



CNA eTool Internal User Manual

U.S. Department of Housing and Urban Development

March, 2017



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1. Introduction

The CNA eTool System is an alignment initiative that is part of a broader set of initiatives undertaken by multiple agencies, specifically, the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Agriculture (USDA), the U.S. Department of the Treasury, and Housing Finance Agencies (HFAs) that perform various types of capital needs assessments on their respective properties. The primary objective of this initiative effort is to gain alignment as to what constitutes the uniform assessment standard so that it can be leveraged by external partners as well as interested third parties who are involved in the assessment process.

Since there are many different parties involved in performing assessments, multiple delivery channels were established for submitting assessments including email, web page upload, and B2G/XML interface. The following user manual is intended for use by internal agency personnel and describes the use of the web tool.

1.1 System Requirements

The basic system requirements are as follows:

- Access to HUD network/portal or VPN into the HUD network
- Access to the internet
- Internet Explorer version 7.0 or higher, Google Chrome Version 37.0.2062.103 m, or Mozilla FireFox 31.0
- HUD ID or External ID (GID, IID, or MID) and the credentials to access the CNA eTool
- Excel 2010 or higher

1.2 System Overview

This section provides an introduction to basic terms and definitions, which are used throughout this user manual.

Screens are a set of panels that are organized around a certain area of functionality, such as CNA review, flag/system administration.

Panels provide viewing and navigation capabilities for data specific to a Capital Needs Assessment including Financial Schedules, Capital Needs Schedule, flags, etc.

2. Business Process Overview

This user manual is meant as a guide for all internal HUD/USDA users who are involved in the business processes for viewing, reviewing, and managing Capital Needs Assessments (CNA). These processes involve both internal HUD/USDA users as well as the external lender users.



3. Accessing the CNA eTool

3.1 Logging into the eTool

All internal HUD users will log into CNA Reviewer eTool via the following URL: <https://hudapps.hud.gov/ssmaster>

- a. The user is taken to the Secure Systems Notices page as displayed below.

User Login [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Secure Systems

You must login at least once every 90 days to maintain an active ID. If you do not login again before 24 Nov 2014, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

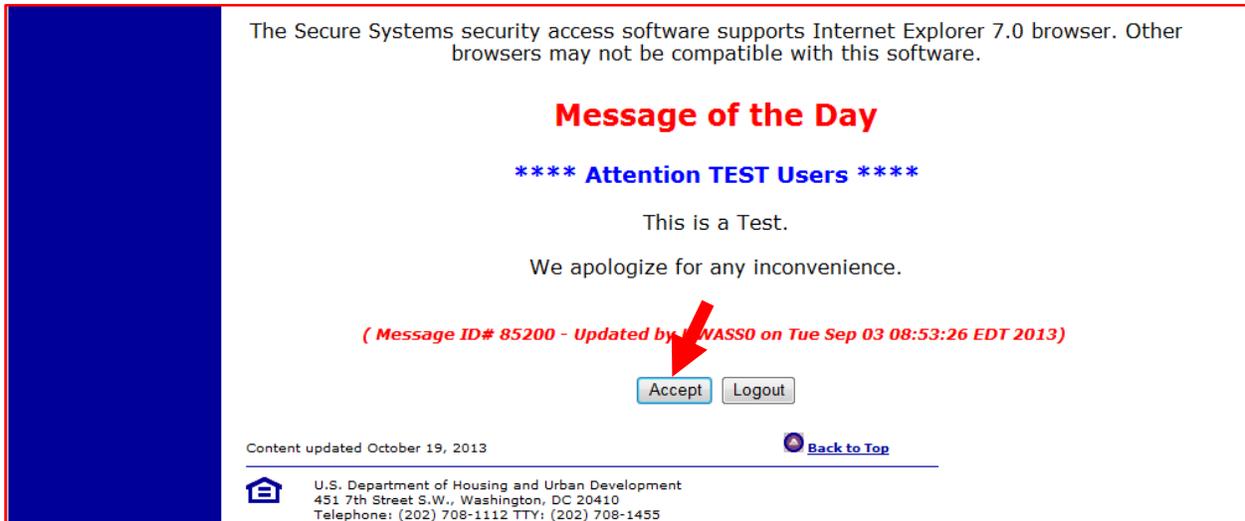
The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.

Message of the Day

****** Attention TEST Users ******

This is a Test.

b. Scroll down and click the **Accept** button.



The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.

Message of the Day

****** Attention TEST Users ******

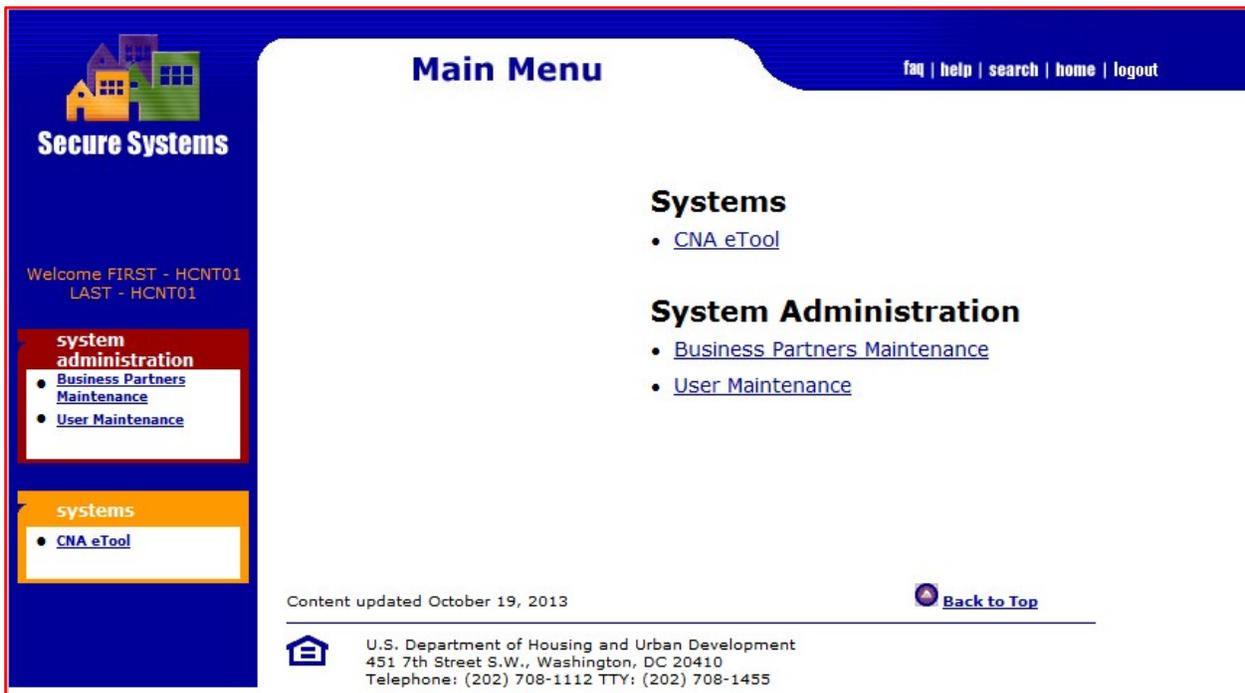
This is a Test.
We apologize for any inconvenience.

(Message ID# 85200 - Updated by WASSO on Tue Sep 03 08:53:26 EDT 2013)

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Telephone: (202) 708-1112 TTY: (202) 708-1455

c. The Main Menu page is then displayed.



Secure Systems

Welcome FIRST - HCNT01
LAST - HCNT01

system administration

- [Business Partners Maintenance](#)
- [User Maintenance](#)

systems

- [CNA eTool](#)

Main Menu [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Systems

- [CNA eTool](#)

System Administration

- [Business Partners Maintenance](#)
- [User Maintenance](#)

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 U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

d. Click on **CNA eTool** to get into the CNA eTool.



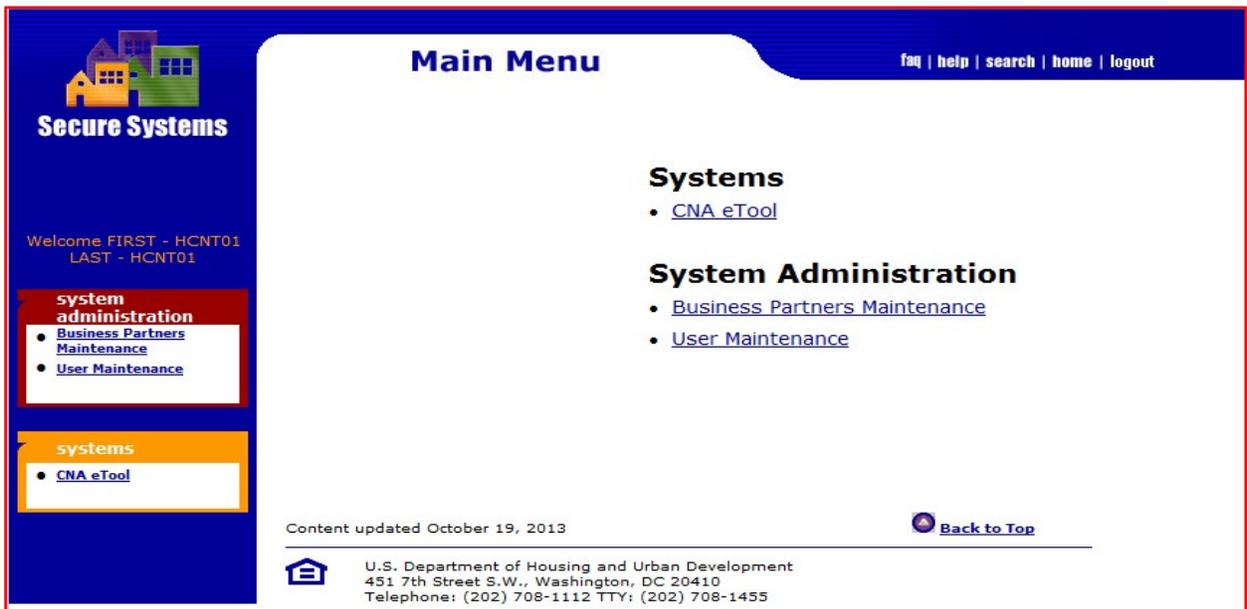
3.2 Logging out of the eTool

When the user clicks the Logout button at the top right-hand corner of the screen, the user is taken back to the Secure Systems Single Sign On web page.

- a. Click on the **Logout** button.



- b. The user is taken to the Secure Systems Main Menu web page as displayed below.





4. Locate CNA

This section will detail how to view all Assigner / Reviewer specific screens on the CNA eTool website.

4.1 My CNAs

When logged-in as a reviewer, all assessments assigned to the logged-in reviewer will be displayed on the screen. The logged-in user ID is displayed at the top right corner of the screen.

The screenshot shows the 'Locate CNA' screen in the Capital Needs Assessment Tool. At the top, there are navigation links for 'Contact Us', 'Help', and 'Logout', along with the USDA logo and the text 'Logged in as: HCNT04'. Below this, there are tabs for 'CNA SUBMISSION', 'LOCATE CNA', and 'Reports'. The 'LOCATE CNA' tab is active, showing a search form with the following fields: Property Name, Assessment ID, Property ID, State, City, iRems Property ID, AMAS ID, Reviewer (a dropdown menu currently showing 'FIRST - HCNT04 LAST - HCNT04'), Internal Status, and Approving Agency. A 'Search' button and a 'Reset' button are located at the bottom right of the search form. Below the search form, there is a table with columns: Property Name, Assessment ID, Status, Date CNA Submitted, Case Number, Reviewer, iRems Property ID, City, State, and Postal Code. The table contains 14 rows of data. Red arrows point to the 'Reviewer' column in the table, specifically to the '+' icon next to 'FIRST - HCNT04' in the first row, and to the 'Status' column in the 5th, 6th, and 7th rows.

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal C
Northgate Homes	2014-003065	Under Review	7/24/2014	000128	+ FIRST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-003062	Approved	7/24/2014	000128	FIRST - HCNT04 LAST	777555	Reston	VA	20190
Northgate Condos1	2014-003060	Approved	7/24/2014	000128	FIRST - HCNT04 LAST	170808	Reston	VA	20190
Northgate Condos	2014-003221	Approved	8/5/2014	000128	FIRST - HCNT04 LAST	1234324252	Reston	VA	20190
Northgate Condos	2014-002868	Approved	7/21/2014	000128	FIRST - HCNT04 LAST	5798085111	Reston	VA	20190
Northgate Condos	2014-002866	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	5798085111	Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	800217510	Reston	VA	20190
Northgate Condos	2014-002851	Under Review	7/21/2014	000128	+ FIRST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	5798085	Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST	5798085	Reston	VA	20190
Northgate Condos	2014-002594	Rejected	7/14/2014	000128	FIRST - HCNT04 LAST	053119	Reston	VA	20190
Kris Richmond	2014-002529	Submitted	7/10/2014	000128	+ FIRST - HCNT04	800217510	Reston	VA	20190



Reviewer **HCNT04**, in the example above, is able to re-assign only those assessments assigned to them with a Status of **Under Review** or **Submitted** to another reviewer by clicking on the **+** sign next to the name in the **Reviewer** column. Any assessment with the status of **Approved** or **Rejected** or assigned to another reviewer cannot be re-assigned. See section 4.3.2 for detailed instructions on how to assign/re-assign an assessment for review.

4.1.1 Search for Existing CNA

- Users can search for assessments by entering search values on either of the fields displayed on the **Locate CNA** screen and clicking on the **Search** button.



The screenshot shows the 'LOCATE CNA' search interface. It features a 'Search' section with a dropdown arrow and a note: '** At least one is required'. Below this are several input fields, each with a double asterisk (**): Property Name, Assessment ID, Property ID, State, City, Rems Property ID, AMAS ID, Reviewer (a dropdown menu), Internal Status, and ApprovingAgency. At the bottom right, there are 'Search' and 'Reset' buttons.

b. Enter Property Name and click on the **Search** button.

This screenshot is identical to the previous one, but the 'Property Name' field now contains the text 'Northgate Condos'. A red arrow points to this field. Another red arrow points to the 'Search' button at the bottom right of the form.



Users can type in complete search terms as shown above or portions of the text to search for assessments

c. The screen displays all the assessments related to the search criteria on the bottom of the screen.



Capital Needs Assessment Tool

Contact Us | Help | Logout

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

USDA
Logged in as: HCNT04

CNA SUBMISSION LOCATE CNA Reports

Search ** At least one is required

** Property Name

** Assessment ID

** Property ID

** State

** City

** iRems Property ID

** AMAS ID

** Reviewer

** Internal Status

** Approving Agency

Search Reset

View

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal C
Northgate Homes	2014-003065	Under Review	7/24/2014	000128	+ FIRST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-003062	Approved	7/24/2014	000128	FIRST - HCNT04 LAST 777555		Reston	VA	20190
Northgate Condos1	2014-003060	Approved	7/24/2014	000128	FIRST - HCNT04 LAST 170808		Reston	VA	20190
Northgate Condos	2014-003221	Approved	8/5/2014	000128	FIRST - HCNT04 LAST 1234324252		Reston	VA	20190
Northgate Condos	2014-002868	Approved	7/21/2014	000128	FIRST - HCNT04 LAST 5798085111		Reston	VA	20190
Northgate Condos	2014-002866	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST 5798085111		Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST 800217510		Reston	VA	20190
Northgate Condos	2014-002851	Under Review	7/21/2014	000128	+ FIRST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST 5798085		Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST 5798085		Reston	VA	20190
Northgate Condos	2014-002594	Rejected	7/14/2014	000128	FIRST - HCNT04 LAST 053119		Reston	VA	20190



Users can enter any number of search criteria to refine their search. For example, by typing in “VA” in the *State* field, and selecting “Approved” in the *Internal Status* field, the user will get a list of all assessments that have a status of Approved from Virginia.

4.2 Assigning a CNA for Review

A CNA can be assigned to a reviewer either by a user with the “assigner” role or re-assigned by the currently assigned reviewer to another user with the “reviewer” role.

4.2.1 Assigning a CNA by an “Assigner”

- a. As soon as an assigner logs into the tool, they are automatically presented with a list of CNAs submitted to the agency associated with them but not yet assigned.
- b. To select a reviewer, click on the + sign in the **Reviewer** column.



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

Search ** At least one is required

** Property Name: Northgate Condos
** Assessment ID:
** Property ID:
** State:
** City:
** Rems Property ID:
** AMAS ID:
** Reviewer:
** Internal Status:
** Approving Agency:

View ▾ DefaultSearch Detach

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	Rems Property ID	City	State	Postal C
Northgate Condos	2014-003221	Under Review	8/5/2014	000128	+ FIRST - HCNT01 LAST - HCNT01	1234324252	Reston	VA	20190
Northgate Condos	2014-003493	Under Review	8/14/2014	000128	+ FIRST - HCNT01 LAST - HCNT01	11111133	Reston	VA	20190
Northgate Condos	2014-002873	Rejected	7/21/2014	000128	FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190
Northgate Condos	2014-002843	Approved	7/21/2014	000128	FIRST - HCNT01 LAST - HCNT01	5798085	Reston	VA	20190
Northgate Condos	2014-002841	Approved	7/21/2014	000128	FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190
Northgate Condos	2014-002526	Submitted	7/10/2014	000128	+ FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190
Northgate Condos	2014-002785	Rejected	7/17/2014	000128	FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190
Northgate Condos	2014-002784	Approved	7/17/2014	000128	FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190
Northgate Condos	2014-002569	Submitted	7/10/2014	000128	+ FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190
Northgate Condos	2014-002556	Submitted	7/10/2014	000128	+ FIRST - HCNT01 LAST - HCNT01	800217510	Reston	VA	20190

Columns Hidden 1



When an Assigner with both assigner and a reviewer roles logs in, they will be presented with the assessments assigned to them (via their reviewer role).

Only assessments with the status of **Submitted** and **Under Review** can be assigned to a reviewer.

c. After clicking the + sign, the following dialog box is displayed

** City:
** Rems Property ID:
** AMAS ID:
** Reviewer: <Unassigned> ▾
** Internal Status:
** Approving Agency: HUD

Select Reviewer

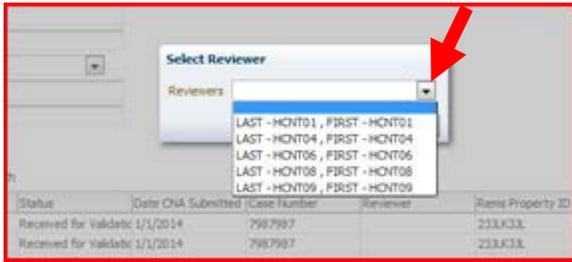
Reviewers: ▾

OK Cancel

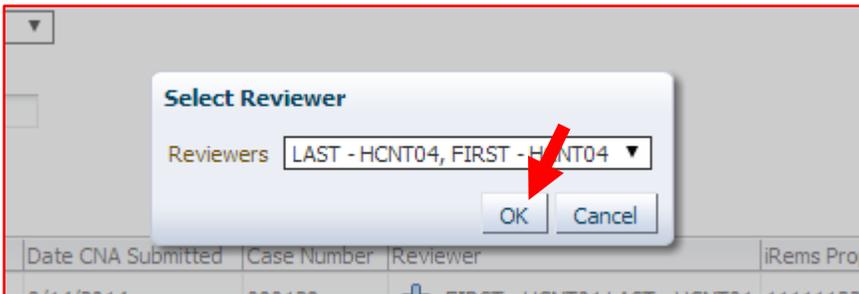
View ▾ DefaultSearch Detach

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	Rems Property ID	City	State	Postal C
---------------	---------------	--------	--------------------	-------------	----------	------------------	------	-------	----------

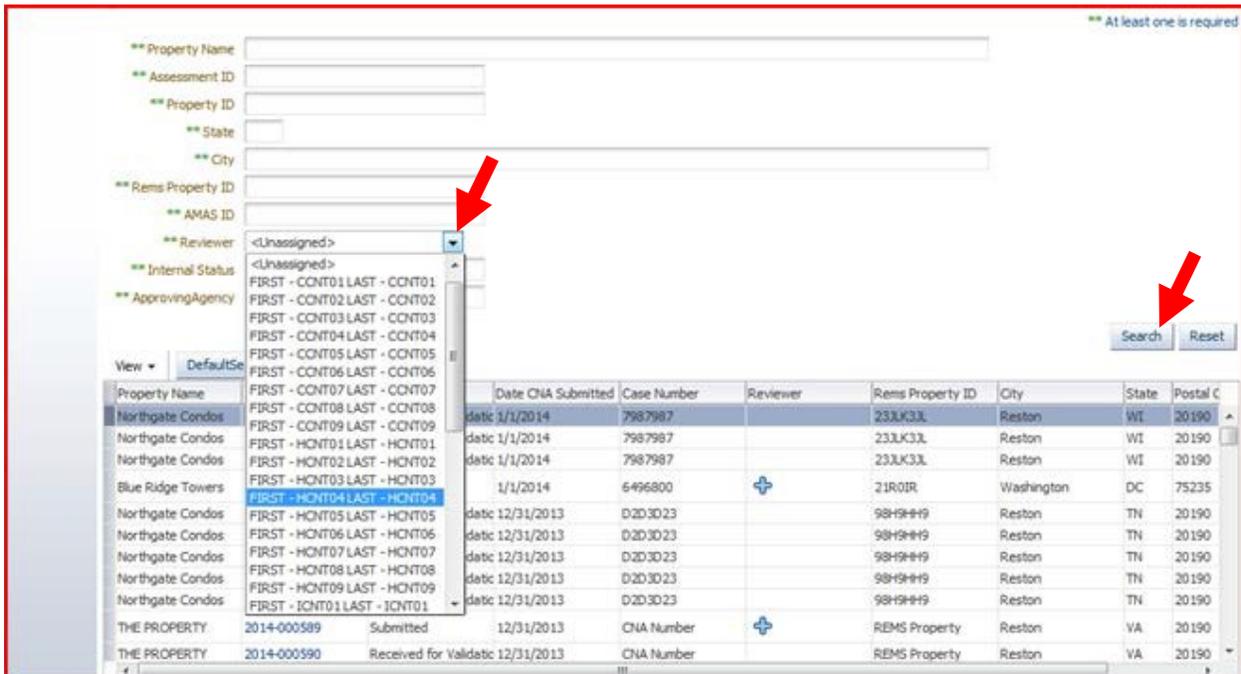
d. Click on the drop-down arrow to choose a reviewer.



