CNA e-Tool
Release 2.3
Changes

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

Federal Housing Administration (FHA)

July 2018

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1. CNA Validation Portal

1.1 Allowed IDs per Approving Agency

- Created rules to restrict the combination of Approving Agency and IDs. These rules will be enforced within the Assessor Tool and through flags (described in the next section).
- The general rules are listed below:

  1. If Approving Agency = "HUD", then only the following combinations of IDs are permitted and at least one combination is required:
     - HUD Project ID #
     - HUD FHA #
     - Both HUD Project ID # and HUD FHA #

  2. If Approving Agency = "USDA", then only the following combinations of IDs are permitted and at least one combination is required:
     - USDA AMAS #

1.2 Prohibited ID Combinations Flag Chart

Flag ID	Condition	Flag Wording
DV-270	• If Approving Agency is not selected.	Approving Agency must be specified.
DV-271	• Approving Agency = "other"	Submission to HUD or USDA prohibited if Approving Agency = "Other". The Submission Portal is permitted only for CNAs prepared for HUD or USDA programs, but Validation Engine response is available for any user.
DV-272	• Approving Agency = "HUD" and Program / Event is null and USDA Type is null.	If Approving Agency = "HUD", a Program / Event is required.
DV-273	• HUD Type = "Asset Development" and FHA # is null • HUD Type = "Asset Management" and Project ID # is null. • HUD Type = "Asset Recapitalization" and Project ID # is null.	Incorrect combination of HUD Type and HUD Project ID (iREMS#) and FHA #, or required ID is missing.
DV-274	• Approving Agency = "HUD" and HUD Type is null. • Approving Agency = "HUD" and USDA Type is not null.	If Approving Agency = "HUD", a HUD type is required. A USDA Type is not permitted.
DV-275	• Approving Agency = "HUD" and AMAS # is entered. • Approving Agency = "HUD" and (AMAS # + FHA #) is entered. • Approving Agency = "HUD" and (AMAS # + Project ID #) is entered.	If Approving Agency = "HUD", an AMAS # is not permitted.
DV-276	• Approving Agency = "USDA" and HUD Type is not null. • Approving Agency = "USDA" and USDA Type is null.	If Approving Agency = "USDA", a USDA Type is required. A HUD Type is not permitted.
DV-277	• Approving Agency = "USDA" and Project ID # is entered. • Approving Agency = "USDA" and FHA # is entered. • Approving Agency = "USDA" and (AMAS # + FHA #) is entered.	If Approving Agency = "USDA", only an AMAS # is permitted.

	• Approving Agency = "USDA" and (AMAS # + Project ID #) is entered.	
DV-279	• Project ID # does not begin with "8" • Project ID # has >9 digits • Project ID # has <9 digits • Project ID # contains alpha characters	Project ID # is not correct format or syntax, use correct Project ID #.
DV-280	• FHA # has >8 digits • FHA # has <8 digits	FHA # is not correct format or syntax, use correct FHA #.
DV-281	• AMAS # has >9 digits • AMAS # has <9 digits • Project ID # contains alpha characters	AMAS # is not correct format or syntax, use correct AMAS #.

1.3 Financial Schedule Panel – Inflation

- A row of uninflated capital needs per period has been added.
- The uninflated capital needs per period will each be multiplied by each year's inflation rate.
- For Duration = 0, all expenses are recorded in the year the expense is incurred.
- For Duration = n, The cost is split through year-n to year+n where year = year cost has been marked.
  - For example: Duration = 1 for year 2019 of $300,000:
  - 2019-1 to 2019+1.
  - The uninflated values are: 1/3 of 300,000 in 2018; 1/3 of 300,000 in 2019, and 1/3 of 300,000 in 2020.
  - Then, inflate each year's value by the inflation multiplier.
  - See chart below for summary of calculation:

Year	2018	2019	2020
3% inflation rate	0.03	0.0309	0.031827
multiplier	1.03	1.0309	1.031827
Uninflated Values	100,000.00	100,000.00	100,000.00
Uninflated Values * Inflation Rate	103,000.00	103,090.00	103,182.70
Total	309,272.70		

Financial Schedule – Panel

Financial Schedule – Excel Export

1.4 Building Unit Mix Cap

- The Building Unit Mix no longer caps the number of buildings displayed to 25.

