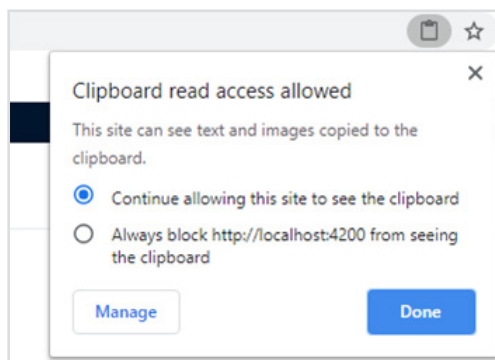


3. However, if you blocked the clipboard read access or accidentally turned it off, when you click on the Paste function, you will see this icon:
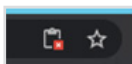


4. Click the icon to turn clipboard access back on.
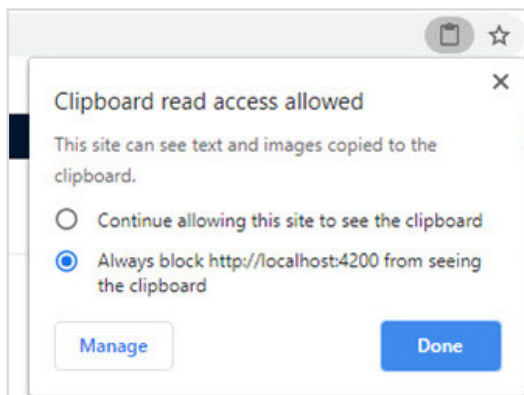
# APPENDIX B

## 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 are responsible for entering data
- Who can submit a completed CNA to the Approving Agency

**Initiate** → Select → Send → **Prepare** → Send → **Submit**

**LENDER**

**Asset Development**
- 213 Cooperative
- 220 Redevelopment
- 221(d)(4)
- LIHTC 221(d)(4)
- 223(a)(7) Lim Refi
- 223(f) Ref-Acq
- 223(f) Refi of 202
- 231 Elderly
- 241(a) Supplemental

**Asset Management**
- 10yr Update, insured
- PPC/Loan Mod, Insured
- TPA, insured

**PAE**

**Asset Recapitalization**
- M2M

**PHA**

**Asset Recapitalization**
- RAD – PH Rehab

**Asset Recapitalization**
- RAD – PH New Construction
- PH Sub Rehab

Prepare: NEEDS ASSESSOR

PHA **OR** ASSESSOR

Submit: LENDER, PAE, PHA

AGENCY

---

**Initiate** → **Prepare + Submit**

**NEEDS ASSESSOR**

**Asset Management**
- PRACs
- HAP Renewal
- Rent Increase/HAP Amend
- Change of Ownership (uninsured)
- Other Asset Management

**Asset Recapitalization**
- RAD - MF
- RAD - PRAC
- Post-M2M
- Other Asset Recap

Prepare + Submit: NEEDS ASSESSOR

AGENCY

# APPENDIX C

## 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 | SUBMITTER | 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 |
| LIHTC 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 | HUD | PAE | | x | n/a | n/a | n/a | x | x | x | x | x |
| RAD-PH New Construction | AR | HUD | PHA | | n/a | n/a | n/a | x | x | x | x | x | x |
| RAD-PH Sub Rehab | AR | HUD | PHA | | n/a | n/a | n/a | x | x | x | x | x | x |
| RAD - PH Rehab | AR | HUD | PHA | | n/a | n/a | n/a | x | x | x | x | x | x |
| PRACs | AM | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| HAP Renewal | AM | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| Rent Increase/HAP amendmer | AM | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| Change of Ownership Uninsure | AM | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| Other Asset Management | AM | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| RAD - MF | AR | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| RAD - PRAC | AR | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| Post-M2M | AR | HUD | Assessor | | x | n/a | n/a | n/a | x | x | x | x | x |
| Other Asset Recapitalization | AR | HUD | 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 | NONE | | n/a | n/a | n/a | n/a | x | x | x | x | x |

# CNA SUMMARY (CONTINUED)

| PROGRAM/PATH | CNA TYPE | AGENCY | SUBMITTER | Contact Name | Contact Street | Contact City | Contact St | Contact Zip | Contact Person | Contact Phone | Contact Email | Replace those only | Owner, Borrower, or +Hit Elderly Team | First Assetr | Hire a Needs Assessor | Standby Assessor |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 213 Cooperative | AD | HUD | Lender | x | x | 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 | x | x | Yes | Send |
| 221(d)(4) | AD | HUD | Lender | x | x | x | x | x | x | x | x | x | x | x | Yes | Send |
| LIHTC 221(d)(4) Pilot | AD | HUD | Lender | x | x | 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 | x | x | Yes | Send |
| 223(f) Refi-Acq | AD | HUD | Lender | x | x | x | x | x | x | x | x | x | Elderly | Yes | Yes | Send |
| 223(f) refi of 202 | AD | HUD | Lender | x | x | x | x | x | x | x | x | x | Elderly | x | Yes | Send |
| 231 Elderly | AD | HUD | Lender | x | x | 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 | x | x | Yes | Send |
| 10 yr update, insured mtg | AM | HUD | Lender | x | x | 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 | x | x | Yes | Send |
| TPA, assumption of insured mtg | AM | HUD | Lender | x | x | x | x | x | x | x | x | x | x | x | Yes | Send |
| M2M | AR | HUD | PAE | x | x | x | x | x | x | x | x | x | x | Yes | Yes | Send |
| RAD-PH New Construction | AR | HUD | PHA | x | x | x | x | x | x | x | x | x | x | Yes | x | 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 | x | Yes | x | Send if AA33=Yes, or n/a if no |
| RAD-PH Rehab | AR | HUD | PHA | x | x | x | x | x | x | x | x | x | x | Yes | Yes | Send |
| PRACs | AM | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| HAP Renewal | AM | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| Rent Increase/HAP amendment | AM | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| Change of Ownership Uninsured | AM | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| Other Asset Management | AM | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | x | n/a | n/a |
| RAD - MF | AR | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| RAD - PRAC | AR | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| Post-M2M | AR | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| Other Asset Recapitalization | AR | HUD | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| | As - Is | USDA | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| | As - Improved | USDA | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| | Post Rehab | USDA | Assessor | x | x | x | x | x | x | x | x | x | x | Yes | n/a | n/a |
| | Construction CN | USDA | Assessor | x | x | x | x | x | x | x | x | x | x | x | n/a | n/a |
| NONE | NONE | NONE | NONE | x | x | x | x | x | x | x | x | x | x | x | n/a | n/a |