- e. Choose a reviewer from the list displayed. Here, **LAST – HCNT04, FIRST - HCNT04** is chosen. Click on the **OK** button.



- f. On the search fields above the table, search for the assigned reviewer by clicking on the down-arrow in the **Reviewer** field and click on the **Search** button.





g. The bottom of the screen displays all the CNAs assigned to the selected reviewer.

Search ** At least one is required

** Property Name

** Assessment ID

** Property ID

** State

** City

** Rems Property ID

** AMAS ID

** Reviewer FIRST - HCNT04 LAST - HCNT04

** Internal Status

** ApprovingAgency HUD

View ▾

Property Name	AssessmentId1	Status	Date CNA Submitted	Case Number	Reviewer	Rems Property ID	City	State	Postal C
Northgate Condos	2014-000395	Under Review	1/1/2014	7987987	+ FIRST - HCNT04 LAST - HCNT04	23JLK3JL	Reston	VA	20190
Blue Ridge Towers	2014-000032	Approved	1/1/2014	4207055	FIRST - HCNT04 LAST - HCNT04	75H0LV	Washington	DC	75100
Blue Ridge Towers	2014-000037	Submitted	1/1/2014	6496800	+ FIRST - HCNT04 LAST - HCNT04	21R0IR	Washington	DC	75235
Northgate Condos	2014-002099	Submitted	6/30/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	904504	Reston	VA	20190
Harry Messner	2014-002104	Submitted	6/30/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Condos	2014-002295	Received for Validation	7/8/2014	000128	FIRST - HCNT04 LAST - HCNT04	120151	Reston	VA	20190
Northgate Condos	2014-002146	Rejected	6/30/2014	000128	FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Condos	2014-002152	Submitted	6/30/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190

4.2.2 Assigning CNA by a currently assigned reviewer

a. Log into as a reviewer; here logged in as **LAST – HCNT04, FIRST - HCNT04**.

NOTE: Please note that only those CNAs with the status of **Submitted** or **Under Review** have the **+** sign next to the reviewer’s name, indicating that these CNAs can be re-assigned to a different reviewer by this reviewer. Those CNAs with the status of **Approved** or **Rejected** or **Received for Validation** cannot be re-assigned to a different reviewer by this reviewer.



Search ** At least one is required

** Property Name

** Assessment ID

** Property ID

** State

** City

** iRems Property ID

** AMAS ID

** Reviewer

** Internal Status

** Approving Agency

View ▾

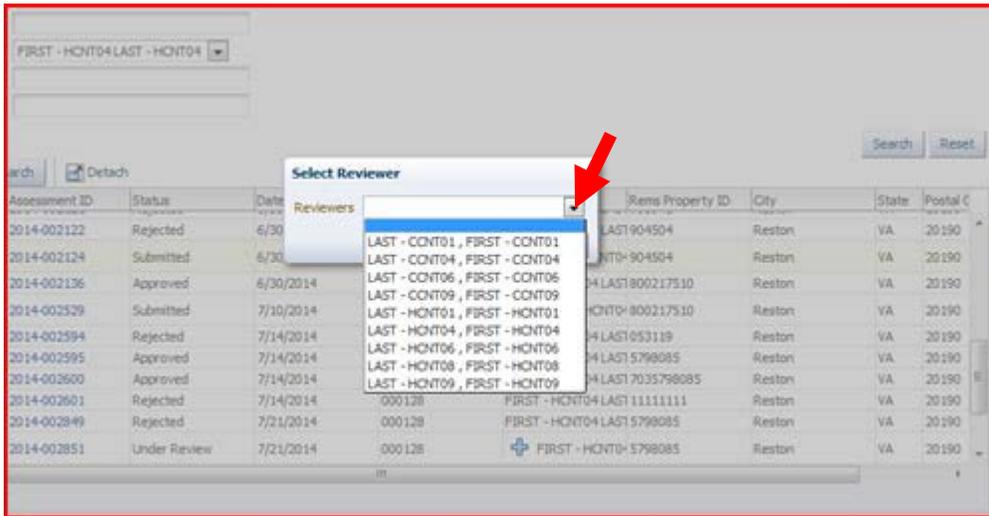
Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal C
Northgate Homes	2014-003065	Under Review	7/24/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-003062	Approved	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	777555	Reston	VA	20190
Northgate Condos1	2014-003060	Approved	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	170808	Reston	VA	20190
Northgate Homes	2014-003057	Under Review	7/24/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	122205	Reston	VA	20190
Northgate Condos	2014-003221	Under Review	8/5/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	1234324252	Reston	VA	20190
Northgate Condos	2014-002868	Approved	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085111	Reston	VA	20190
Northgate Condos	2014-002866	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085111	Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Condos	2014-002851	Under Review	7/21/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190

b. Click on the + sign in the **Reviewer** column and below screen is displayed. In this example, Assessment ID **2014-003057** is selected.

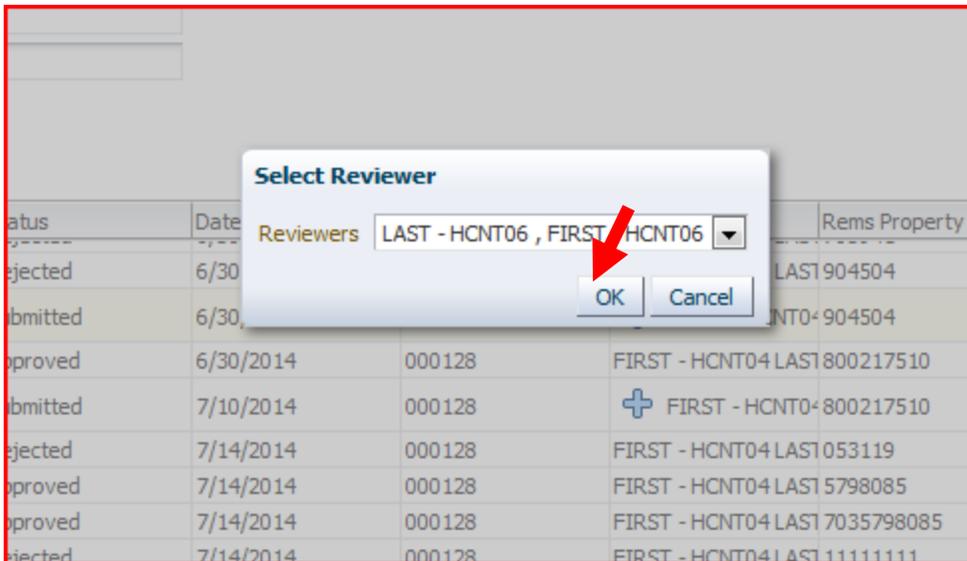
View ▾

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal C
Northgate Homes	2014-003065	Under Review	7/24/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-003062	Approved	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	777555	Reston	VA	20190
Northgate Condos1	2014-003060	Approved	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	170808	Reston	VA	20190
Northgate Homes	2014-003057	Under Review	7/24/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	122205	Reston	VA	20190
Northgate Condos	2014-003221	Under Review	8/5/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	1234324252	Reston	VA	20190
Northgate Condos	2014-002868	Approved	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085111	Reston	VA	20190
Northgate Condos	2014-002866	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085111	Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Condos	2014-002851	Under Review	7/21/2014	000128	+ FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190

c. Click on the drop-down arrow to choose a reviewer.



- d. Choose a reviewer from the list displayed. Here, **LAST – HCNT06, FIRST - HCNT06** is chosen. Click the **OK** button.



- e. On the search fields above the table, search for the assigned reviewer by clicking on the down-arrow in the **Reviewer** field and click on the **Search** button.



Search ** At least one is required

** Property Name

** Assessment ID

** Property ID

** State

** City

** iRems Property ID

** AMAS ID

** Reviewer **FIRST - HCNT04 LAST - HCNT04** ▼

** Internal Status

** Approving Agency

View ▾ **DefaultSearch**

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal Code
Northgate Homes	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	777595	Reston	VA	20190
Northgate Condos	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	170808	Reston	VA	20190
Northgate Homes	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	122205	Reston	VA	20190
Northgate Condos	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	1234324252	Reston	VA	20190
Northgate Condos	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085111	Reston	VA	20190
Northgate Condos	2014-00128	Under Review	7/24/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085111	Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	800217510	Reston	VA	20190
Northgate Condos	2014-002854	Under Review	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST - HCNT04	5798085	Reston	VA	20190

- f. The below screen shows the reviewer **FIRST – HCNT04, LAST - HCNT04** has re-assigned to assessment ID **2014-003057** to reviewer **FIRST – HCNT06, LAST - HCNT06**.

Search ** At least one is required

** Property Name

** Assessment ID

** Property ID

** State

** City

** iRems Property ID

** AMAS ID

** Reviewer **FIRST - HCNT06 LAST - HCNT06** ▼

** Internal Status

** Approving Agency

View ▾ **DefaultSearch**

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal Code
Northgate Homes	2014-003057	Under Review	7/24/2014	000128	FIRST - HCNT06 LAST - HCNT06	122205	Reston	VA	20190
Northgate Condos	2014-002124	Under Review	6/30/2014	000128	FIRST - HCNT06 LAST - HCNT06	904504	Reston	VA	20190
EARL Cook	2014-002123	Under Review	6/30/2014	000128	FIRST - HCNT06 LAST - HCNT06	800217510	Reston	VA	20190
Northgate Condos	2014-002148	Approved	6/30/2014	000128	FIRST - HCNT06 LAST - HCNT06	800217510	Reston	VA	20190
Northgate Condos	2014-002013	Under Review	6/29/2014	000128	FIRST - HCNT06 LAST - HCNT06	800217510	Reston	VA	20190
Northgate Condos	2014-001933	Rejected	6/25/2014	000128	FIRST - HCNT06 LAST - HCNT06	800217510	Reston	VA	20190
Northgate Condos	2014-001932	Approved	6/25/2014	000128	FIRST - HCNT06 LAST - HCNT06	800217510	Reston	VA	20190
THE PROPERTY 123	2014-000619	Submitted	12/31/2013	CNA Number	FIRST - HCNT06 LAST - HCNT06	REMS Property	Reston	VA	20190
Northgate Condos	2014-000473	Submitted	1/1/2014	7987987	FIRST - HCNT06 LAST - HCNT06	23JLK3JL	Reston	FL	20190



4.3 Reviewing a CNA

To review a CNA, the reviewer logs into the reviewer tool and is presented with all the assessments currently assigned to them. In this example, reviewer **FIRST – HCNT04, LAST - HCNT04** has logged in to review a Submitted CNA.

The screenshot shows the 'Capital Needs Assessment Tool' interface. At the top, it displays 'U.S. Department of Housing and Urban Development' and 'U.S. Department of Agriculture - Rural Development'. The user is logged in as 'HCNT04'. The interface includes a search section with various filters and a table of results.

Search Filters:

- ** Property Name
- ** Assessment ID
- ** Property ID
- ** State
- ** City
- ** iRems Property ID
- ** AMAS ID
- ** Reviewer: FIRST - HCNT04 LAST - HCNT04
- ** Internal Status
- ** Approving Agency

Table of Results:

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal C
Northgate Homes	2014-003065	Under Review	7/24/2014	000128	FIRST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-003062	Approved	7/24/2014	000128	FIRST - HCNT04 LAST	777555	Reston	VA	20190
Northgate Condos1	2014-003060	Approved	7/24/2014	000128	FIRST - HCNT04 LAST	170808	Reston	VA	20190
Northgate Condos	2014-003221	Under Review	8/5/2014	000128	FIRST - HCNT04	1234324252	Reston	VA	20190
Northgate Condos	2014-002868	Approved	7/21/2014	000128	FIRST - HCNT04 LAST	5798085111	Reston	VA	20190
Northgate Condos	2014-002866	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	5798085111	Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	800217510	Reston	VA	20190
Northgate Condos	2014-002851	Under Review	7/21/2014	000128	FIRST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	5798085	Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST	5798085	Reston	VA	20190
Northgate Condos	2014-002594	Rejected	7/14/2014	000128	FIRST - HCNT04 LAST	053119	Reston	VA	20190

- a. Click the Assessment ID link in blue to launch the assessment for review. Here, assessment ID **2014-003221** has been selected.

This is a close-up view of the table from the previous screenshot. A red arrow points to the Assessment ID '2014-003221' in the row for 'Northgate Condos'.

Property Name	Assessment ID	Status	Date CNA Submitted	Case Number	Reviewer	iRems Property ID	City	State	Postal C
Northgate Homes	2014-003065	Under Review	7/24/2014	000128	FIRST - HCNT04	800217510	Reston	VA	20190
Northgate Homes	2014-003062	Approved	7/24/2014	000128	FIRST - HCNT04 LAST	777555	Reston	VA	20190
Northgate Condos1	2014-003060	Approved	7/24/2014	000128	FIRST - HCNT04 LAST	170808	Reston	VA	20190
Northgate Condos	2014-003221	Under Review	8/5/2014	000128	FIRST - HCNT04	1234324252	Reston	VA	20190
Northgate Condos	2014-002868	Approved	7/21/2014	000128	FIRST - HCNT04 LAST	5798085111	Reston	VA	20190
Northgate Condos	2014-002866	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	5798085111	Reston	VA	20190
Northgate Condos	2014-002854	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	800217510	Reston	VA	20190
Northgate Condos	2014-002851	Under Review	7/21/2014	000128	FIRST - HCNT04	5798085	Reston	VA	20190
Northgate Condos	2014-002849	Rejected	7/21/2014	000128	FIRST - HCNT04 LAST	5798085	Reston	VA	20190
Northgate Condos	2014-002595	Approved	7/14/2014	000128	FIRST - HCNT04 LAST	5798085	Reston	VA	20190
Northgate Condos	2014-002594	Rejected	7/14/2014	000128	FIRST - HCNT04 LAST	053119	Reston	VA	20190



- d. The **LOCATE CNA** screen displayed below shows various panels that contain all of the CNA information submitted to the agency.

Capital Needs Assessment Tool

Contact Us | Help | Logout

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

Logged in as: HCNT04

CNA SUBMISSION **LOCATE CNA** Reports

Expand All Collapse All Return

Reviewer HCNT04 Rems Property ID 1234324252 Postal Code 20190
Assessment ID 2014-003221 Property Name Northgate Condos Case Number 000128
Date CNA Submitted 8/5/2014 State VA Internal Status Under Review
Completed Date 12/31/2013 City Reston

View Previous History

Summary

View ▾ Detach

Role	Contact Name	Contact Number	Contact eMail Address	Org Name	Street Address	City	State	Zip Code
Current Owner	Tom Forlini	493-403-4039	tforlini@gmail.com	Tom Forlini	3920 Elm Street	Reston	VA	20190
Lender - Originator	Jane Sullivan	493-403-4039	janes@mainstreetlendi...	Main Street Lending	827 Shady Oak Blv...	Herndon	VA	20190
Property Manager	Bob Builder	493-403-4039	bbuilder@gmail.com	ABC Property	123 Main Street	Reston	VA	20190

Flags

Financial Factors

Financial Schedule

Estimate Period Recap

Critical Repair Needs

Non Critical Repair Needs

Future Repair Replacements

Narrative

- e. Each of the panels can be expanded by:
 - i. Clicking on the right-arrow button to the left side of the panel names
 - ii. Double clicking anywhere in the panel header.

Financial Factors

Financial Schedule

Estimate Period Recap

Critical Repair Needs

Non Critical Repair Needs

Future Repair Replacements



All the panels can be expanded by clicking **Expand All** button at the top right corner of the screen.

Capital Needs Assessment Tool

Contact Us | Help | Logout

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

USDA
Logged in as: HCNT04

CNA SUBMISSION | **LOCATE CNA** | Reports

Expand All | Collapse All | Return

Reviewer: HCNT04 Rems Property ID: 1234324252 Postal Code: 20190
 Assessment ID: 2014-003221 Property Name: Northgate Condos Case Number: 000128
 Date CNA Submitted: 8/5/2014 State: VA Internal Status: Under Review
 Completed Date: 12/31/2013 City: Reston

View Previous History

4.3.1 Locate CNA

The top-most panel displays the basic information of the CNA.

Capital Needs Assessment Tool

Contact Us | Help | Logout

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

USDA
Logged in as: HCNT04

CNA SUBMISSION | **LOCATE CNA** | Reports

Expand All | Collapse All | Return

Reviewer: HCNT04 Rems Property ID: 1234324252 Postal Code: 20190
 Assessment ID: 2014-003221 Property Name: Northgate Condos Case Number: 000128
 Date CNA Submitted: 8/5/2014 State: VA Internal Status: Under Review
 Completed Date: 12/31/2013 City: Reston

View Previous History



“View Previous History” displays all other CNA’s submitted for the same property with various statuses.

4.3.2 Summary

The **Summary** panel displays various participants associated with this assessment. For example, Current Owner, Lender, and Property Manager are displayed on the screen.

Summary

View ▾ Detach

Role	ContactName	Contact Number	Contact eMail Address	Org Name	Street Address	City	State	Zip Code
Current Owner	Tom Forlini	493-403-4039	tforlini@gmail.com	Tom Forlini	3920 Elm Street	Reston	VA	20190
Lender - Originator	Jane Sullivan	493-403-4039	janes@mainstreetlending.com	Main Street Lending	827 Shady Oak Blvd, Suite 160	Herndon	VA	20190
Property Manager	Bob Builder	493-403-4039	bbuilder@gmail.com	ABC Property	123 Main Street	Reston	VA	20190

4.3.3 Flags

The **Flags** panel displays all the flags generated for this assessment.

- a. Click the arrow on the left side of **Flags** to expand this panel.



VIEW PREVIOUS HISTORY

Summary

View ▾ Detach

Role	Contact Name	Contact Number	Contact eMail Address	Org Name	Street Address	City	State	Zip Code
Current Owner	Tom Forlini	493-403-4039	tforlini@gmail.com	Tom Forlini	3920 Elm Street	Reston	VA	20190
Lender - Originator	Jane Sullivan	493-403-4039	janes@mainstreetlending.com	Main Street Lending	827 Shady Oak Blvd...	Herndon	VA	20190
Property Manager	Bob Builder	493-403-4039	bbuilder@gmail.com	ABC Property	123 Main Street	Reston	VA	20190

> Flags

> Financial Factors

b. The expanded panel is displayed below.

Flags

View ▾ Detach

Severity	Flag ID	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment		edit
W	DA-002	Smoke and fire detection system, central panel	Comments field has been left blank or contains an invalid value for an identified Accessibility Recommendation/Decision; Component: Central panel smoke detector , Alternative: New Central Panel		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1501 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1503 Northgate Square, Unit Type: 2BR 2BA 850, Unit Number: 31B		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1400 Side, Building: 1406 Northgate Square, Unit Type: 2BR 1BA 750, Unit Number: 21B		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1400 Side, Building: 1402 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A		edit

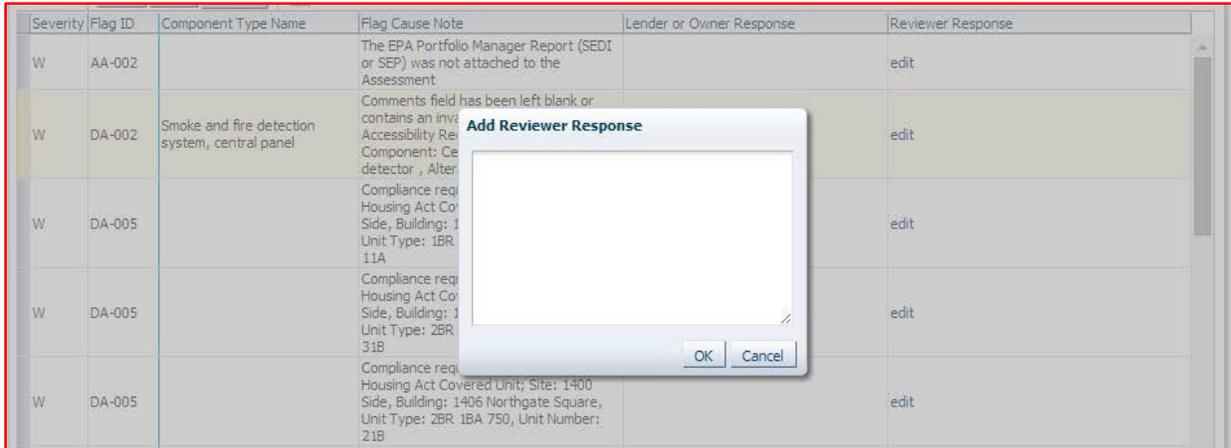
c. The reviewer has to the ability to add comment to flags. To add a comment on a specific flag, click the “edit” in the Reviewer Response column.

