10 Key Takeaways

Using the CNA e-Tool to plan your conversion

1. The CNA e-tool evaluates property condition and analyzes reserves.
2. You can find the downloadable e-tool here.
3. The CNA e-Tool process includes: download of assessment tool; inspection; submitter review; validation; submittal with attachments; HUD review.
4. Most assessors are familiar with the e-Tool.
5. Completed CNA's for non-FHA Insured RAD transactions are uploaded through the RAD Resource Desk.
6. Financial Factors tab is completed by the assessor, and confirmed by the PHA.
7. Inflation rates and trending follow RAD program guidance:
   a. – 1% Change in Deposit Rate
   b. – 2% Change in Inflation Rate
   c. – 1% Rate on RfR Balance
8. The Validation Engine is a publicly available tool requiring no certification or user account, found here.
   a. The e-Tool must be validated prior to upload;
   b. No "S" (Severe Flags) can exist;
   c. Flag Notes need to be created by the assessor, and comments provided;
   d. Assessment Summary Report to be created by the assessor;
   e. Flag Notes (with Comments) and Assessment Summary Report included with the PHA's upload.
9. Instructions on how to upload to the RAD Resource Desk
   a. Login to the RAD Resource Desk
   b. Upload the Assessment Tool in the Financing Plan grid instead of the RPCA Tool
   c. Upload the Flag Notes (with assessor comments)
   d. Upload the Assessment Summary Report
   e. Upload the Balance of the CNA including the Narrative & Energy Audit
10. Additional reference materials, including instructions, webinars, and training can be found here.