| PROGRAM/PATH | CNA TYPE | AGENCY | SUBMITTER | MSA-non MSA | Inspection or Construction Completion Date | # Vacants | Unit Sample % | Intrusive Tests? | Tst & Tester | Estimate Prd # yrs (max 20) | Energy Audit Green Build? | Energy Pro Name & Quals | Seismic 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 I=Yes, then x; If Col I=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 I=Yes, then x; If Col I=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 I=Yes, then x; If Col I=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 | x | x | x | 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 I=Yes, then x; If Col I=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 I=Yes, then x; If Col I=No, then n/a | x | No | n/a | x |
| PPC/Loan Mod, insured mtg | AM | HUD | Lender | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | x | No | n/a | x |
| TPA, assumption of insured mtg | AM | HUD | Lender | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | x | No | n/a | x |
| M2M | AR | HUD | PAE | x | x | x | x | x | If Col I=Yes, then x; If Col I=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 I=Yes, then x; If Col I=No, then n/a | 20 | Yes | x | x |
| PRACs | AM | HUD | Assessor | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | 20 | x | 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 I=Yes, then x; If Col I=No, then n/a | 20 | Yes | x | x |
| Other Asset Recapitalization | AR | HUD | Assessor | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | 20 | Yes | x | x |
|  | As - Is | USDA | Assessor | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | 20 | n/a | n/a | n/a |
|  | As - Improved | USDA | Assessor | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | 20 | n/a | n/a | n/a |
|  | Post Rehab | USDA | Assessor | x | x | x | x | x | If Col I=Yes, then x; If Col I=No, then n/a | 20 | n/a | n/a | n/a |
| Construction CNA | USDA | USDA | Assessor | non MSA | x | n/a | n/a | n/a | n/a | 20 | n/a | n/a | n/a |
| NONE | NONE | NONE | NONE | o | o | o | o | o | o | x | x | If Col L=Yes, then x; If Col L=No, then n/a | o |

**PARTICIPANTS**

| PROGRAM/PATH | CNA TYPE | AGENCY | SUBMITTER | ASSESSOR OR | LENDER ORIGIN | LENDER SERVICER | PHA | PAE | OTHERS* | FIRM NAME** | CONTACT NAME** | PHONE** | E-mail** | Street* | City*** | State** | ZIP*** | ROLE** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 213 Cooperative | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 220-Redevelopment | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 221(d)(4) | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| LIHTC 221(d)(4) Pilot | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 223a(7) Limited Refi | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 223(f) Refi-Acq | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 223(f) refi of 202 | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 231 Elderly | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 241(a) Supplemental | AD | HUD | Lender | x | x | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| 10 yr update, insured mtg | AM | HUD | Lender | x | n/a | x | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| PPC/Loan Mod, insured mtg | AM | HUD | Lender | x | n/a | x | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| TPA, assumption of insured mtg | AM | HUD | Lender | x | n/a | x | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| M2M | AR | HUD | PAE | x | n/a | n/a | n/a | x | o | x | x | x | x | x | x | x | x | x |
| RAD-PH New Construction | AR | HUD | PHA | x | n/a | n/a | x | n/a | o | x | x | x | x | x | x | x | x | x |
| RAD-PH Sub Rehab | AR | HUD | PHA | x | n/a | n/a | x | n/a | o | x | x | x | x | x | x | x | x | x |
| RAD - PH Rehab | AR | HUD | PHA | x | n/a | n/a | x | n/a | o | x | x | x | x | x | x | x | x | x |
| PRACs | AM | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| HAP Renewal | AM | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| Rent Increase/HAP amendmer | AM | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| Change of Ownership Uninsure | AM | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| Other Asset Management | AM | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| RAD - MF | AR | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| RAD - PRAC | AR | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| Post-M2M | AR | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| Other Asset Recapitalization | AR | HUD | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| | As – Is | USDA | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| | As – Improved | USDA | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| | Post Rehab | USDA | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| | Construction CN | USDA | Assessor | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |
| NONE | NONE | NONE | NONE | x | n/a | n/a | n/a | n/a | o | x | x | x | x | x | x | x | x | x |