Flags

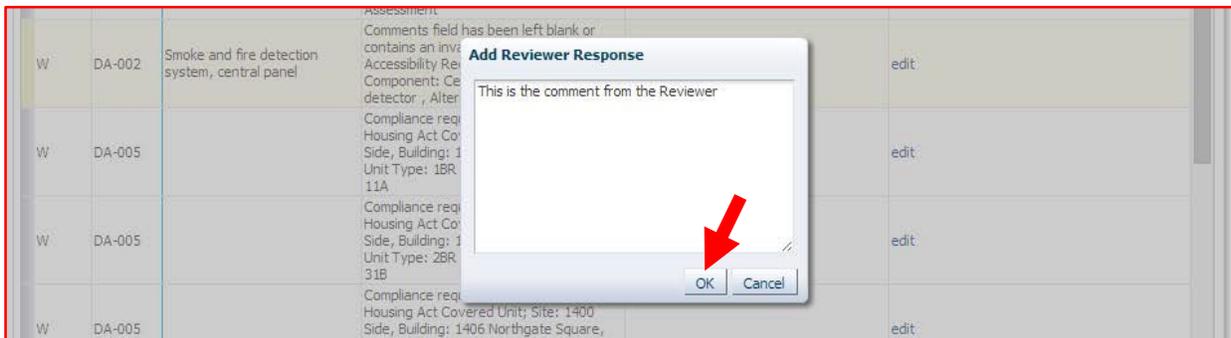
View ▾ Detach

Severity	Flag ID	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment		edit
W	DA-002	Smoke and fire detection system, central panel	Comments field has been left blank or contains an invalid value for an identified Accessibility Recommendation/Decision; Component: Central panel smoke detector , Alternative: New Central Panel		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1501 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A		edit

d. Enter the comment in the **Add Reviewer Response** box.



e. The below screen capture is an example of reviewer comments added in the pop up window. Click the **OK** button to save the review comment.



f. The user is back on the original screen with the reviewer's comment saved and displayed.



Severity	Flag ID	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment		edit
W	DA-002	Smoke and fire detection system, central panel	Comments field has been left blank or contains an invalid value for an identified Accessibility Recommendation/Decision; Component: Central panel smoke detector , Alternative: New Central Panel		editThis is the comment from the Reviewer
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1501 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1503 Northgate Square, Unit Type: 2BR 2BA 850, Unit Number: 31B		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1400 Side, Building: 1406 Northgate Square, Unit Type: 2BR 1BA 750, Unit Number: 21B		edit
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1400 Side, Building: 1402 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A		edit



Comments will not be visible to the submitter until a decision on the assessment has been made (i.e. Accept or Reject)

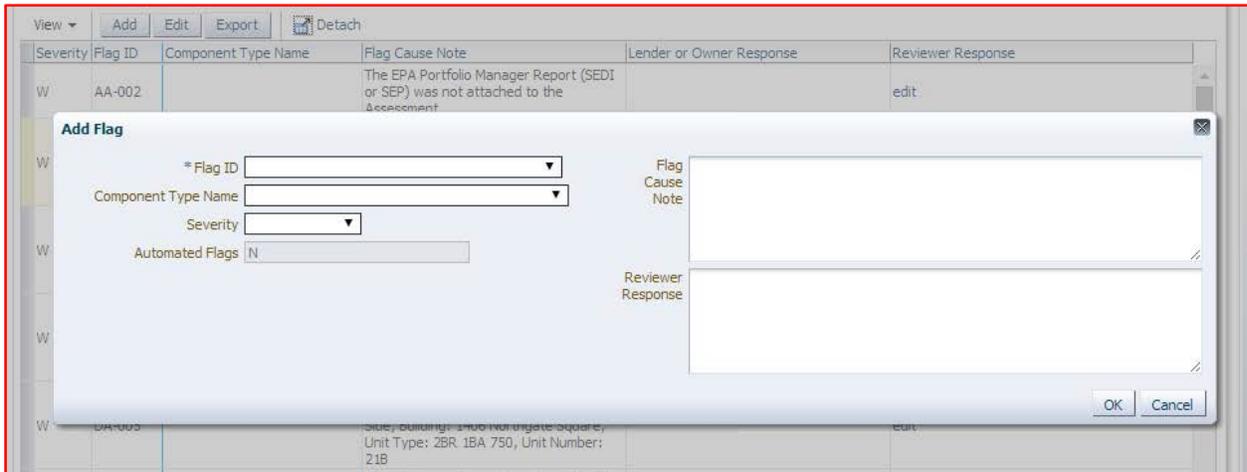
(i) Add a Flag

The reviewer has the ability to add a “manual flag” to the assessment at any time during the review.

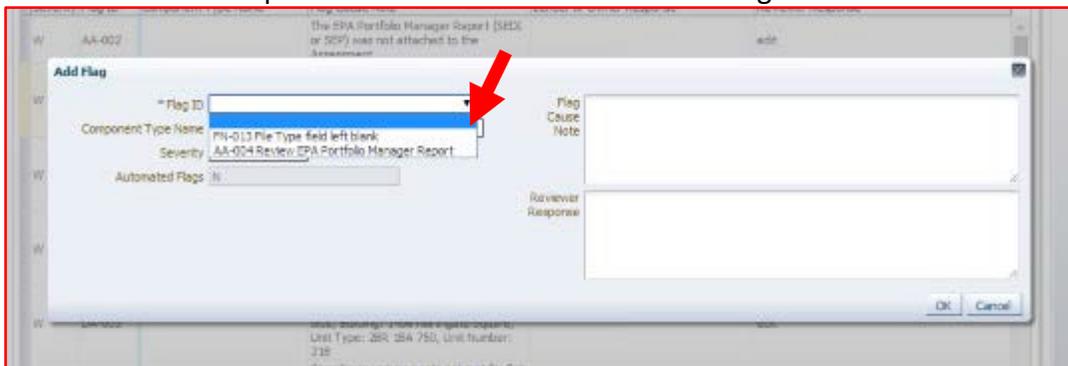
- a. Click the **Add** button on top of the **Flags** panel.

Severity	Flag ID	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment		edit
W	DA-002	Smoke and fire detection system, central panel	Comments field has been left blank or contains an invalid value for an identified Accessibility Recommendation/Decision; Component: Central panel smoke detector , Alternative: New Central Panel		editThis is the comment from the Reviewer
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1501 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A		edit
			Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1503 Northgate Square, Unit Type: 2BR 2BA 850, Unit Number: 31B		

- b. A pop-up box with the options to add a new flag is displayed on the screen.



- c. Click the drop-down option for **Flag ID** and choose any of the manual flags that were predefined. In this case the **FN-013** flag is chosen.



In the drop-down list a user will see only those flags that have been designated by system administrators as manual flags. Users cannot create their own flags, they must choose from the predefined list (See section 5.1.2 for steps on how to create a new manual flag in the system).

- d. Since this is a manual flag, the **Automated Flag** field is grayed out and has “N” implying that it is not an automated flag, the **Severity** and **Flag Cause Note** fields automatically populate based on the flag chosen.

- e. The user is able to select a **Component Type** tied to the assessment from the pre-populated drop-down list and enter a Reviewer Response and click the **OK** button to save the new flag.

- f. Scroll down the Flags panel to view the new flag.

W	DA-005		21A Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1400 Side, Building: 1402 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A	edit
W	FN-002		Annual Ending Balance per Unit falls below Allowable Minimum Balance in year	edit
W	FN-013		This is a manual flag.	editThis is my response.
W	UL-001	Disposal (food waste)-Common	The "Recommended Remaining Useful Life" differs from the "Standard Remaining Useful Life" on an Alternative; ComponentType: Disposal (food waste)-Common, Alternative: New Disposal - Better	edit

(ii) Edit a Flag

The reviewer has the ability to edit a response of any flag.

- a. With the respective row of the Flag to edit selected, click the **Edit** button on top of the **Flags** panel.

Flags					
View	Add	Edit	Export	Detach	
Severity	Flag ID	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment		edit
W	DA-002	Smoke and fire detection system, central panel	Comments field has been left blank or contains an invalid value for an identified Accessibility Recommendation/Decision; Component: Central panel smoke detector , Alternative: New Central Panel		editThis is the comment from the Reviewer
W	DA-005		Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1500 Side, Building: 1501 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A Compliance requirements not met for Fair		edit

b. The screen displays the **Manage Flag** box, where the reviewer can edit the flag.

Manage Flag FN-013

Component Type Name:

Severity:

Automated Flags:

Flag Cause Note:

Lender or Owner Response:

Reviewer Response:

c. Update the **Reviewer Response** with a new comment and click the **OK** button.

Manage Flag FN-013

Component Type Name:

Severity:

Automated Flags:

Flag Cause Note:

Lender or Owner Response:

Reviewer Response:

d. The information is updated on the **Flags** panel for the flag selected.

W	DA-005		21A Compliance requirements not met for Fair Housing Act Covered Unit; Site: 1400 Side, Building: 1402 Northgate Square, Unit Type: 1BR 1BA 650, Unit Number: 11A	edit
W	FN-002		Annual Ending Balance per Unit falls below Allowable Minimum Balance in year	edit
W	FN-013		This is a manual flag.	edit
W	UL-001	Disposal (food waste)-Common	The "Recommended Remaining Useful Life" differs from the "Standard Remaining Useful Life" on an Alternative; ComponentType: Disposal (food waste)-Common, Alternative: New Disposal - Better	edit

4.3.4 Financial Factors

- a. Click the arrow next to **Financial Factors** panel to view information related to the financial factors submitted

Financial Factors

Estimate Period	<input type="text" value="20"/>	Start Year for new Inflation Rate on Cap Needs	<input type="text" value="5"/>
Initial Deposit to RFR	<input type="text" value="1000"/>	Start Year for new Rate on RFR Balance	<input type="text" value="1"/>
Annual Deposit to Reserves for Replacement (ADRR) per Unit	<input type="text" value="500"/>	Start Year for new Rate on RFR Balance	<input type="text" value="9"/>
Initial Inflation Rate for Annual RFR Deposit	<input type="text" value="1.123"/>	MinimumBalancePercentage	<input type="text"/>
Start Year for new Deposit Inflation Rate	<input type="text" value="1.4"/>	Minimum RFR Balance Per Unit	<input type="text" value="100"/>
Start Year for new Deposit Inflation Rate	<input type="text" value="3"/>	Required Minimum RFR Balance in Escrow Account	<input type="text" value="4700"/>
Next Inflation rate on Cap Needs	<input type="text" value="5.5"/>	Reserve Comments	<input type="text" value="This financial data should be sufficient."/>
Initial Inflation rate on Cap Needs	<input type="text" value="1.5"/>	First Year RFR Deposit	<input type="text" value="23500"/>
Initial Interest Rate for RFR Balance	<input type="text" value="1.5"/>		

4.3.5 Financial Schedule

- a. Click the arrow next to **Financial Schedule** panel to view the calculated financial schedule based on recommendations/decisions made

Financial Schedule

First Year RFR Deposit:

Description	Year 01	Year 02	Year 03	Year 04	Year 05	Year 06	Year 07	Year 08
Calendar Year	2015	2016	2017	2018	2019	2020	2021	2022
Beginning Balance	\$1,000	\$24,722	\$49,066	\$74,112	\$99,873	\$126,352	\$153,576	\$181,560
Interest Income	\$15	\$370	\$736	\$1,111	\$1,498	\$1,895	\$2,303	\$2,723
Annual Deposit	\$23,763	\$24,030	\$24,367	\$24,708	\$25,054	\$25,405	\$25,760	\$26,121
Inflated Needs (With...)	\$56	\$57	\$58	\$58	\$72	\$76	\$80	\$85
Ending Balance	\$24,722	\$49,066	\$74,112	\$99,873	\$126,352	\$153,576	\$181,560	\$210,319
Required Minimum ...	\$4,770	\$4,842	\$4,914	\$4,988	\$5,262	\$5,552	\$5,857	\$6,179
Interest Rate on B...	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Inflation Rate on ...	1.123%	1.123%	1.4%	1.4%	1.4%	1.4%	1.4%	1.4%
Inflation Rate on ...	1.5%	1.5%	1.5%	1.5%	5.5%	5.5%	5.5%	5.5%
RFR Deposit / Un...	\$505	\$511	\$518	\$525	\$533	\$540	\$548	\$555
Inflated Needs / U...	\$1	\$1	\$1	\$1	\$1	\$1	\$1	\$1

Financial Schedule

[Estimate Period Recap](#)



4.3.6 Estimate Period Recap

- a. Click the arrow next to **Estimate Period Recap** panel to display a list of fields that give a financial recap of the assessment submitted

Financial Schedule

Estimate Period Recap

	Total	\$/Unit
Immediate Repairs (Total)	\$2,120	
Life Safety Remedies	\$1,500	\$32
Accessibility Remedies	\$120	\$1
Non-critical Needs	\$500	\$11

	Total	\$/Unit
Total Deposits [all sources] to RfR Escrow	\$599,965	\$12,765
Years in Estimate Period	20	
Initial Deposit	\$1,000	\$500
Total Future Annual Deposits	\$542,709	\$11,547
Total Interest Income	\$56,256	
Total Uninflated Future Needs		\$11
Total Inflated Future Needs [withdrawals]	\$636	\$14
Estimate Period Ending Balance	\$599,329	\$12,752

1st Yr Annual Deposit/Unit	\$500
Lowest RfR Balance Year	1
Lowest RfR Balance \$/Unit	\$10.64
Last Year Ending Balance Deficiency \$/Unit	
Suggested Add to ADRR \$/Unit	\$0
Highest RfR Balance Year	20
Highest RfR Balance \$/Unit	\$12,752
Lowest Withdrawal Year	10
Highest Withdrawal Year	9

Critical Repair Needs

4.3.7 Critical Repair Needs

- a. Click the arrow next to Critical Repair Needs panel to display 2 sub-panels, **Life Safety Critical Repairs** and **Accessibility Critical Repairs**. Items displayed in these panels are recommendations/decisions that were identified as a life safety or accessibility deficiency.

Critical Repair Needs

Life Safety Critical Repairs

View ▾ | Export | Detach

Need Category	Need Item	Component Type	Component ID	Location	Alternative Name	Repair or Replacement Location	Scope of Required Replacement or Refurbishment	Action
		Faucets & valves	Mohen Faucet 2	Building	New Faucet	Place	Test	Repair

Accessibility Critical Repairs

View ▾ | Export | Detach

Need Category	Need Item	Component Type	Component ID	Location	Alternative Name	Repair or Replacement Location	Scope of Required Accessibility Compliance	Action
		Smoke and fire detection sy...	Central panel smoke dete...	Building 4	New Central Panel	Building	Yes	Replace

Critical Repair/Replacements (Immediate Needs)



- b. **Life Safety Critical Repairs:** The Life Safety Indicator identifies the repair or replacement item as a critical repair intended to remedy an immediate risk to health and safety identified by the assessor.

The screenshot shows a table titled "Life Safety Critical Repairs" with columns: Need Category, Need Item, Component Type, Component ID, Location, Alternative Name, Repair or Replacement Location, Scope of Required Replacement or Refurbishment, and Action. A single row is visible with the following data: (empty, empty, Faucets & valves, Mohen Faucet 2, Building, New Faucet, Place, Test, Repair).

- c. **Accessibility Critical Repairs:** The Accessibility Indicator identifies a particular repair, replace or add new action as part of a corrective action plan to address identified accessibility deficiencies.

The screenshot shows a table titled "Accessibility Critical Repairs" with columns: Need Category, Need Item, Component Type, Component ID, Location, Alternative Name, Repair or Replacement Location, Scope of Required Accessibility Compliance, and Action. A single row is visible with the following data: (empty, Smoke and fire detection sy..., Central panel smoke dete..., Building 4, New Central Panel, Building, Yes, Replace).

4.3.8 Non Critical Repair Needs

- d. Click the arrow next to **Non Critical Repair Needs** panel. Items listed in this panel are recommendations/decisions that were identified as to be completed "Now" but were not identified as Life Safety or Accessibility.

The screenshot shows a table titled "Non Critical Repair Needs" with columns: Need Category, Need Item, Component Type, Component ID, Standard EUL, Current Age, Assessed RUL, Location, and Alternative Name. A single row is visible with the following data: (empty, empty, Drywall, Basement Drywall, 35, 15, empty, Test Location, Nice Drywall - b...).

4.3.9 Future Repair Replacements

- a. Click the arrow next to **Future Repair Replacements** panel. Items listed in this panel are recommendation/decisions that were identified as to be completed at their “End of Cycle”

Future Repair Replacements

View ▾ | Export | Detach

Need Category	Need Item	Component Type	Component	Chosen Alternative	Total Cost	Relative Year
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	1
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	2
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	3
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	4
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	5
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	6
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	7
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	8
		Disposal (food waste)-Common		Garbage Disposal	\$55.56	9

Non-Critical Repair/Replacements (Future Needs)

4.3.10 Component Schedule Summary

- a. Click the arrow next to the Component Schedule Summary panel. This panel is a summary of all Components.

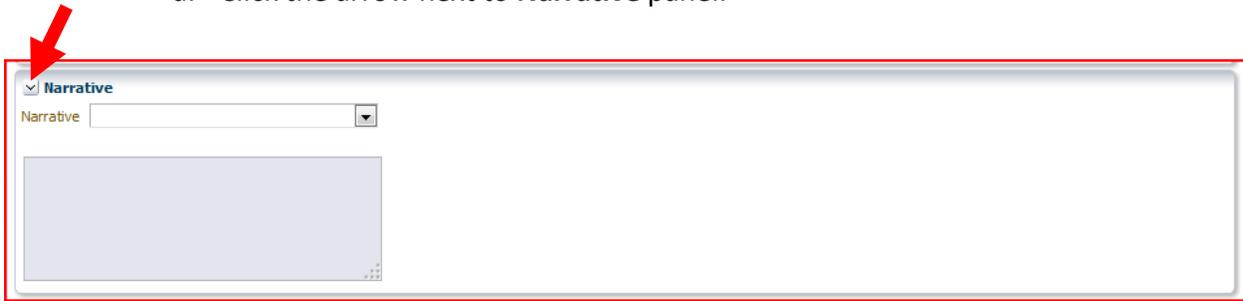
Component Schedule Summary

View ▾ | Export | Detach

Component	Action	When	First Action Cost	First Recurring Cost	Subsequent Recurring Cost	Year 00	Year 01	Year 02
Asphalt Pavement	Replace	End of Cycle	\$56,000.00	\$56,000.00	\$56,000.00	\$0.00	\$0.00	\$0.00
Parking Stall Striping	Replace	End of Cycle	\$6,555.00	\$6,555.00	\$6,555.00	\$0.00	\$0.00	\$0.00
Van Accessible Parkin	One-time Repair	Now	\$450.00	\$0.00	\$0.00	\$450.00	\$0.00	\$0.00
Courtyard Accessible	One-time Repair	Now	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00
Misc. Exterior Ameniti	Replace	End of Cycle	\$10,500.00	\$10,500.00	\$10,500.00	\$0.00	\$0.00	\$0.00
Pool Liner	Replace	End of Cycle	\$6,500.00	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00
Pool Equipment	Replace	End of Cycle	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00
Exterior Paint / Seala	Replace	End of Cycle	\$22,500.00	\$22,500.00	\$22,500.00	\$0.00	\$0.00	\$0.00
Exterior Service Door	Replace	End of Cycle	\$3,250.00	\$3,250.00	\$3,250.00	\$0.00	\$0.00	\$0.00
Balcony doors	Replace	End of Cycle	\$118,125.00	\$118,125.00	\$118,125.00	\$0.00	\$0.00	\$0.00

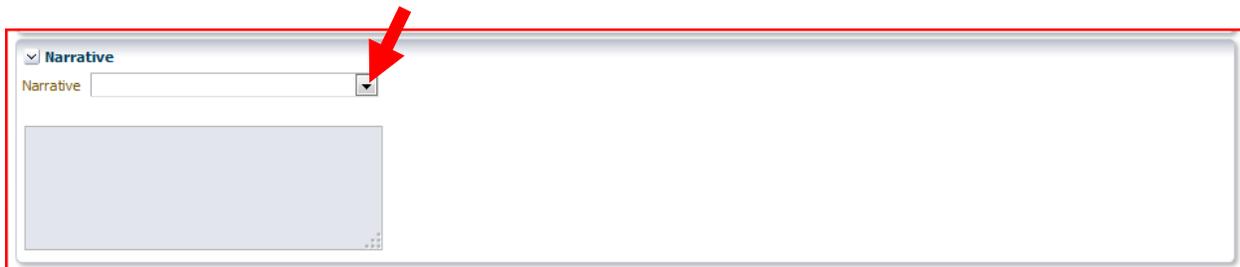
4.3.11 Narrative

- a. Click the arrow next to **Narrative** panel.



