



# **CNA e-Tool Assessment Tool 1.2 v5 Changes**

**U.S. Department of Housing and Urban Development (HUD)**

**Federal Housing Administration (FHA)**

March 2018



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# 1. Assessor Tool

## 1.1 Property Form Changes

- Within the Assessment Scope tab, the field, “User’s CNA ID Number”, has been moved.
- Also within the Assessment Scope tab, a divider has been added between the two sections: HUD/USDA CNA Type & Program and General CNA Factors.

**Property Information**

Enter Property | Assessment Scope | Property Summary

**HUD/USDA CNA Type & Program**

Type	HUD	Application Development	Type	USDA	
Relevant Program		Section 221(d)(4)			

**General CNA Factors**

# Vacant Units	6	Date of Site Visit	08/23/2016
Minimum Sample %	25.0000	User's CNA ID Number	

- Within the Property Summary tab, total property parking space information has been added (all sites, all spaces, including “in-unit garage” spaces).

**Property Information**

Enter Property | Assessment Scope | Property Summary

Year Built	1991 to 1995	Number of Sites	2
Year of Rehab	0 to 0	Total Number of Buildings	22
Replacement Cost-New	\$32,219,000.00	Total Units	240
Section 504 of Rehabilitation Act/UFAS Applies	NO	Total Building Sq. Footage	292,900

**Parking Spaces**

Non-Accessible	493
Accessible	96
Total	589

## 1.2 Sites Form Changes

- Within the Sites Form, the field “Improved Vehicular Surface Area” has been moved.

- Parking information has been broken out into a matrix and reports totals for the named site for the three most common types of parking. “In unit garages” do not appear in this matrix.

**Site Information**

Single site  
Second Site

Delete Site

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Site Information

Site ID: Single site

Street Address: 2000 Hilltop Lane

City: Annapolis

State: MD Zip: 21401

Total Site Square Feet: 609,840 Total Buildings: 22

Improved Vehicular Surface Area: 214,800

Type of Parking	Non-Accessible Spaces	Accessible Spaces	Total
Surface	420	60	480
Covered Surface	0	0	0
Common Garage	4	2	6
<b>Total</b>	<b>424</b>	<b>62</b>	<b>486</b>

Update Site  
Add Site

### 1.3 Building Tab Label Change

- Within the Building Form and Worksheet, the column label, “Replacement Cost of Building per SQ” has been changed to “Replacement Cost of Building per SF”.