SITE: Single site

BUILDING: A

Unit Type	Unit Type Sq. Ft.	No. Units/Spaces	Square Footage	# Garage Spaces
2BR2ba A	1,080	6	6,480	0
2BR2ba B Share suites	1,140	6	6,840	0
Unit Totals		12	13,320	0
Common Space			2,160	0
Totals		12	15,480	0

BUILDING: B

Unit Type	Unit Type Sq. Ft.	No. Units/Spaces	Square Footage	# Garage Spaces
3BR2ba	1,260	6	7,560	0
1BR1ba	600	6	3,600	0
Unit Totals		12	11,160	0
Common Space			2,160	0
Totals		12	13,320	0

BUILDING: C

3 Buildings Displayed in image. No limit on number of buildings.

1.5 Number of Inspected Units

- The number of units inspected sample now includes units within the statuses "Prescribed" and "Inspected".

- New Formula: ([#inspected + # prescribed] for bldg. [or unit type]) / (total # units in bldg. [or unit type])

1.6 Submission and Reviewer Portal Headers Update

- The header has been updated to display additional fields.

- See below for screenshot:

CNA SUBMISSION	LOCATE CNA	Flag Admin	LOV Admin	Text Template Admin	Component Type / EUL Admin	Reports

Expand All | Collapse All | Back

Assessment ID 2018-045210
Status Approved
Reviewer HCNT01
Date Submitted 6/5/2018
Decision Date 6/5/2018

Property ID HUD - 873549201
FHA - 76912964
Property Name Test Apartments
Location Annapolis,MD,21403
#Units/#Bldgs 241/22
Year(s) Built 1991 - 1995

Approving Agency HUD
CNA Type Asset Development
Program/SoA 213 Cooperative

View Previous History

CNA Header

- Please note that Property ID is a dynamic field, displaying Project ID # (HUD) and/or FHA #, or AMAS #, depending on the CNA's Approving Agency.

1.7 Flag Edits - Admin

- Edits to flags within the Flag Admin tab no longer update the flag ID.
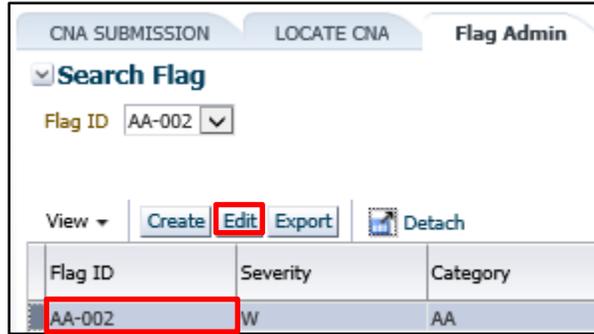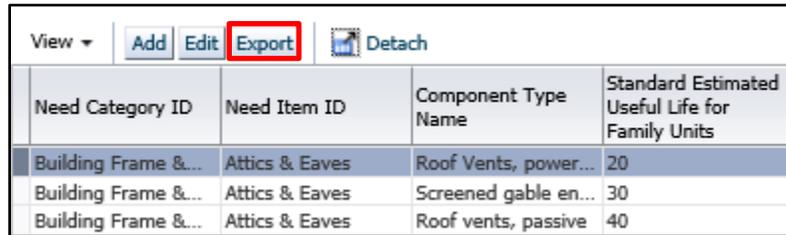

Editting a flag will not change Flag ID

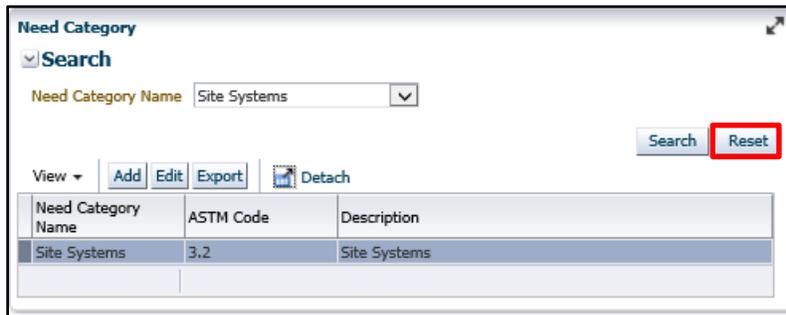## 1.8 Admin Screens – Exportable & Printable Lists

- All lists within each admin screen are now exportable and printable.