NOTE: If an assessor has input a narrative that is pertinent to the CNA, the user can view it in this panel.

- a. Click on the down-arrow of the **Narrative** box.



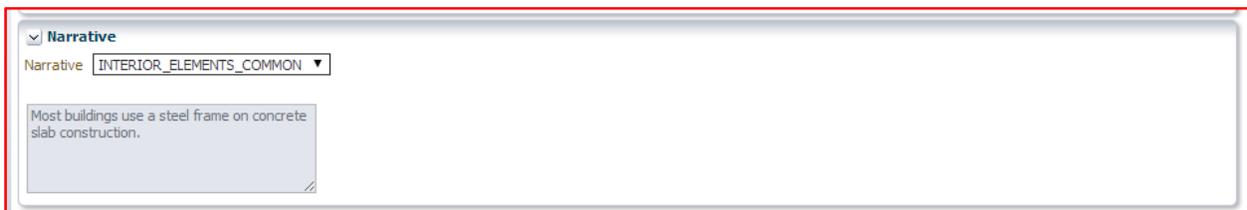
- b. The drop-down values are displayed for those areas populated by the submitter.



- c. In this example, **INTERIOR_ELEMENTS_COMMON** is selected from the list of values.



- d. The narrative for **INTERIOR_ELEMENTS_COMMON** entered by the assessor on the Assessor tool is displayed on the screen.



4.3.11 Property Tree

The **Property Tree** panel, when completely expanded, displays the Property, Sites, Buildings, Units and Common Spaces that belong to this Property.

- a. Click the arrow next to **Property Tree** panel.



Property			
AMAS ID	300920309290	City	Reston
Assessment ID	2014-003221	Family Elderly Indicator	Family
Number of Sites	2	MSA or NonMSA	MSA
Total Building Sq. Footage	46600	Postal Code	20190
Total Insurable Value	5051000	Property Id	2014-003221
Total Number of Buildings	7	Property Name	Northgate Condos
Total Units in Property	47	Rems Property ID	1234324252
Year Built	1971 - 1972	State	VA
Year of Rehab	1995 - 2006	Street Address	1500 North Shore Drive

b. Click the right-arrow to the left side of the Property name.

Property			
AMAS ID	300920309290	City	Reston
Assessment ID	2014-003221	Family Elderly Indicator	Family
Number of Sites	2	MSA or NonMSA	MSA
Total Building Sq. Footage	46600	Postal Code	20190
Total Insurable Value	5051000	Property Id	2014-003221
Total Number of Buildings	7	Property Name	Northgate Condos
Total Units in Property	47	Rems Property ID	1234324252
Year Built	1971 - 1972	State	VA
Year of Rehab	1995 - 2006	Street Address	1500 North Shore Drive

c. The **Property** name is expanded to display the **Site** information below the Property name.

Property			
AMAS ID	300920309290	City	Reston
Assessment ID	2014-003221	Family Elderly Indicator	Family
Number of Sites	2	MSA or NonMSA	MSA
Total Building Sq. Footage	46600	Postal Code	20190
Total Insurable Value	5051000	Property Id	2014-003221
Total Number of Buildings	7	Property Name	Northgate Condos
Total Units in Property	47	Rems Property ID	1234324252
Year Built	1971 - 1972	State	VA
Year of Rehab	1995 - 2006	Street Address	1500 North Shore Drive

- d. Click on the name of the Site; the Site information is displayed on the right side of the panel.



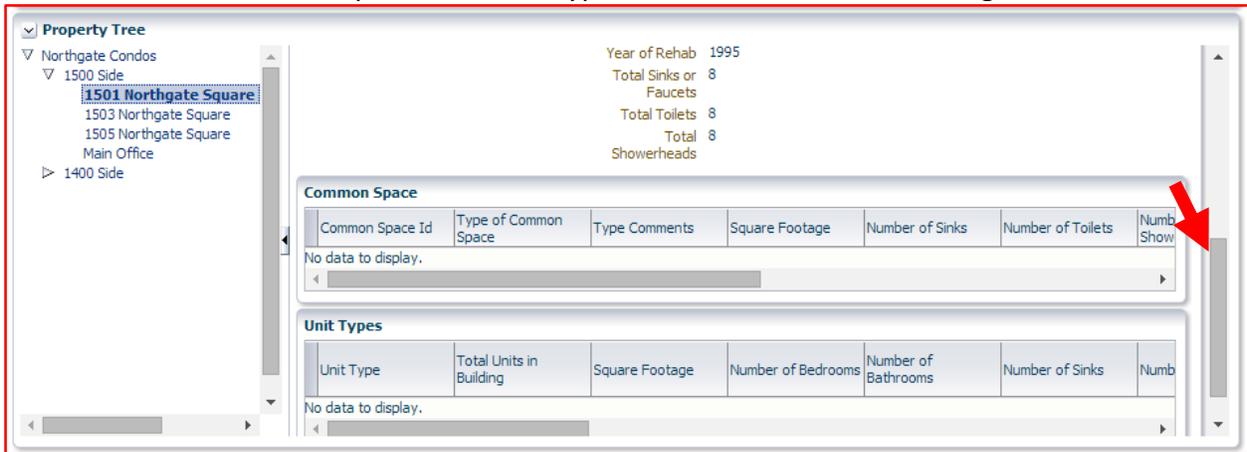
- e. Click the arrow on the left side of the Site's name; here, **1500 Side**; the list of the buildings under this Site are displayed on the left side of the panel.



- f. Click on the name of the Building; here, **1501 Northgate Square**; it displays the Building information on the right side of the panel.



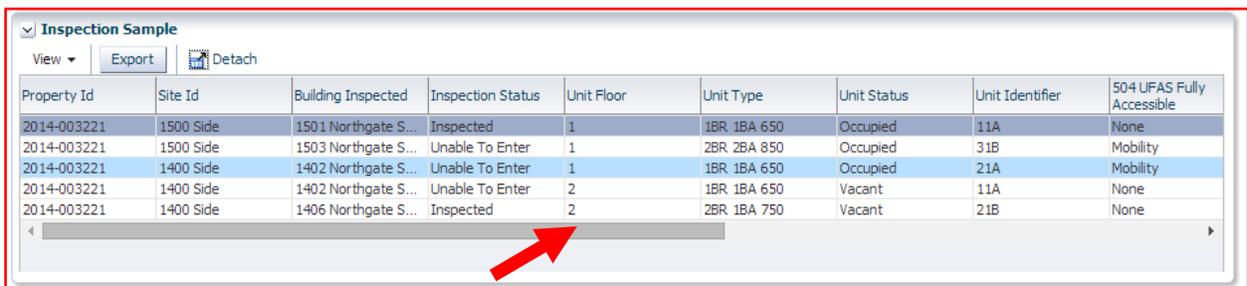
- g. Scroll down to view the complete information of this building. It displays the Common Spaces and Unit Types associated with this building.



- h. Similarly, click on other arrows and view the various Sites, Buildings and the associated Unit Types and Common Sinks Spaces under this Property.

4.3.12 Inspection Sample

The **Inspection Sample** panel displays the information on all the units that were inspected by the assessor.



Scroll to the right to view the complete information of each of the inspected units.

4.3.13 Attachments

The **Attachments** panel displays any attachments that have been attached to this assessment. In this example, the submitted CNA is the only attachment.

- a. Click the arrow next to the **Attachments** panel; the panel expands. To download the attachment to view, click on the icon to the right of the **Document Date** field.

Attachments						
Comment Type Name	Need Category ID	Need Item ID	File Type	Attachment Type	Document Date	
NA	NA	NA	CNA 08-04-14 1700.xlsm	CNA	8/5/2014	



As seen above, the actual CNA (Excel document) uploaded to the Submission page, will always be available for download in the attachments panel. Reviewers are able to make changes to the downloaded assessment and use the Validation screen to perform a “What-if-Analysis” to determine what impacts the changes would have on the schedule.

4.3.14 Reports

The **Reports** panel displays the option to view 7 different reports.

- a. Expand the **Reports** panel by clicking the arrow next to the **Reports** panel; the below screen is displayed.
- b. Click on each of the reports to view or download the report.

Reports

- Snapshot
- Critical Repair/Replacements (Immediate Needs)
- Non-Critical Repair/Replacements (Immediate Needs)
- Non-Critical Repair/Replacements (Future Needs)
- Property Insurance Schedule
- Financial Schedule
- Estimate Period Recap

1. Snapshot:

This report gives an overview of the data captured in the assessment.

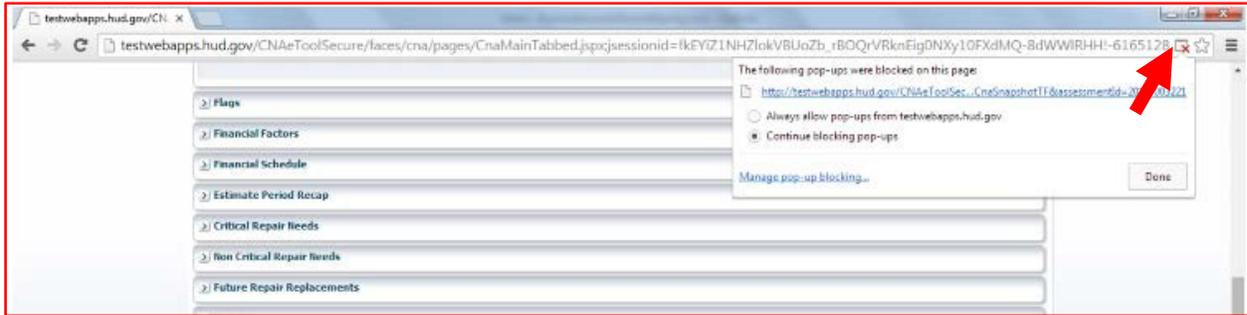
- a. Click on **Snapshot** to open this report.

Reports

- Snapshot
- Critical Repair/Replacements (Immediate Needs)
- Non-Critical Repair/Replacements (Immediate Needs)
- Non-Critical Repair/Replacements (Future Needs)
- Property Insurance Schedule
- Financial Schedule
- Estimate Period Recap



If you click on Snapshot and nothing happens, please look at the top of the screen to see whether there is a message about pop-ups. If so, then allow pop-ups to see the report.



Check the first radio button (Always allow pop-ups from to accept pop-up blocker) and then click the **Done** button.



b. The below screen is displayed on the screen.



Snapshot for Assessment Id: 2014-003221 - Google Chrome

testwebapps.hud.gov/CNAeToolSecure/faces/adf.task-flow?adf.tfDoc=%2FWEB-INF%2FCnaSnapshotTF.xml&adf.tfId=CnaSnapshotTF&assessmentId=2014-003221

Property Summary Information for Assessment Id: 2014-003221 Printable Version

Property Name	Northgate Condos	Number of Sites	2
City, State	Reston, VA	Number of Buildings	7
Year Built	1971 - 1972	Total Units	47
Year of Rehab	1995 - 2006	Section 504 of Rehab Act/UFAS Applies	NO
Replacement Cost-New	\$5,051,000.00	Date of Site Visit	4/6/2014

Site ID	Building	Stories	Number of Units	Residential SF	Gross SF	Year Built	Fair Housing Act Applies (ADD)
1400 Side	1402 Northgate Square	3	8	5,600	6,100	1971	No
1400 Side	1404 Northgate Square	3	14	15,400	15,900	1971	No
1400 Side	1406 Northgate Square	3	8	6,400	6,900	1971	No
1500 Side	1501 Northgate Square	3	8	5,600	6,100	1971	No
1500 Side	1503 Northgate Square	3	5	4,250	4,750	1971	No
1500 Side	1505 Northgate Square	3	4	2,600	3,100	1971	No
1500 Side	Main Office	1	0	0	3,750	1972	No
		TOTAL	47	39,850	46,600		

Assessment Information

Name	Contact
Prepared For: Main Street Lending	Jane Sullivan, 493-403-4039, janes@mainstreetlending.com
Prepared For: Tom Forlini	Tom Forlini, 493-403-4039, tforlini@gmail.com
Prepared With: ABC Property	Bob Builder, 493-403-4039, bbuilder@gmail.com

Assessment Summary

Number of Components	4
Number of Alternatives	7
Number of Recommendations	4
Number of Decisions	0

Inspection Summary
Minimum Sample Percentage 5%

Unit Types	Number of Units	Number of Units Inspected
1BR 1BA 650	12	1
2BR 1BA 750	12	1

c. Scroll down to view the complete report.



Inspection Summary
Minimum Sample Percentage 5%

Unit Types	Number of Units	Number of Units Inspected
1BR 1BA 650	12	1
2BR 1BA 750	12	1
2BR 2BA 850	13	0
3BR 2BA 1200	10	0
TOTAL	47	2

Financial Schedule Graph

Capital Needs/Financial Recap

Capital Needs/Financial Recap

Capital Needs	Total	Total Per Unit	Financial Schedule	Total	Total Per Unit
Immediate (Accessibility) Critical Repairs	\$120		Initial Deposit	\$1,000	\$500
Immediate (Life Safety) Critical Repairs	\$1,500				
Immediate Non-Critical Repairs	\$500		Annual Deposit	\$542,709	\$500
Future Repair/Replacements	\$636				

Financial Schedule

Year	Beginning Balance	Interest Income	Annual Deposit	Inflated Needs (Withdrawal)	Ending Balance
1	\$1,000	\$15	\$23,764	\$56	\$24,723
2	\$24,723	\$371	\$24,031	\$57	\$49,067
3	\$49,067	\$736	\$24,367	\$58	\$74,112
4	\$74,112	\$1,112	\$24,708	\$59	\$99,873
5	\$99,873	\$1,498	\$25,054	\$73	\$126,353
6	\$126,353	\$1,895	\$25,405	\$77	\$153,577
7	\$153,577	\$2,304	\$25,761	\$81	\$181,560
8	\$181,560	\$2,723	\$26,121	\$85	\$210,320
9	\$210,320	\$2,103	\$26,487	\$90	\$238,820
10	\$238,820	\$2,388	\$26,858	\$0	\$268,066
11	\$268,066	\$2,681	\$27,234	\$0	\$297,980
12	\$297,980	\$2,980	\$27,615	\$0	\$328,575
13	\$328,575	\$3,286	\$28,002	\$0	\$359,863
14	\$359,863	\$3,599	\$28,394	\$0	\$391,855
15	\$391,855	\$3,919	\$28,791	\$0	\$424,565
16	\$424,565	\$4,246	\$29,194	\$0	\$458,005
17	\$458,005	\$4,580	\$29,603	\$0	\$492,188
18	\$492,188	\$4,922	\$30,018	\$0	\$527,128
19	\$527,128	\$5,271	\$30,438	\$0	\$562,837
20	\$562,837	\$5,628	\$30,864	\$0	\$599,329

- d. This report can be printed by clicking on the **Printable Version** button on the top right corner of the screen.

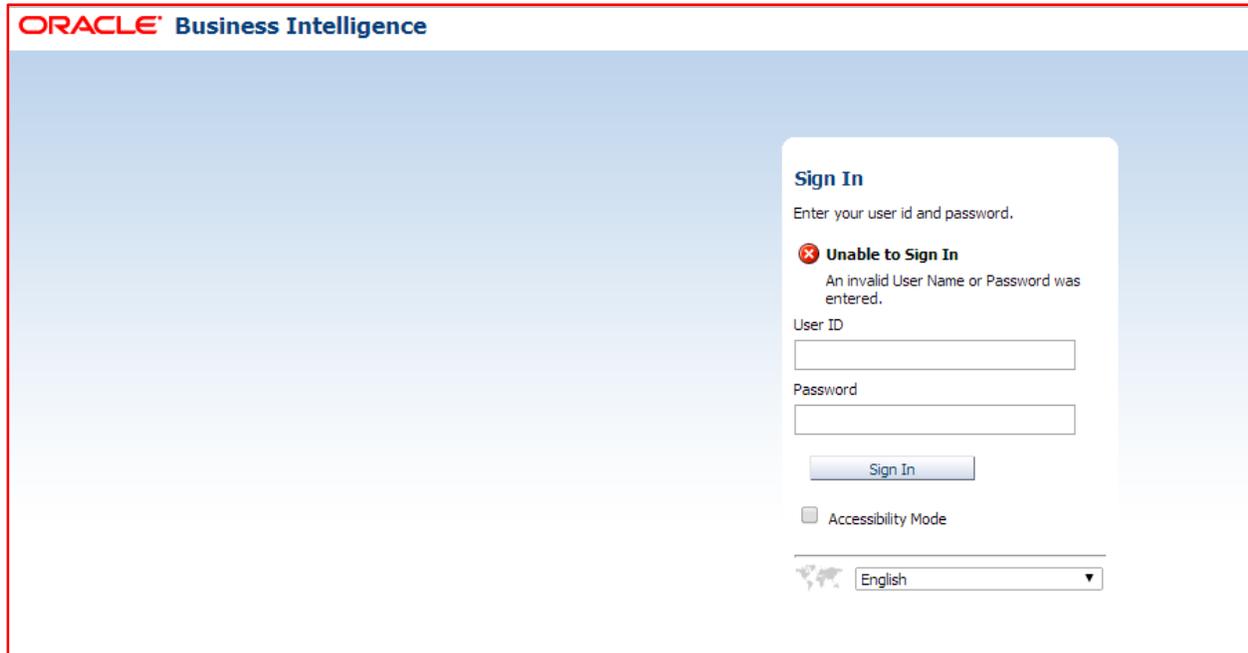
Property Summary Information for Assessment Id: 2014-003221 [Printable Version](#)

Property Name	Northgate Condos	Number of Sites	2
City, State	Reston, VA	Number of Buildings	7
Year Built	1971 - 1972	Total Units	47
Year of Rehab	1995 - 2006	Section 504 of Rehab Act/UFAS Applies	NO
Replacement Cost-New	\$5,051,000.00	Date of Site Visit	4/6/2014



2. Critical Repair/Replacements (Immediate Needs):

- a. Click on Critical Repair/Replacements (Immediate Needs) and the user is taken to the reports login screen.



- b. Enter your username and password to login and the screen displays the below report.
- c. The report appears in a separate tab on your browser. See the example of the report below:

Critical Repair/Replacements (Immediate Needs)

Assessment Id: Property Name: Date Run:

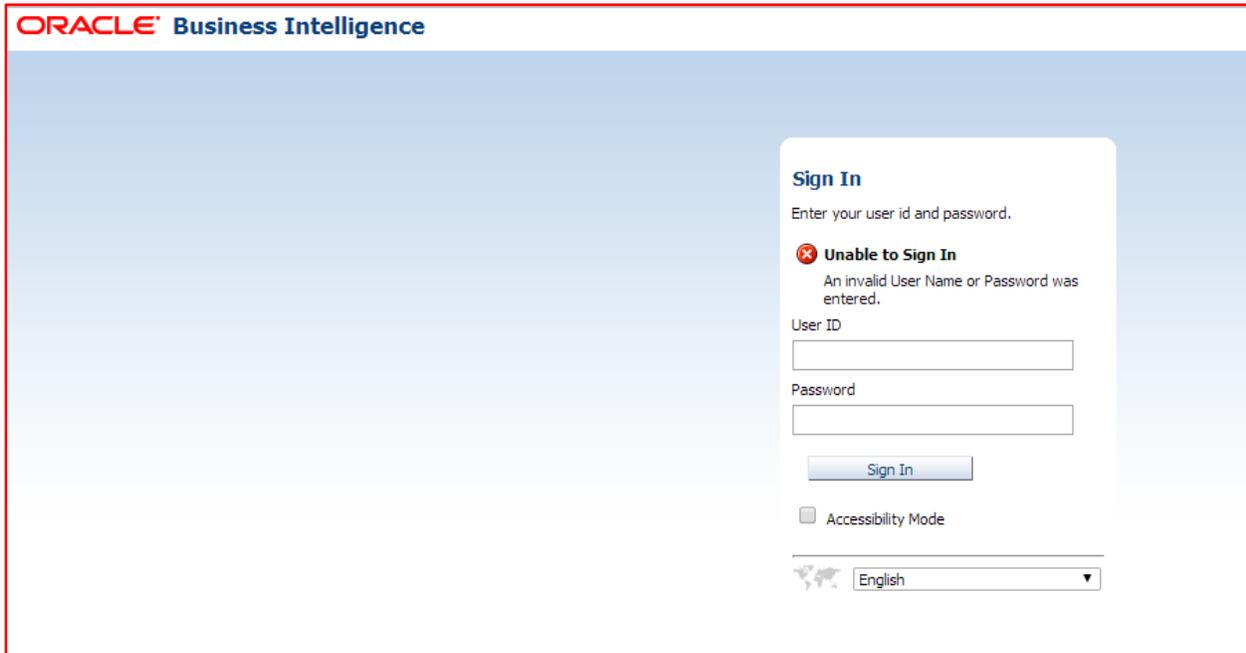
Section	Selected Alternative	Life Safety Indicator	Accessibility Indicator	Action	Location Observed	Unit of Measure	Quantity	Total Cost
	Elevator1	NO	YES	Repair	here	Each	2	\$1,800.00
	Fire ext1	YES	NO	Replace	0	Each	10	\$6,000.00
Grand Total								\$7,800.00

[Refresh](#) - [Print](#) - [Export](#)

3. Non-Critical Repair/Replacements (Immediate Needs):



- d. Click on Non-Critical Repair/Replacements (Immediate Needs) and the user is taken to the reports login screen.