Replacement Cost of Building per SF

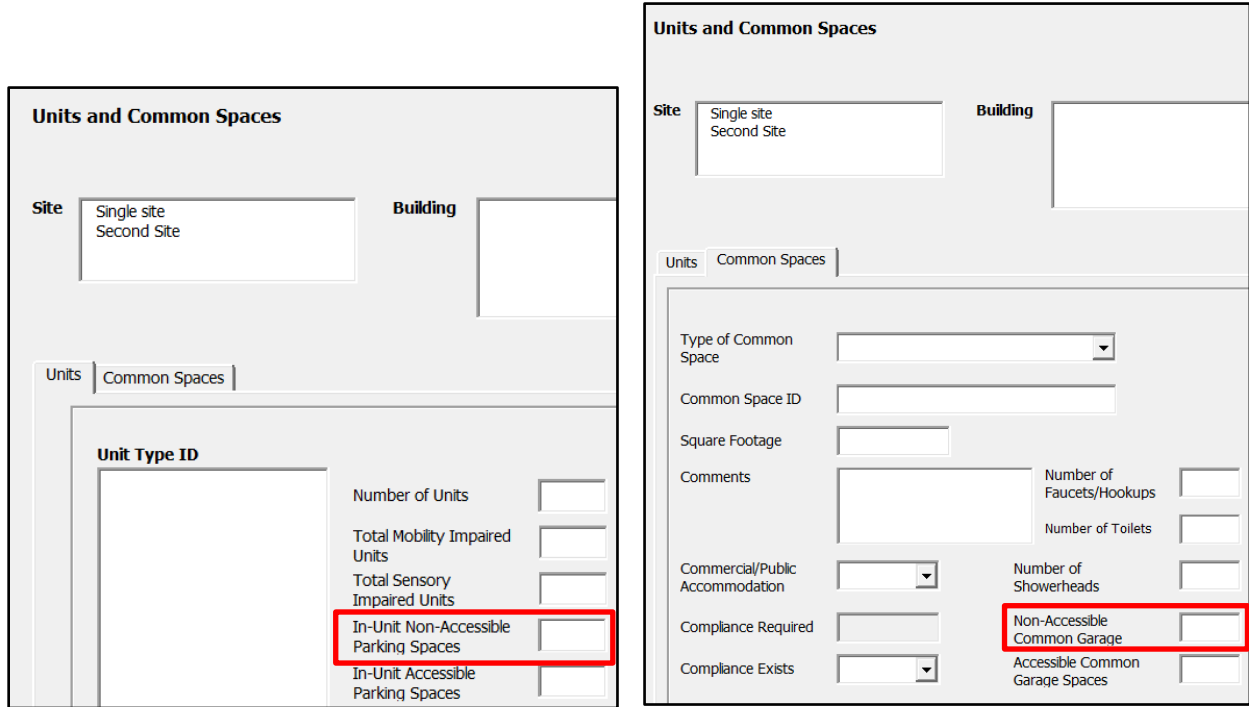
Assessor Tool – Building Form

Replacement Cost of Building per SF	
	110.00
	110.00

Assessor Tool – Building Worksheet

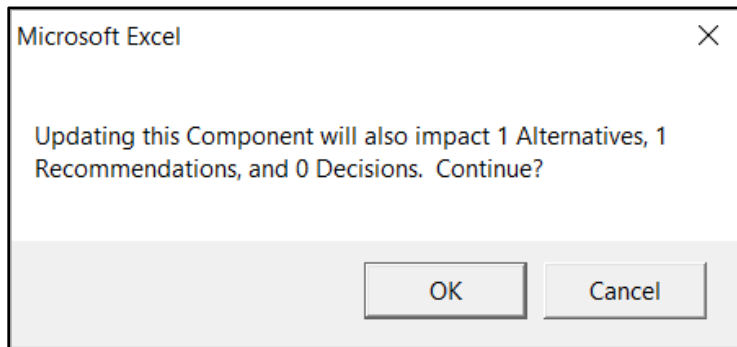
### 1.4 Units and Common Spaces Label Changes

- Within the Units and Common Spaces form, Units tab, the label “In-Unit Garage Parking Spaces” was changed to “In-Unit Non-Accessible Parking Spaces”.
- Within the Units and Common Spaces Form, Common Spaces tab, the label “Common Garage Spaces” was changed to “Non-Accessible Common Garage Spaces”.



### 1.5 Update Component Pop-up

- Within the Components Form, upon updating a component, the pop-up message has been changed to reflect the change being made on a Component. Previously, the pop-up message referred to a change on Alternative, in error.
- In addition, the pop-up message’s Cancel button has been corrected to work within both the Components and Alternatives forms. Previously, the change would be made despite selecting cancel.

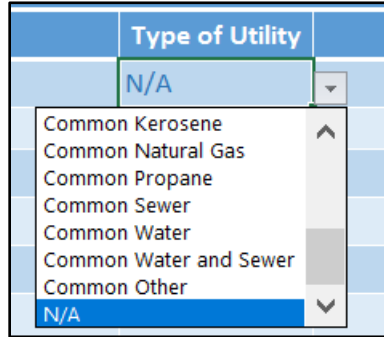


### 1.6 Components Worksheet Utility Type Column Removed

- The column, "Utility Type", has been removed from view on the Components Worksheet as it was not used.

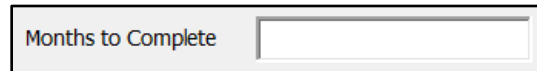
### 1.7 Type of Utility Picklist

- Within the Alternatives Worksheet, the field "Type of Utility" now has a working dropdown button.



### 1.8 "Time to Complete" Label

- Within the Repair Replace Recommendation and Repair Replace Decision Forms and Worksheets, the label, "Time to Complete" has been renamed to "Months to Complete".
- Corresponding label changes were also made within the validation portal.



Assessor Tool – Repair Replace Recommendation / Decision Form

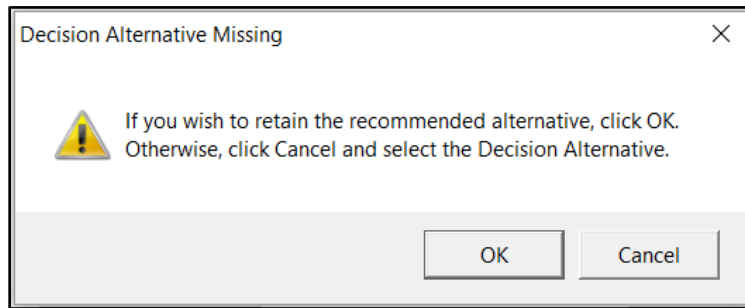
Months to Complete	
	4
	2
	3
	4

Assessor Tool – Repair Replace Recommendation / Decision Worksheet

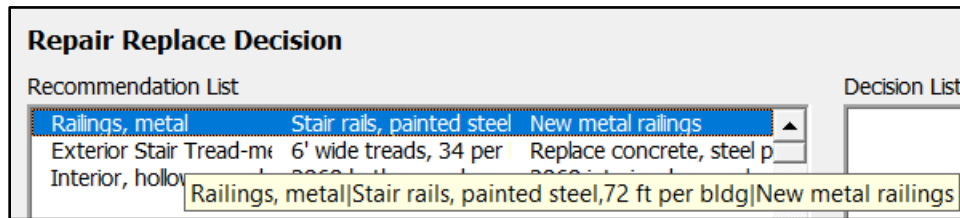
### 1.9 Repair Replace Decision Form Changes

- When updating a Repair Replace Decision, the field "Cost" no longer automatically changes to \$0.00
- After a decision is added, the field, "Alternative Recommendation" no longer changes to the newly selected Decision Alternative.

- If the user adds a Decision without first selecting from the “Decision Alternative” field, a pop-up will display confirming that the user would like to retain the recommended alternative. Selecting cancel will not add the decision.



- If the user highlights a recommendation from the Recommendation List, a yellow box now displays the full details. The user may need to move the cursor out of the field and back to trigger the yellow box display.



- The following fields are now read-only: Life Safety Indicator; Accessibility Indicator; Accessibility Statute; Scope of Accessibility Compliance.

A screenshot of a form with several fields. The fields "Life Safety Indicator", "Accessibility Indicator", "Accessibility Statute", and "Scope of Accessibility Compliance" are highlighted with a red border. Each of these fields is a dropdown menu with "NO" selected. Below these are two text input fields: "Scope of Required Replacement/ Refurbishment" and "Comments". At the bottom of the form are two buttons: "Add" and "Update".