- In addition, all reset buttons on each admin screen now work.
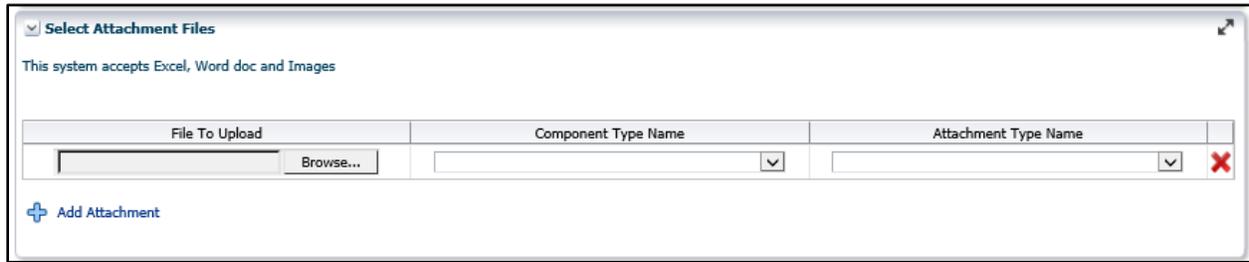

Admin Tabs

Export Button for Admin Lists

Reset Button

1.9 Attachment MB Size Increase

- The valdation portal now allows attachments up to 10MB (rather than 5).

10MB accepted

1.10   Attachment Column Widths Change

- Within Internet Explorer and Chrome, the columns within panels are no longer adjustable. To address the visibility issue for attachments, the File Name (previously named File Type) column width has been increased in size, while the Component Type Name, decreased.
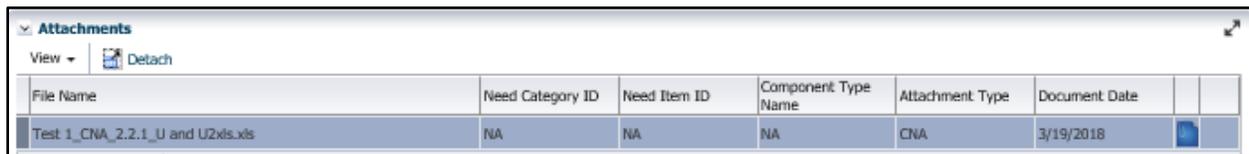
Attachments Panel

1.11   Save as Draft Functionality

1. After validating a CNA, the Save as Draft button will be displayed if:
   a. No Severe flags exist
   b. No CNA already exists for the same property already as Saved as Draft (Only one "Saved as Draft" version at a time for a single property.)
   c. No CNA already exists for the same property in the submitted, under review, or ready for decision status.

Save as Draft Button upon Validation

2. Once saved as draft, the new status appears in the Internal Status dropdown on the Locate CNA tab in the Submission Portal. All CNAs from a given firm should be visible/editable for all users associated with the particular firm.

Locate CNA – Internal Status – Saved as Draft

3. Features of an opened draft are as follows:
   a. The Flags Panel (Lender Notes) is editable
   b. The Attachment Panel allows attachments to be added and deleted
   c. A Save as Draft button is present and allows the user to continuously make and save updates
   d. A Submit button that allows the user to submit at any time, provided no other CNA for the same property has a status of
      i. Submitted
      ii. Under review, or
      iii. Ready for Decision
   e. A Delete Draft button that will mark the CNA for a removal from the system during a nightly purge process. Submitters will be able to create a new draft for the same property immediately after clicking the Delete Draft button.
   f. Stored in the system for 180 days.

4. A user may now create a draft of a Returned CNA. The draft is a copy of the original CNA, including flag notes and attachments. After creating a draft, the CNA follows all of the features mentioned in 3. If the user has already validated and saved a draft of a CNA with the same Property IDs as the Returned CNA, he/she will receive an error. Only one draft per property is allowed.

Flags are editable

Attachments may be removed or added

Drafts may be continuously updated, submitted, or deleted

Creating a Draft from a Returned CNA

1.12   Received for Validation CNAs Visibility

- Previously, H-ID users had the ability to view validated CNAs (validated within the public validation portal or submission portal). This has been updated to prevent any validated CNA from a lender or needs assessor from being visible within the Locate CNA tab for H-ID users.

1.13   Null Status CNAs

- CNAs that have data load errors are sometimes added to the database with a null status. Any CNA with a null status will now be deleted on a nightly basis.