- e. Enter your username and password to login and the screen displays the below report.
- f. The report appears in a separate tab on your browser. See the example of the report below:

Non-Critical Repair/Replacements (Immediate Needs)

Assessment Id: 2014-003221 Property Name: Northgate Condos Date Run: 8/26/2014

Section	Selected Alternative	Action	Location Observed	Quantity	Unit of Measure	Unit Cost	Total Cost
	Nice Drywall - better	Replace	Location	500	LF	\$1.00	\$500.00
Grand Total							\$500.00

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#)

4. Non-Critical Repair/Replacements (Future Needs):

- a. Click on Non-Critical Repair/Replacements (Future Needs) and the user is taken to the reports login screen.



ORACLE Business Intelligence

Sign In

Enter your user id and password.

✖ Unable to Sign In
An invalid User Name or Password was entered.

User ID

Password

Accessibility Mode

English ▼

- b. Enter your username and password to login and the screen displays the below report.
- c. The report appears in a separate tab on your browser. See the example of the report below:

Non-Critical Repair/Replacements (Future Needs)

Assessment Id: Property Name: Date Run:

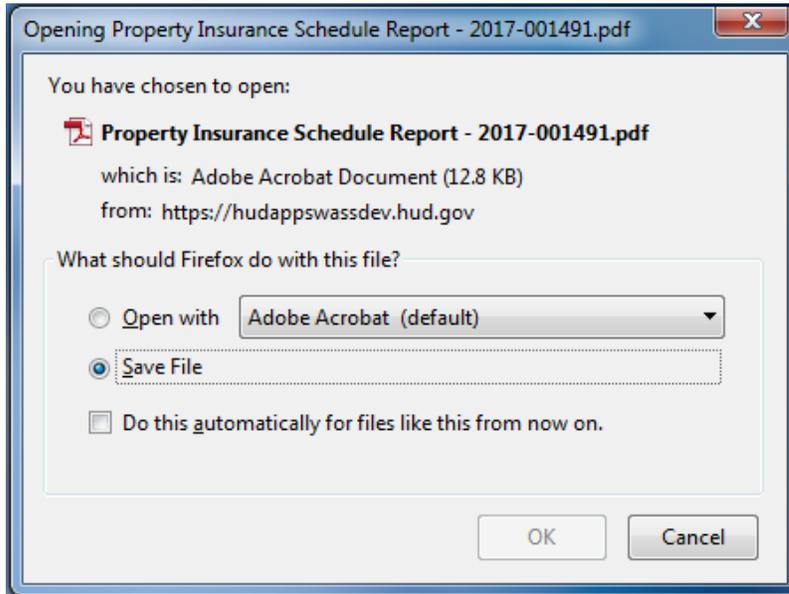
Need Category Section	Need Item Section	Component Type Section	Section	Selected Repl	Total Cost
3.2	3.2.4	3.2.4.2	Asphalt Seal Coat	Asphalt Seal C	\$3,174.00
				Asphalt Seal C	\$3,174.00
				Asphalt Seal C	\$3,174.00
	Asphalt Seal Coat Total				\$9,522.00
3.2.6	3.2.6.8		Signage, Entrance/Monument	Replacement I	\$2,500.00
				Signage, Entrance/Monument Total	
3.3	3.3.3.1	3.3.3.1.1	Aluminum Siding	Fascia / Soffit	\$4,842.42
				Aluminum Siding Total	
	3.3.3.1.2		Vinyl Siding	Vinyl Replacem	\$6,412.50
				Vinyl Siding Total	
Grand Total					\$23,276.92

[Refresh](#) - [Print](#) - [Export](#)

5. Property Insurance Schedule:

This is a report that consists of the Property Insurance Schedule of Replacement Cost (HUD Form 92329). The report is generated in a PDF format that can be opened or downloaded and saved.

- a. Click on the Property Insurance Schedule Report link to generate the report.
- b. When prompted choose either “Open With” to open the report now or “Save File” to save the report to your computer.

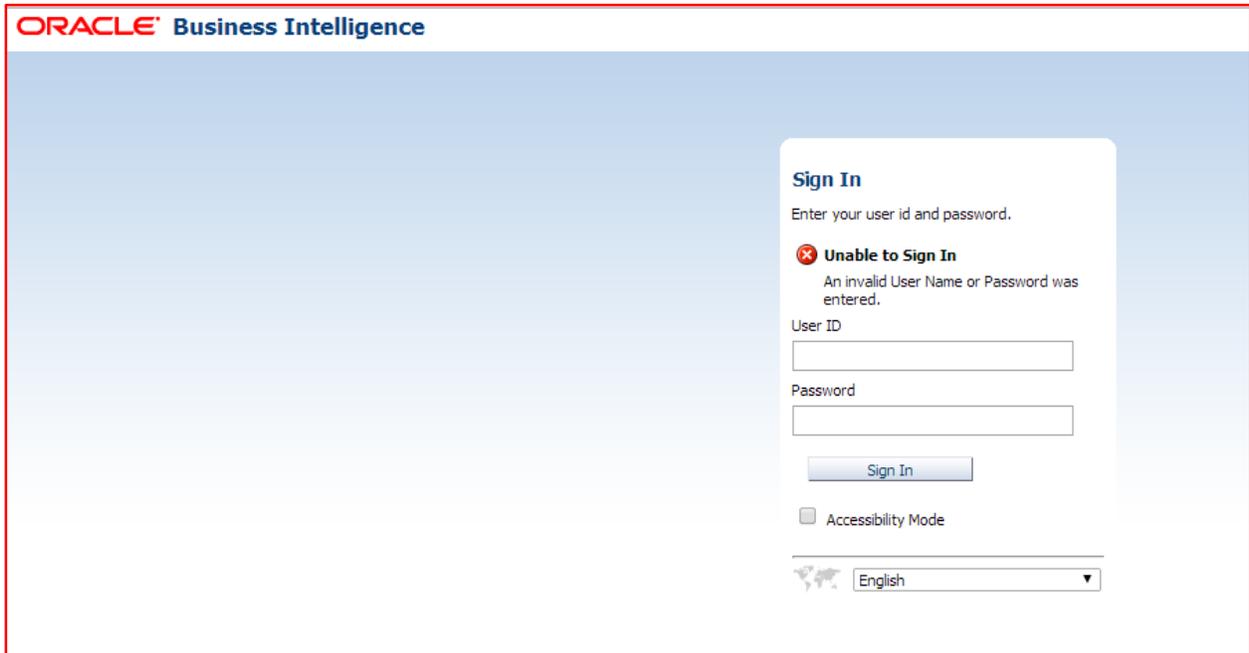


- c. Below is an example of the Property Insurance Schedule Report:

Building Types	Building Id	SF Cost	Total SF	100 % Insurable Value
Walk-up	A	\$110	17,640	\$1,940,400
Walk-up	B	\$110	15,480	\$1,702,800
Walk-up	C	\$110	17,640	\$1,940,400
Walk-up	D	\$110	15,480	\$1,702,800
Walk-up	E	\$110	17,640	\$1,940,400
Walk-up	F	\$110	15,480	\$1,702,800
Walk-up	G	\$110	17,640	\$1,940,400
Walk-up	H	\$110	15,480	\$1,702,800
Walk-up	I	\$110	17,640	\$1,940,400
Walk-up	J	\$110	15,480	\$1,702,800
Walk-up	K	\$110	17,640	\$1,940,400

6. Financial Schedule:

- a. Click on the Financial Schedule link and the user is taken to the reports login screen.



- b. Enter your username and password to login and the screen displays the below report.
- c. The report appears in a separate tab on your browser. See the example of the report below:



Financial Schedule

Assessment Id: 2016-001104

	Year 01	Year 02	Year 03	Year 04	Year 05	Year 06	Year 07	Year 08
Calendar Year	2017	2018	2019	2020	2021	2022	2023	
Beginning Balance	\$375,000.00	\$396,866.66	\$424,319.99	\$456,277.59	\$488,775.72	\$520,896.13	\$555,308.70	\$591,130.88
Interest Income	\$0.00	\$0.00	\$4,243.20	\$4,562.78	\$4,887.76	\$5,208.96	\$5,553.09	\$5,911.11
Annual Deposit	\$28,800.00	\$28,800.00	\$29,088.00	\$29,378.88	\$29,672.67	\$29,969.40	\$30,269.09	\$30,571.11
Required Minimum Balance	\$2,668.17	\$2,668.17	\$2,721.53	\$2,775.96	\$2,831.48	\$2,888.11	\$2,945.88	\$3,004.50
Inflated Needs (Withdrawal)	\$6,933.34	\$1,346.67	\$1,373.60	\$1,443.52	\$2,440.01	\$765.79	\$0.00	\$0.00
Ending Balance	\$396,866.66	\$424,319.99	\$456,277.59	\$488,775.72	\$520,896.13	\$555,308.70	\$591,130.88	\$627,612.00
Interest Rate on Balance	0.00%	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Inflation Rate on Deposit	0.00%	0.00%	1.00%	1.00%	1.00%	1.00%	1.00%	1.00%
Inflation Rate on Capital Needs	0.00%	0.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
RFRR Deposit / Unit / Year	\$450.00	\$450.00	\$454.50	\$459.05	\$463.64	\$468.27	\$472.95	\$477.63
Inflated Needs / Unit / Year	\$108.33	\$21.04	\$21.46	\$22.56	\$38.13	\$11.97	\$0.00	\$0.00
Balance After Deposits	\$403,800.00	\$425,666.66	\$453,407.99	\$485,656.47	\$518,448.39	\$550,865.53	\$585,577.79	\$621,700.00

[Refresh](#) - [Print](#) - [Export](#)

7. Estimate Period Recap:

- a. Click on the Estimate Period Recap link and the user is taken to the reports login screen.

The screenshot shows the Oracle Business Intelligence login interface. At the top, it says "ORACLE Business Intelligence". Below that is a "Sign In" section with the instruction "Enter your user id and password." There is a red error message: "Unable to Sign In" with a sub-message "An invalid User Name or Password was entered." Below the error are input fields for "User ID" and "Password", a "Sign In" button, and a checkbox for "Accessibility Mode". At the bottom, there is a language dropdown menu set to "English".

- b. Enter your username and password to login and the screen displays the below report.



- c. The report appears in a separate tab on your browser. See the example of the report below:

Estimate Period Recap

Assessment Id

Immediate Repairs	140,180
Life Safety Remedies	6,000
Life Safety Remedies Per Unit	19
Accessibility Remedies	1,800
Accessibility Remedies Per Unit	
Non-critical Needs	132,380
Non-critical Needs Per Unit	422
Years in Estimate Period	20
1st Yr Annual Deposit/Unit	100,000
Total Deposits to RfR Escrow	3,827,992
Total Deposits to RfR Escrow per Unit	12,191
Lowest RfR Balance Year	1
Initial Deposit	5,000,000
Initial Deposit Per Unit	1,194
Lowest RfR Balance \$/Unit	1,644
Total Future Annual Deposits	3,081,879
Total Future Annual Deposits Per Unit	9,815
Total Interest Income	371,112
Ending Balance Deficiency \$/Unit	
Suggested Add to ADRR \$/Unit	
Total Uninflated Future Needs	16,697
Total Uninflated Future Needs Per Unit	53
Highest RfR Balance Year	20
Total Inflated Future Needs	22,044

[Refresh](#) - [Print](#) - [Export](#)

8. Building Unit Mix:

- a. Click on the Building Unit Mix link to open the report



If you click on Building Unit Mix and nothing happens, please look at the top of the screen to see whether there is a message about pop-ups. If so, then allow pop-ups to see the report.



b. The below screen is displayed on the screen.

Building Unit Mix for Greenboro
Assessment ID: 2016-001104

☑ **SITE: 1PrkPlc**

BUILDING: Park Place

Unit Type	Unit Type Sq. Ft.	No. Units/Spaces	Square Footage	# Garage Spaces
1BR1BA1000SQ	1,000	100	100,000	0
Unit Totals		100	100,000	0

RESIDENTIAL BUILDINGS

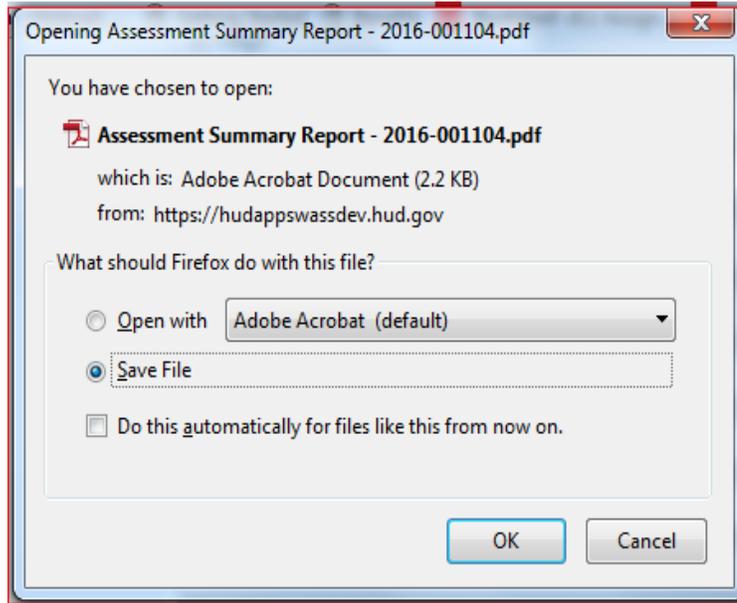
Unit Type	Unit Type Sq. Ft.	No. Units/Spaces	Square Footage	# Garage Spaces
1BR1BA1000SQ	1,000	100	100,000	0
Unit Totals		100	100,000	0

PROPERTY TOTALS		UFAS Accessible Units	
		Mobility	Sensory
# Units	100	10	10
Total Sq. Ft. Units	100,000		
Total Common Space	0		
Total All Sq. Ft.	100,000		
Total # Garage Pkg Spaces	0	# Accessible	0
Total In Unit Garage Spaces	0	# Accessible	0
Total # Surface Pkg Spaces	10	# Accessible	10

9. Assessment Summary Report:

The Assessment Summary Report is a report generated in a PDF format that can be opened or downloaded and saved.

- d. Click on the Assessment Summary Report link to generate the report.
- e. When prompted choose either “Open With” to open the report now or “Save File” to save the report to your computer.



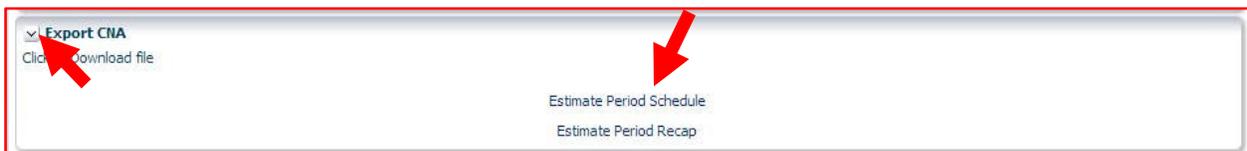
f. Below is an example of the Assessment Summary Report:

Capital Needs Assessment Project Summary - Asset Management		
Property: Rococo Arms		Received for Validation Status Date: 11/29/16 for 2016-005699
Assessor	Owner	
Name: Acme Engineering Addr1: 6509 Yberra Street Addr2: _____ City: Jackson State: MS Zip Code: 39201 Phone: 225-560-4198 Email: susan.underhill@acmeengineering.com	Name: Mid State Affordable Housing Addr1: 6509 Yberra Street Addr2: _____ City: Jackson State: MS Zip Code: 39201 Phone: 225-560-4198 Email: susan.underhill@acmeengineering.com	
Site Information /Init Mix	Project	
Type: Elderly Year Built: 1999 - 1999 Last Renovated: - 1BR 1BA 49 2BR 1BA 1 Mobility Accessible Apts: 4 Total Dwelling Units: 50	Name: Rococo Arms Addr1: 123 Main Street Addr2: _____ City: Anytown State: XX Zip Code: 12345 Phone: 225-560-4198 Email: susan.underhill@acmeengineering.com	
	Inspection Report	
	Date: _____ 1/1/14 Inspector: Susan Underhill	
1 of 23		CNA Worksheet Run Date: 11/29/16

10. Export CNA

The **Export CNA** panel provides an additional place to export various files to an excel document, where it can be printed, emailed, etc.

- a. Expand the **Export CNA** panel by clicking the arrow next to **Export CNA** panel; the below screen is displayed.



- b. Click "**Estimate Period Schedule**"; the file is downloaded and displayed on the left side corner of the screen.



- c. Click on the file "**EstimatePeriodSchedule...**" to display the report.



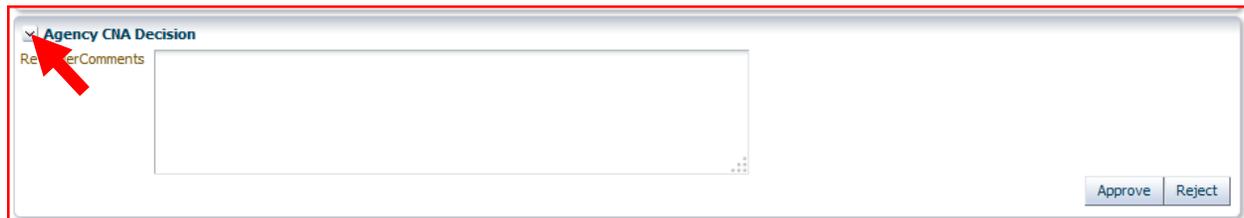
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1																					
2	Assesme	WhatIfVe	LineNo	LineItem	Descriptio	Year01	Year02	Year03	Year04	Year05	Year06	Year07	Year08	Year09	Year10	Year11	Year12	Year13	Year14	Year15	Year16
3	2014-0032	1	2	CALENDAR	Calendar` 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
4	2014-0032	1	10	BEGINNING	Beginning 1000	24722.52	49066.89	74112.01	99873.07	126352.82	153576.53	181560.05	210319.54	238819.82	268065.88	297980.41	328575.36	359862.86	391855.27	424560.00	
5	2014-0032	1	11	INTEREST	Interest Ir 15	370.84	736	1111.68	1498.1	1895.29	2303.65	2723.4	2103.2	2388.2	2680.66	2979.8	3285.75	3598.63	3918.55	4245.00	
6	2014-0032	1	12	ANNUAL	Annual De 23763.91	24030.77	24367.2	24708.35	25054.26	25405.02	25760.69	26121.34	26487.04	26857.86	27233.87	27615.14	28001.76	28393.78	28791.29	29194.00	
7	2014-0032	1	20	INFLATED	Inflated N 56.39	57.23	58.09	58.96	72.61	76.6	80.82	85.26	89.95	0	0	0	0	0	0	0	
8	2014-0032	1	30	ENDING	E Ending Ba 24722.52	49066.89	74112.01	99873.07	126352.82	153576.53	181560.05	210319.54	238819.82	268065.88	297980.41	328575.36	359862.86	391855.27	424565.12	45800.00	
9	2014-0032	1	50	REQUIRED	Required 4770.5	4842.06	4914.69	4988.41	5262.77	5552.22	5857.6	6179.76	6519.65	6878.23	7256.53	7655.64	8076.7	8520.92	8989.57	9484.00	
10	2014-0032	1	70	CURR_INT	Interest R 1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1	1	1	1	1	1	1	1	
11	2014-0032	1	71	CURR_INF	Inflation F 1.123	1.123	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	
12	2014-0032	1	72	CURR_INF	Inflation F 1.5	1.5	1.5	1.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	5.5	
13	2014-0032	1	80	RFRR_DEP	RFRR Dep 505.62	511.29	518.45	525.71	533.07	540.53	548.1	555.77	563.55	571.44	579.44	587.56	595.78	604.12	612.58	621.14	
14	2014-0032	1	81	INFLATED	Inflated N 1.2	1.22	1.24	1.25	1.54	1.63	1.72	1.81	1.91	0	0	0	0	0	0	0	
15	2014-0032	1	90	BALANCE	Balance A 24763.91	48753.29	73434.1	98820.35	124927.33	151757.84	179337.22	207681.4	236806.58	265677.68	295299.75	325595.55	356577.11	388256.64	420646.57	45375.00	

d. This report can be saved, printed, emailed, etc. However, any updates made to this file will not be reflected in the submitted CNA.

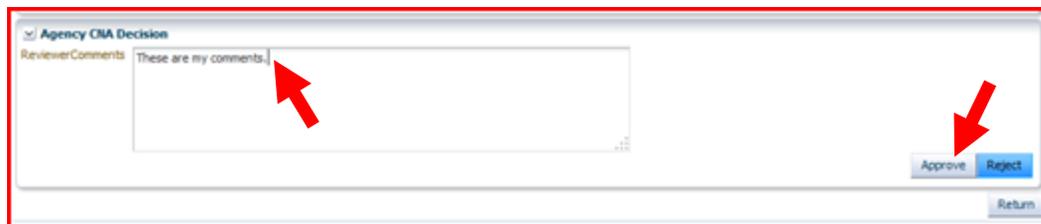
4.3.15 Agency CNA Decision

In this panel, the reviewer has the ability to either **Accept** or **Reject** the submitted CNA. It also allows the reviewer to add a comment in the **Reviewer Comments** section.

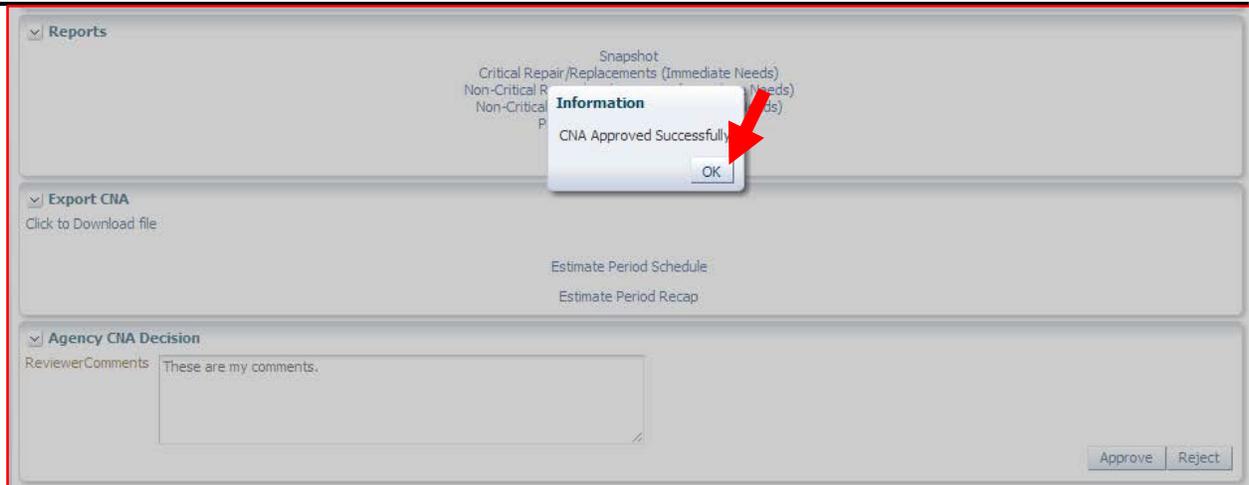
a. Expand the **Agency CNA Decision** panel by clicking the arrow next to **Agency CNA Decision** panel; the below screen is displayed.



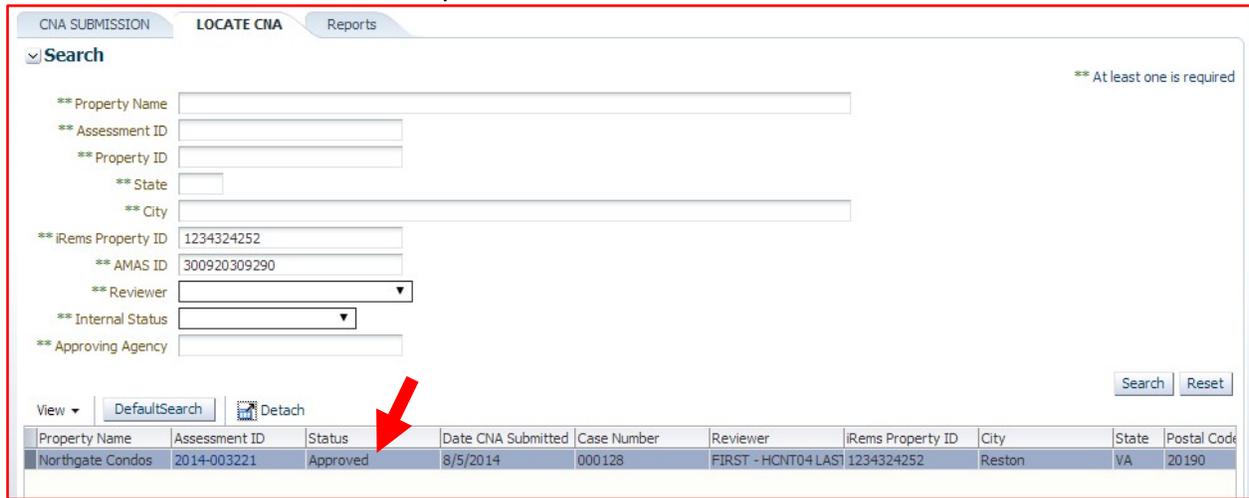
b. Enter the text in the Reviewer Comments box and click the **“Approve”** or **“Reject”** button.



c. A pop-up box with a message that the CNA has been either approved or rejected is displayed on the screen.



d. Click the **OK** button; the user is taken back to the Locate CNA screen where the status has been updated.



When a decision has been made on an assessment, an email is sent to the original submitter and the reviewer is copied with a record of the decision.

4.3.16 Undo Approval

After a CNA has been approved a reviewer has the ability to undo the approval of an approved CNA by using the **“Undo Approval”** button. When a CNA is unapproved the status of the CNA is changed back to **Under Review**. In order to undo the approval of an assessment, the following conditions must be true:

- I) The assessment **Internal Status** = **“Approved”**
- II) The assessment was approved in the last 180 days
- III) A user may only undo an approval for an assessment in which the user’s agency is the **Approving Agency** for the assessment



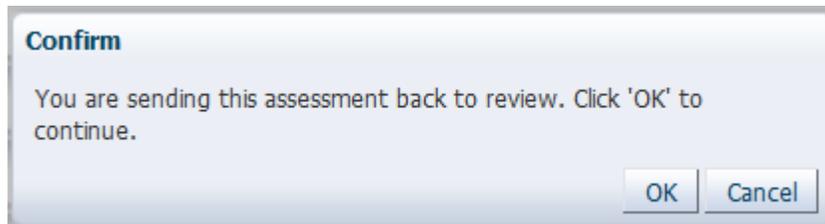
IV) The user must have an Assigner role

To undo an approval, in the **Agency Decision Panel**, the reviewer selects the **Undo Approval** button.

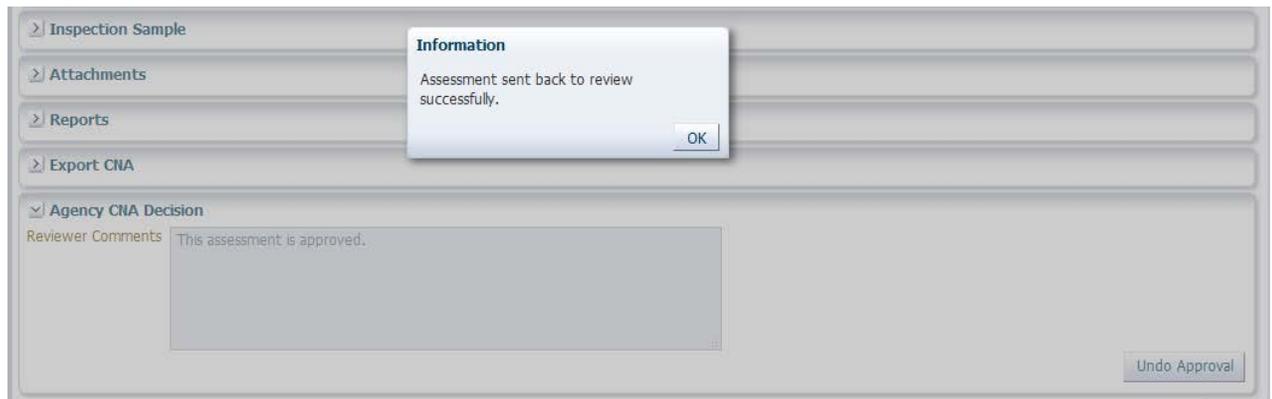
- a. Locate the CNA in the **Locate CNA** screen and drill down on the **Assessment ID** field to display the CNA details.
- b. Expand the **Agency CNA Decision** panel by clicking the arrow next to **Agency CNA Decision** panel.
- c. Click the **“Undo Approval”** button.



- d. After clicking **“Undo Approval”** the following confirmation dialog box is displayed. Click **“OK”** to continue.



- e. The CNA is sent back to **Under Review**.





5. Administrative Functions

Administrative functions are performed by users of the web tool with the Data or Security Administration roles. These functions allow users to create flags, update drop-down list data, add users, and create customized reports.

5.1 Flag Admin

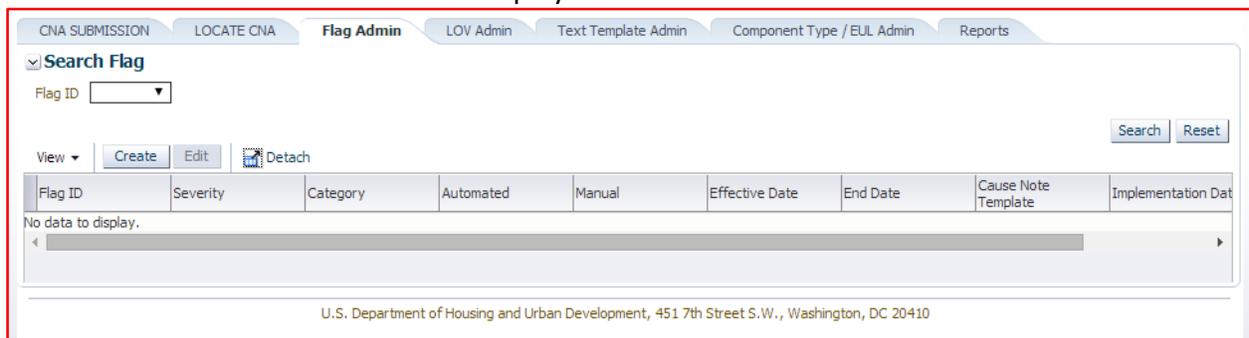
When a user with the **Data Administrator** role logs into the eTool, they will be able to see all available tabs as seen below.



a. Click on the “Flag Admin” sub-tab to view the contents of this tab.



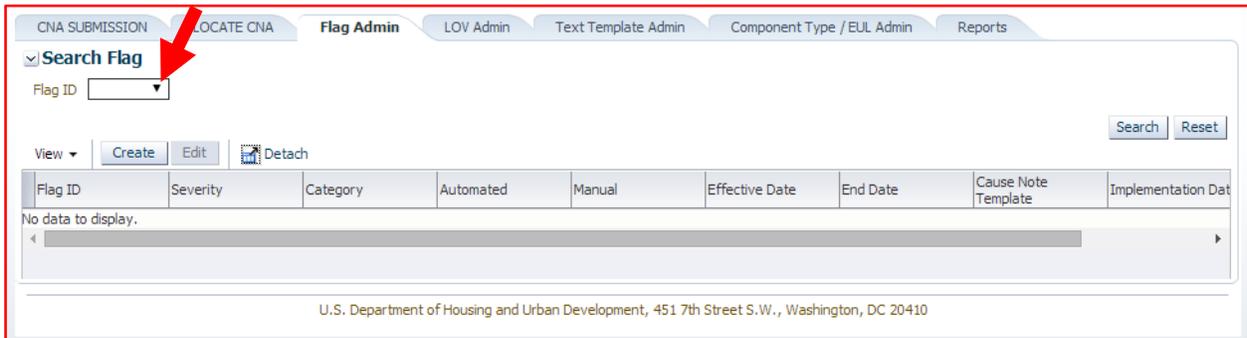
b. The below screen is displayed.



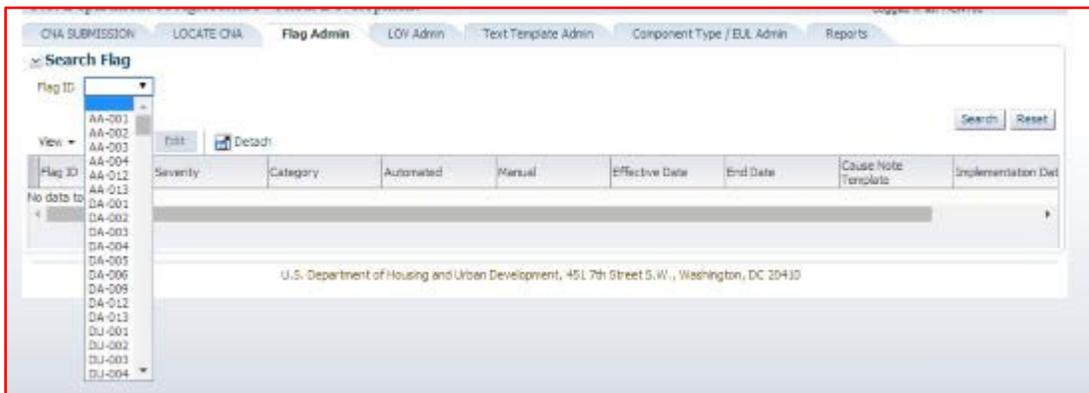
5.1.1 Search Flag

The user has the ability to search for a flag.

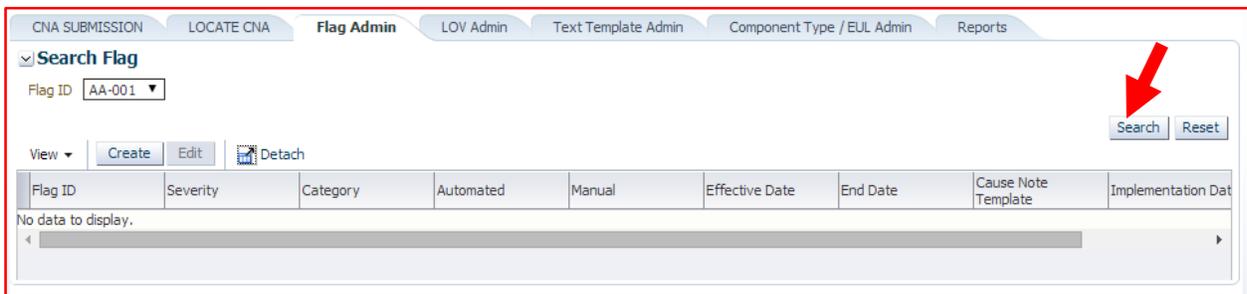
- a. Click the down arrow button on the **Flag ID** drop-down.



- b. All the available flags are displayed in the drop list.



- c. Select one of the flags; here, **AA-001** is chosen for this example and click the **Search** button.



- d. The selected flag – **AA-001** is displayed on the row.



Flag ID	Severity	Category	Automated	Manual	Effective Date	End Date	Cause Note Template	Implementation Date
AA-001	S	AA	Y	N		7/30/2014	TBD	

5.1.2 Create Flag

The administrative user has the ability to create new manual flags for reviewers to add to assessments.

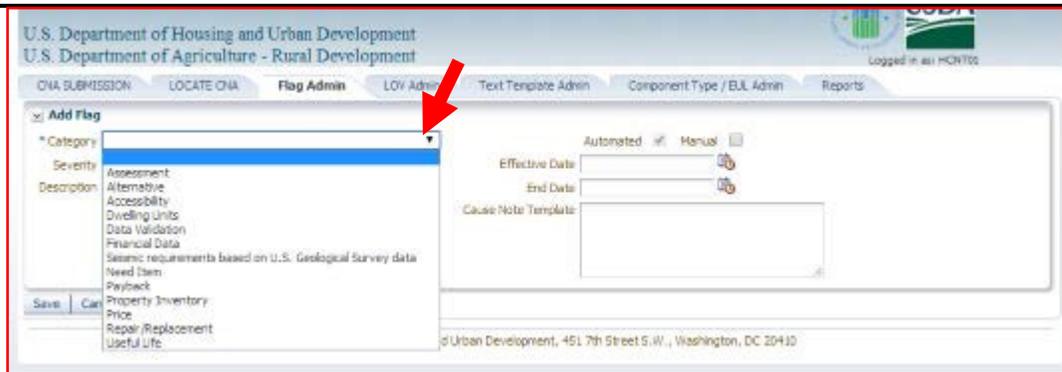
- a. Click the **Create** button on top of the table.

No data to display.

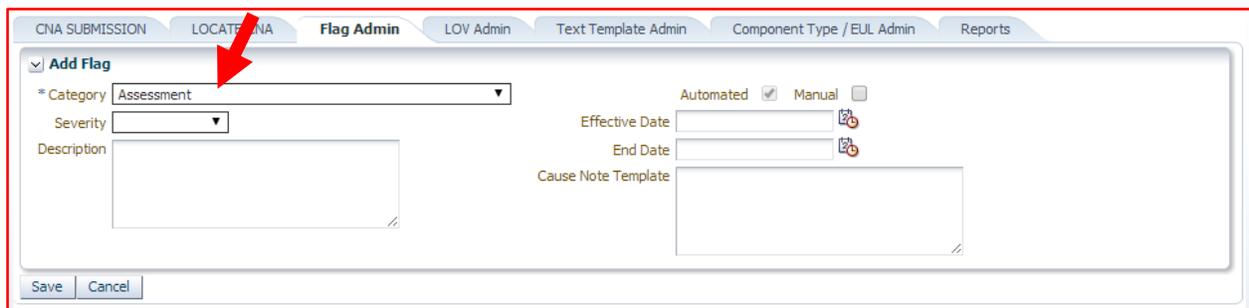
- b. The below screen is displayed on the screen.

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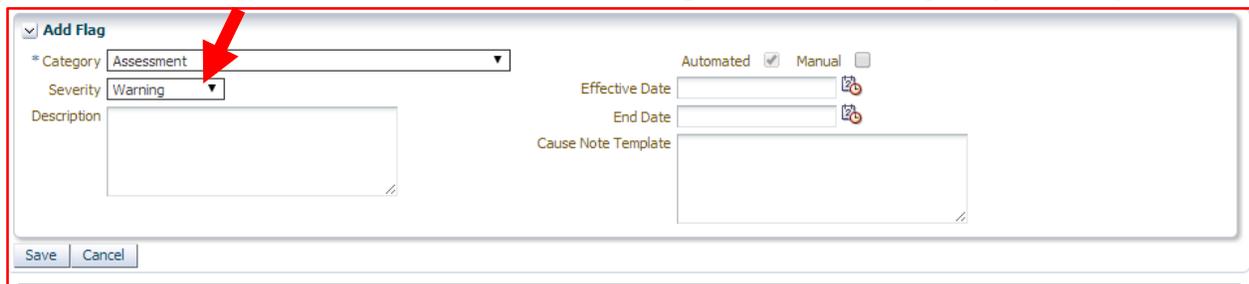
- c. To choose a category, click the down arrow button on the **Category** box.



In this case we have chosen **“Assessment”** from the list of values.



- d. Select a Severity that will be tied to the flag (Severe, Warning, or Informational). In this case we have selected **“Warning”** from the **Severity** drop-down options.



- e. Enter a date in the **“Effective Date”** for which the flag will take effect. In this example, we have chosen 8/1/2014, which means that starting on August 1 users will be able to assign this flag to assessments manually. If there is a determined **“End Date”** when the flag should no longer be available for use, a user can select the end date, in this example 7/31/2015.



Add Flag

* Category: Assessment
Severity: Warning
Description: [Empty text area]

Automated Manual

Effective Date: 8/1/2014
End Date: 7/31/2015
Cause Note Template: [Empty text area]

Save Cancel

f. Enter text for **Cause Note Template**. This will be what is displayed next to the flag Name/ID that describes the flag

Add Flag

* Category: Assessment
Severity: Warning
Description: [Empty text area]

Automated Manual

Effective Date: 8/1/2014
End Date: 7/31/2015
Cause Note Template: This is a manual flag.

Save Cancel

g. Click the **Save** button to save the new flag.

Add Flag

* Category: Assessment
Severity: Warning
Description: [Empty text area]

Automated Manual

Effective Date: 8/1/2014
End Date: 7/31/2015
Cause Note Template: This is a manual flag.

Save Cancel

h. Upon saving, the new flag is given the next available flag ID within that category. In this example, the new flag is **AA-014** and displayed on the table.

Search Flag

Flag ID: AA-001

View: [Dropdown] Create Edit Detach

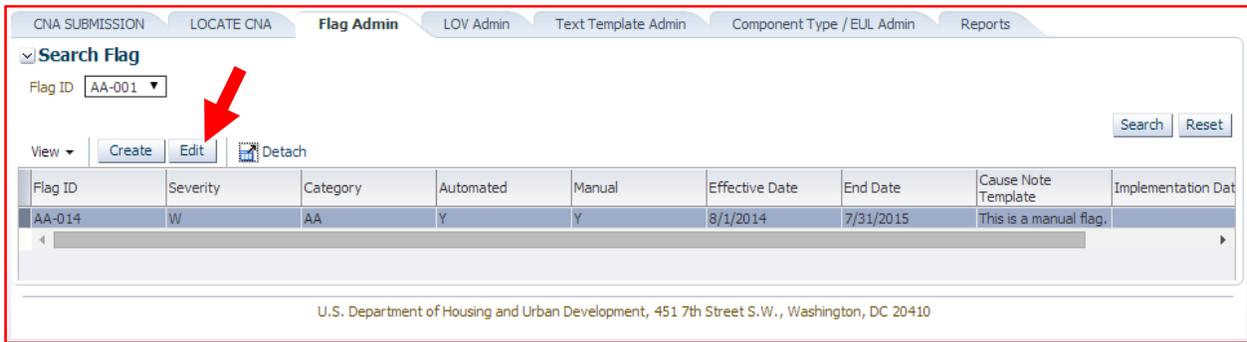
Flag ID	Severity	Category	Automated	Manual	Effective Date	End Date	Cause Note Template	Implementation Dat
AA-014	W	AA	Y	Y	8/1/2014	7/31/2015	This is a manual flag.	

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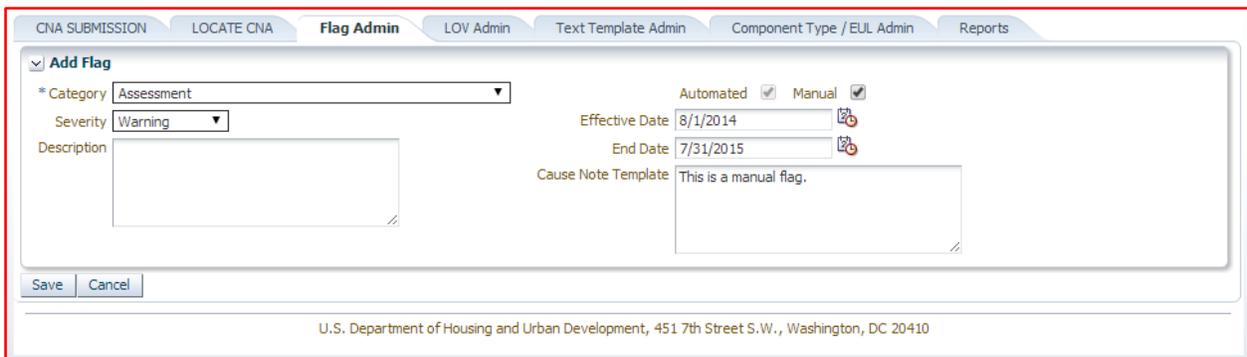
5.1.3 Edit Flag

A **Data Administrator** user has the ability to edit manual flags.

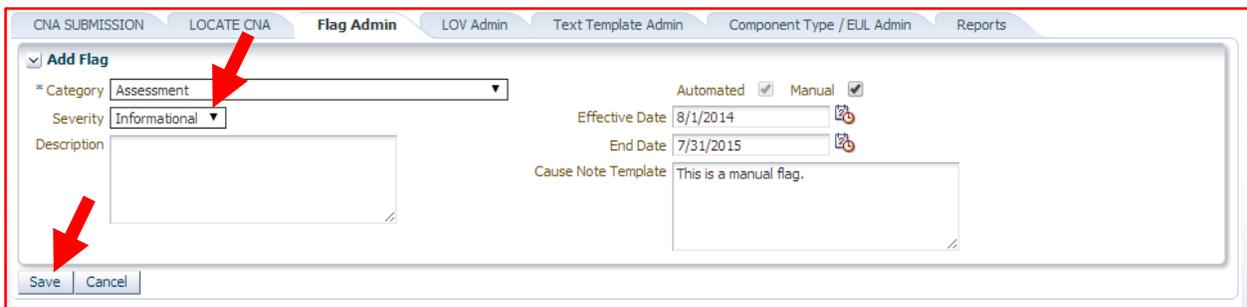
- a. Click the **Edit** button in the **Flags** panel.



- b. The below screen is displayed.



- c. Once on this screen, users can update information about the flag. In this example, the **Severity** was changed from **Warning** to **Informational**. Click the **Save** button to save the flag.



d. The below screen is displayed with the **Severity** as “I”.

The screenshot shows the 'Flag Admin' interface. At the top, there are navigation tabs: CNA SUBMISSION, LOCATE CNA, Flag Admin, LOV Admin, Text Template Admin, Component Type / EUL Admin, and Reports. Below the tabs is a 'Search Flag' section with a 'Flag ID' dropdown set to 'AA-001' and 'Search' and 'Reset' buttons. Below that are 'View', 'Create', 'Edit', and 'Detach' buttons. A table displays the following data:

Flag ID	Severity	Cause Note Template	Automated	Manual	Effective Date	End Date	Cause Note Template	Implementation Date
AA-016	I	AA	Y	Y	8/1/2014	7/31/2015	This is a manual flag.	

A red arrow points to the 'Cause Note Template' column in the table.

5.2 LOV Admin

The user with the **Data Administrator** role has the ability to manage List of Values (LOV) items. In order to update the list of values for assessment data, the user will have to first change the LOVs in the Assessor tool and then update these values on the web tool.

5.2.1 LoV Maintenance on the Web Tool

The screenshot shows the 'LOV Admin' interface. At the top, there are navigation tabs: CNA SUBMISSION, LOCATE CNA, Flag Admin, LOV Admin, Text Template Admin, Component Type / EUL Admin, and Reports. Below the tabs is a 'Search LOV' section with a 'List ID' dropdown and 'Search' and 'Reset' buttons. Below that are 'View', 'Add', 'Edit', 'Delete', and 'Detach' buttons. A table displays the following data:

Value	Description
No data to display.	

A red arrow points to the 'LOV Admin' tab.

1. Search LOV

The user has the ability to search for the List of Values.

- a. Click the down arrow button on the **List ID** drop-down.



Capital Needs Assessment Tool

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U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

USDA
Logged in as: HCNT01

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

Search LOV

List ID

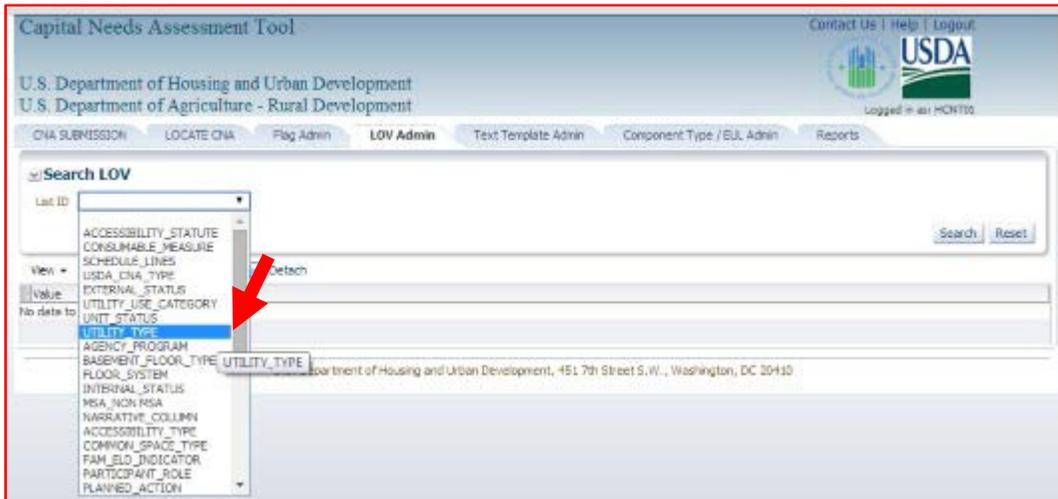
Search Reset

View Add Edit Delete Detach

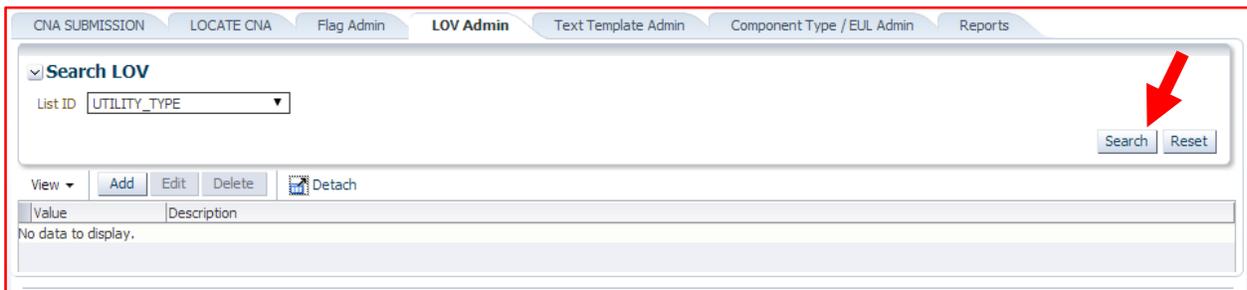
Value	Description
No data to display.	

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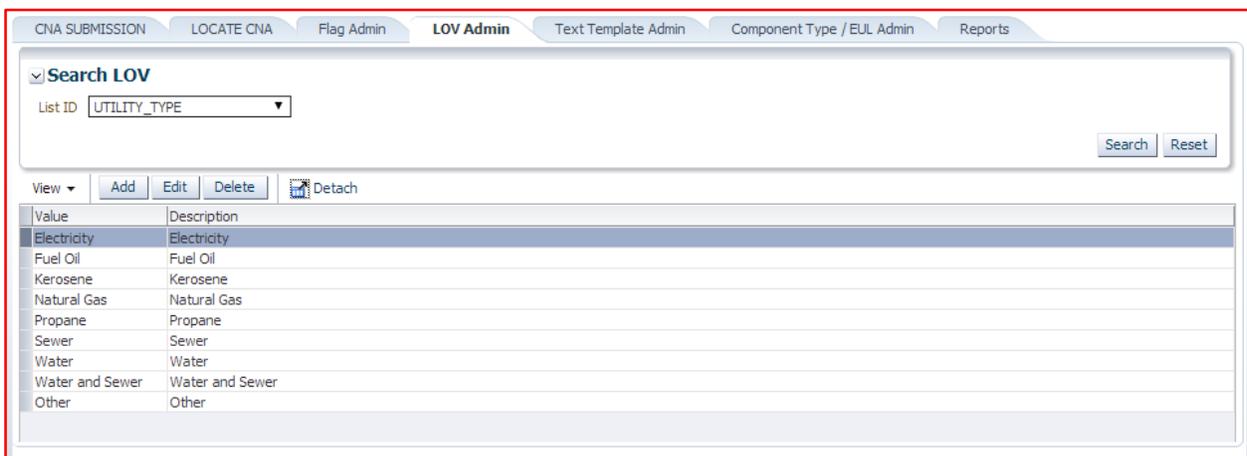
b. Choose one of the options from the drop-down list. Here, **Utility type** is chosen.



c. After selecting the item, the below screen is displayed. Click the **Search** button to display the selection.



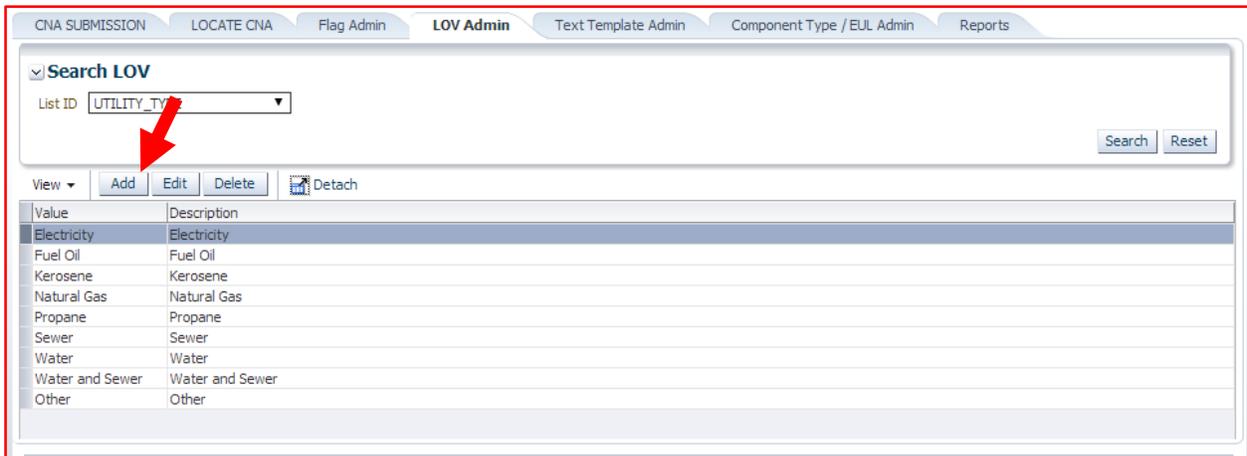
d. The below screen displays the resulting List of Values.



2. Add

The user with the **Data Administrator** role has the ability to add to the List Of Values.

- a. Click the **Add** button to add a new LOV.



The screenshot shows the 'LOV Admin' tab selected in the navigation bar. Below the navigation bar is a search section titled 'Search LOV' with a dropdown menu for 'List ID' set to 'UTILITY_TYP'. To the right of the dropdown are 'Search' and 'Reset' buttons. Below the search section is a toolbar with 'View', 'Add', 'Edit', 'Delete', and 'Detach' buttons. A red arrow points to the 'Add' button. Below the toolbar is a table with two columns: 'Value' and 'Description'. The table contains the following rows:

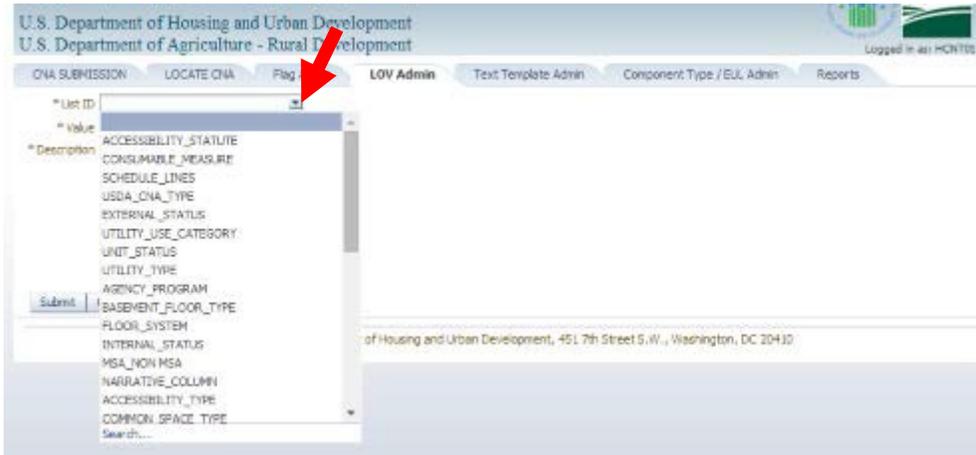
Value	Description
Electricity	Electricity
Fuel Oil	Fuel Oil
Kerosene	Kerosene
Natural Gas	Natural Gas
Propane	Propane
Sewer	Sewer
Water	Water
Water and Sewer	Water and Sewer
Other	Other

- b. The below screen is displayed.

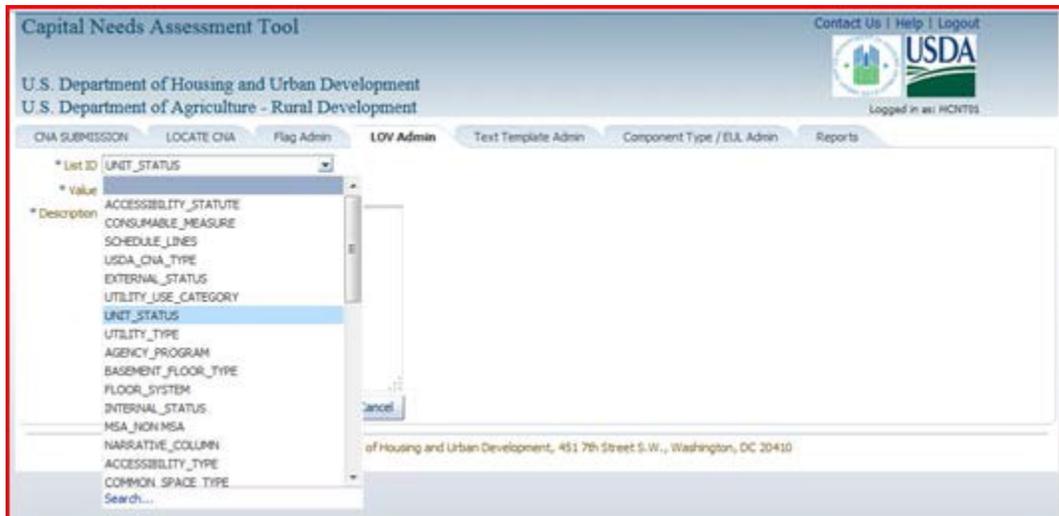


The screenshot shows the 'LOV Admin' tab selected in the navigation bar. Below the navigation bar is a form with three fields: '* List ID' (a dropdown menu), '* Value' (a text input field), and '* Description' (a text area). At the bottom of the form are 'Submit' and 'Cancel' buttons.

- c. Click the drop-down arrow of the **List ID** box.



d. In this example, **UNIT_STATUS** has been chosen from the list displayed.



e. Enter the new value in the **Value** field and if desired, give the value a description in the **Description** box.

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

* List ID: UNIT_STATUS

* Value: Under Renovation

* Description: Under Renovation

Submit Cancel

f. Click the **Submit** button to save the new value.

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

* List ID: UNIT_STATUS

* Value: Under Renovation

* Description: Under Renovation

Submit Cancel

g. Upon clicking the **Submit** button, the main screen is displayed with the new value added in the table.

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

Search LOV

List ID: UNIT_STATUS

Search Reset

View Add Edit Delete Detach

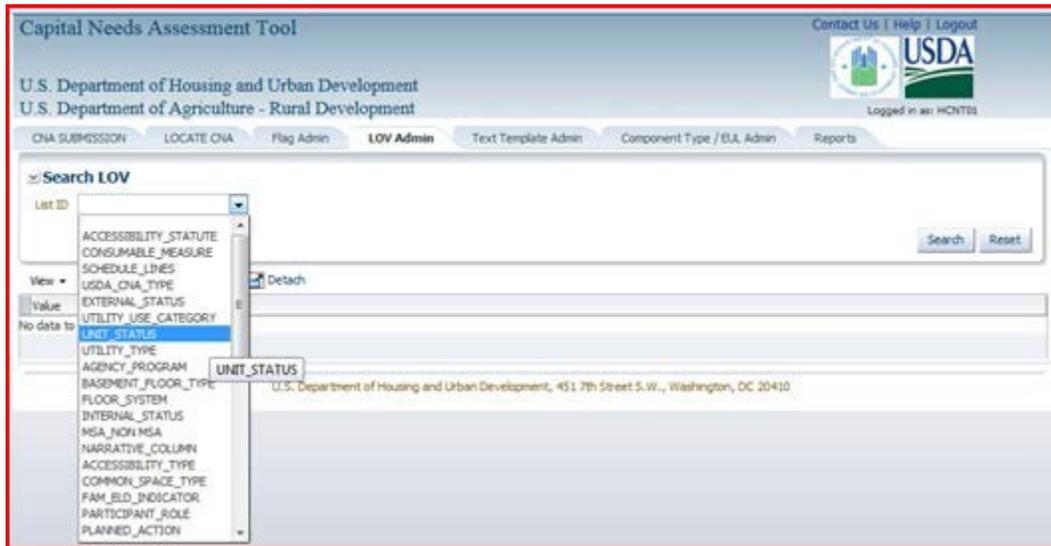
Value	Description
Occupied	Occupied
Vacant	Vacant
Under Renovation	Under Renovation

3. Edit

The user with the **Data Administrator** role has the ability to edit the List Of Values.

a. Choose the category that needs to be edited from the **List ID** drop-down options.

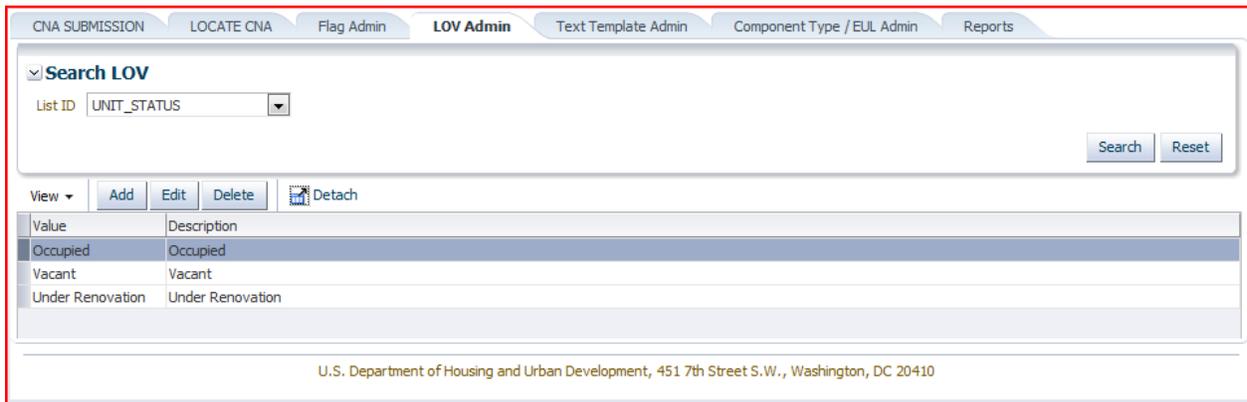
Here, **UNIT_STATUS** is selected.



b. Click the **Search** button to display the list of values of **UNIT_STATUS**.



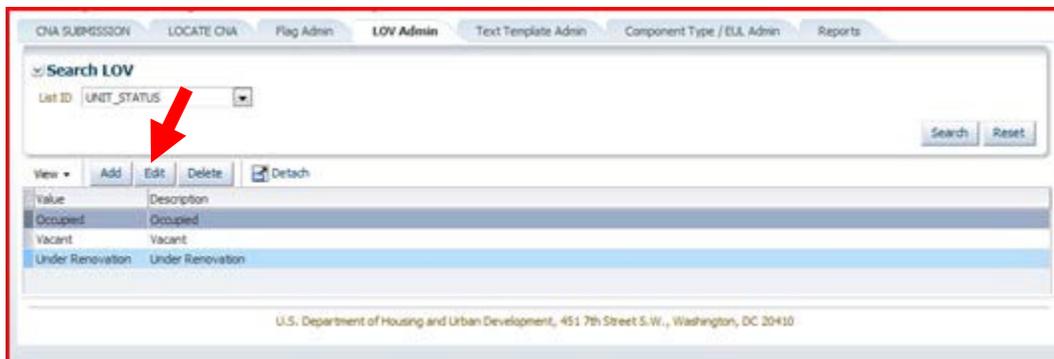
c. The List of Values for **UNIT_STATUS** is displayed on the screen.



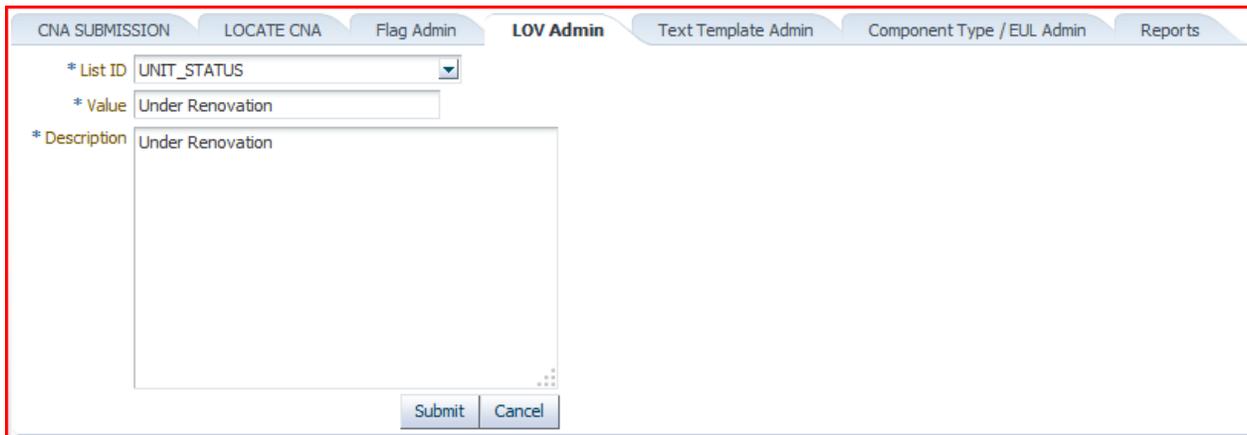
d. Choose one of the items from the list that needs to be edited. Here, **Under Renovation** is chosen.



e. Click the **Edit** button to edit the LOV.

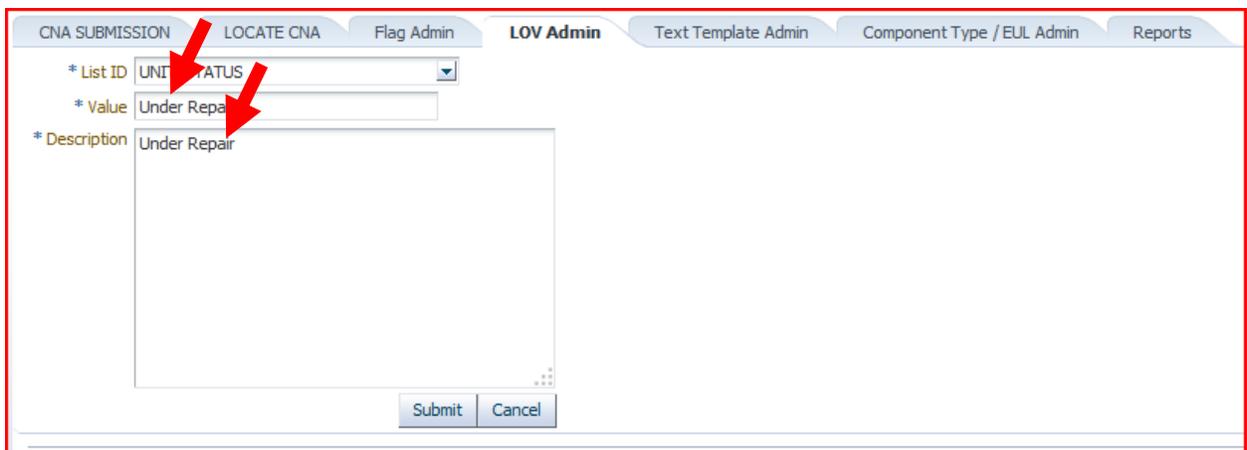


f. The below screen is displayed.



The screenshot shows the 'LOV Admin' tab selected. The 'List ID' dropdown is set to 'UNIT_STATUS'. The 'Value' text box contains 'Under Renovation' and the 'Description' text area also contains 'Under Renovation'. 'Submit' and 'Cancel' buttons are at the bottom.

g. Users can change the text in the **Value** and the **Description** boxes. In this case, **“Under Renovation”** was updated to **“Under Repair”**.



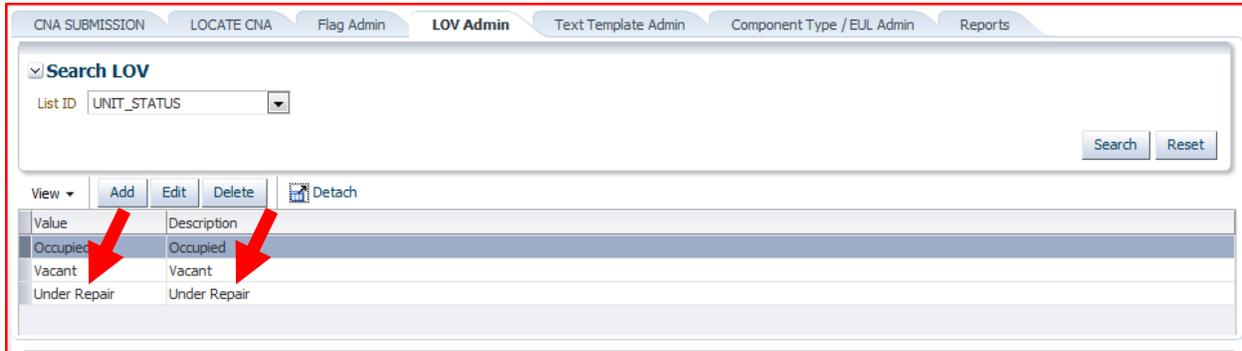
This screenshot is identical to the previous one, but the 'Value' and 'Description' fields now contain 'Under Repair'. Two red arrows point to the 'UNIT_STATUS' dropdown and the 'Value' text box.

h. Click the **Submit** button to accept the changes.



This screenshot is identical to the previous one, but a red arrow points to the 'Submit' button.

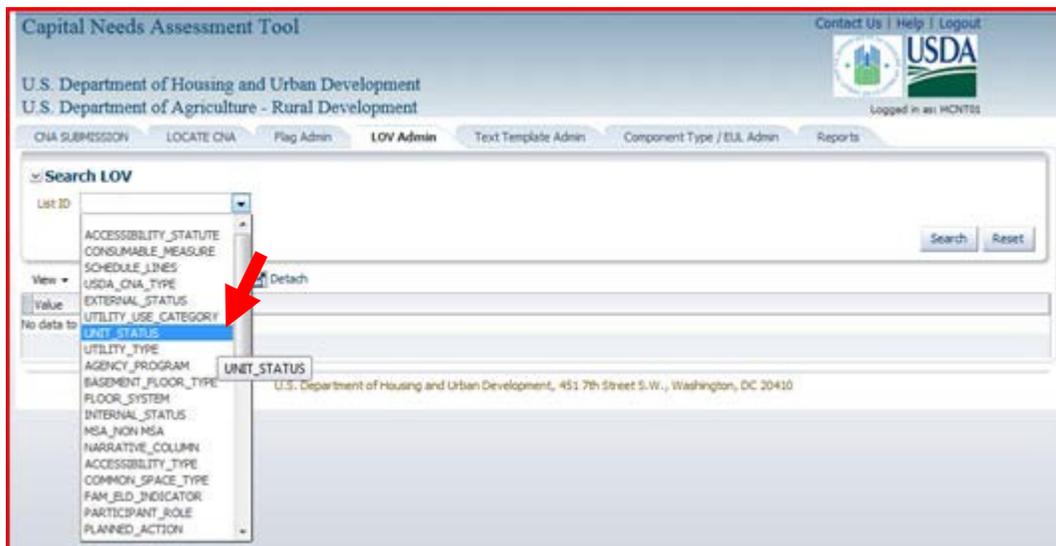
- i. The updated values are displayed on the main screen.



4. Delete

The user with administrative privileges has the ability to delete the value from the LOV list.

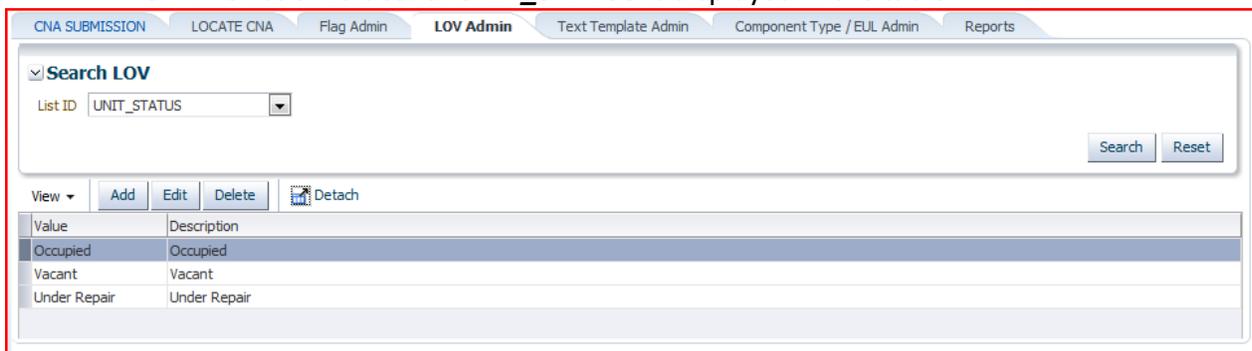
- a. Choose **UNIT_STATUS** from the list of values.



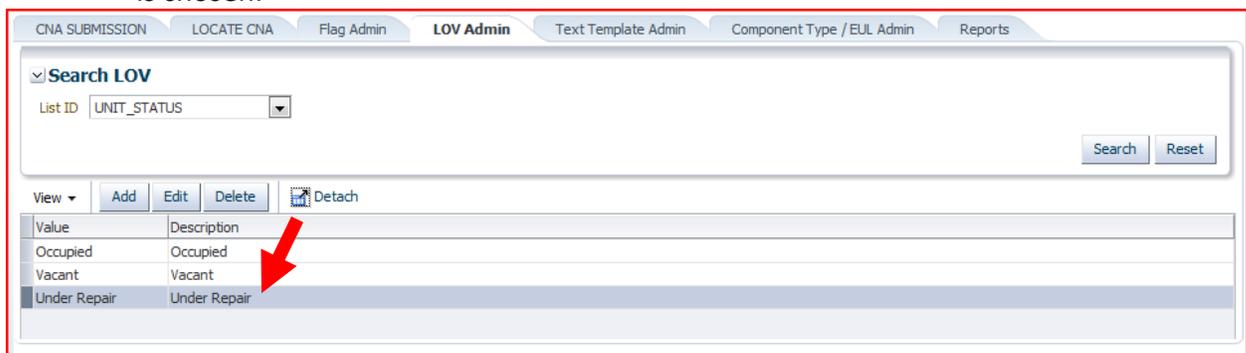
- b. Click the **Search** button to display the list of values.



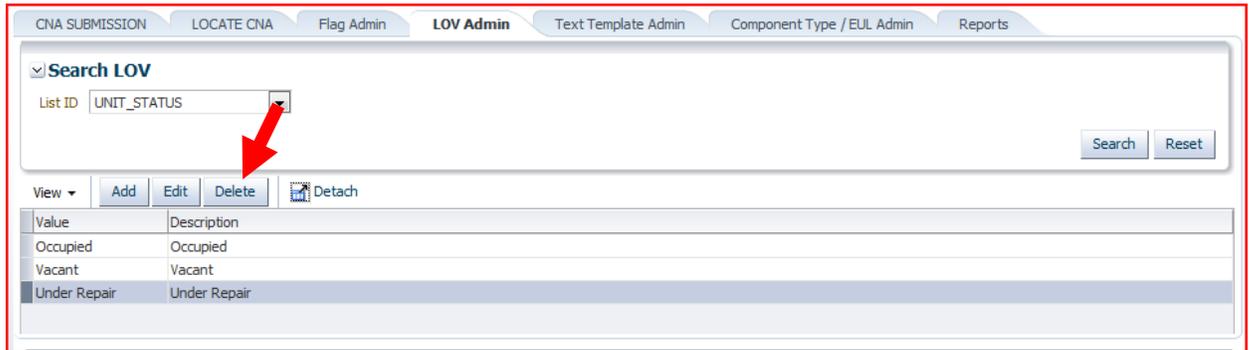
c. The list of values for **UNIT_STATUS** is displayed in the table.



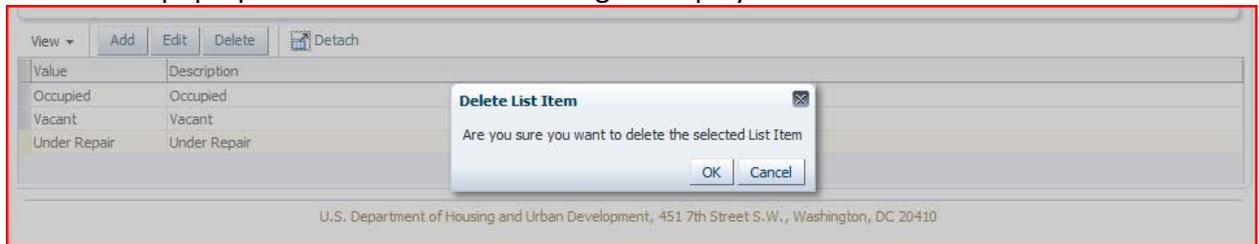
d. Click on the item from the table that needs to be deleted. Here, “**Under Repair**” is chosen.



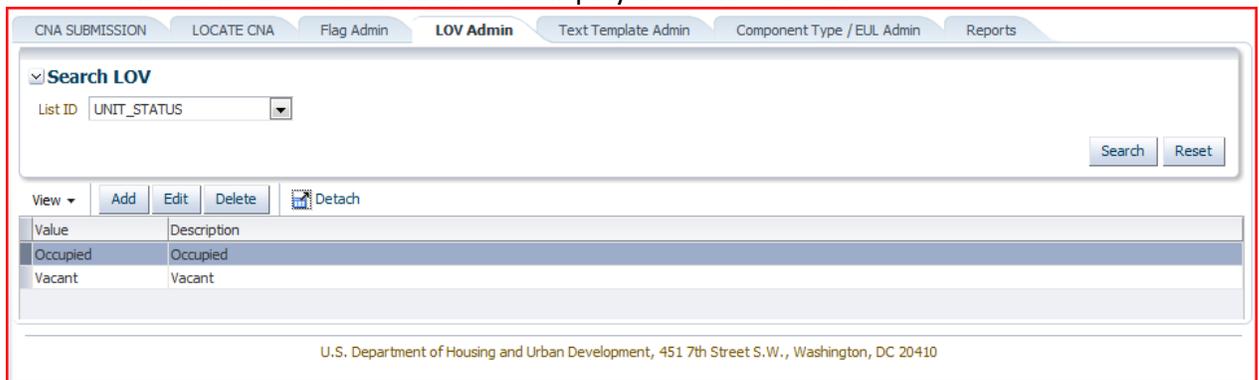
e. Click the **Delete** button to delete the selection.



f. A pop-up box with the below message is displayed on the screen.

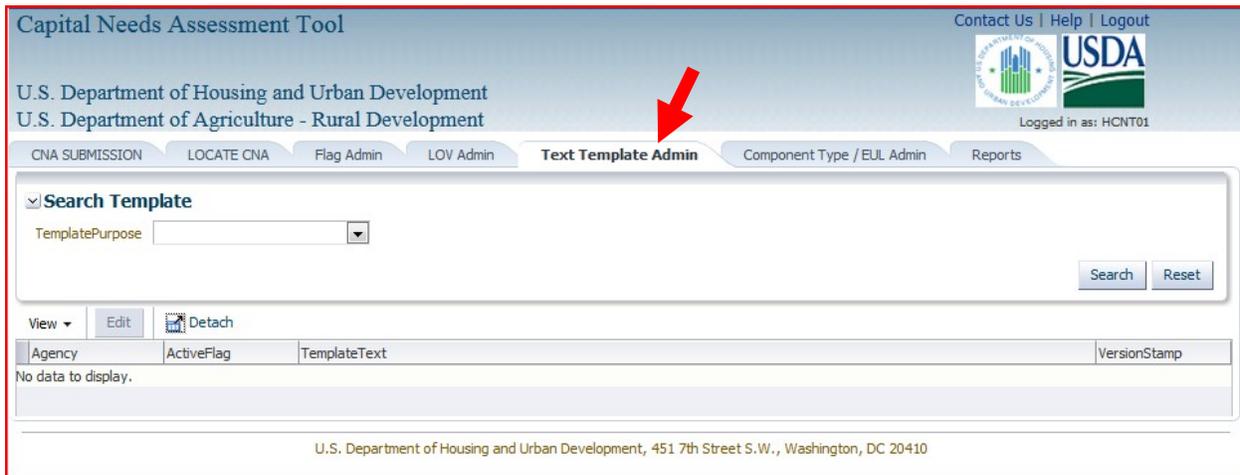


g. Click the **OK** button to delete the selection. Upon clicking **OK**, the item is deleted from the list and the final list is displayed on the screen.



5.3 Text Template Admin

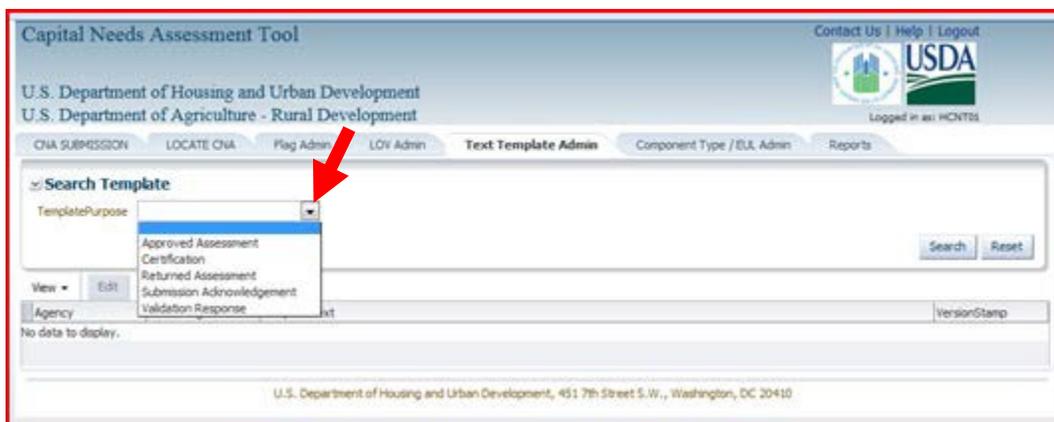
The user with the **Data Administrator** role has the ability to manage Text templates.



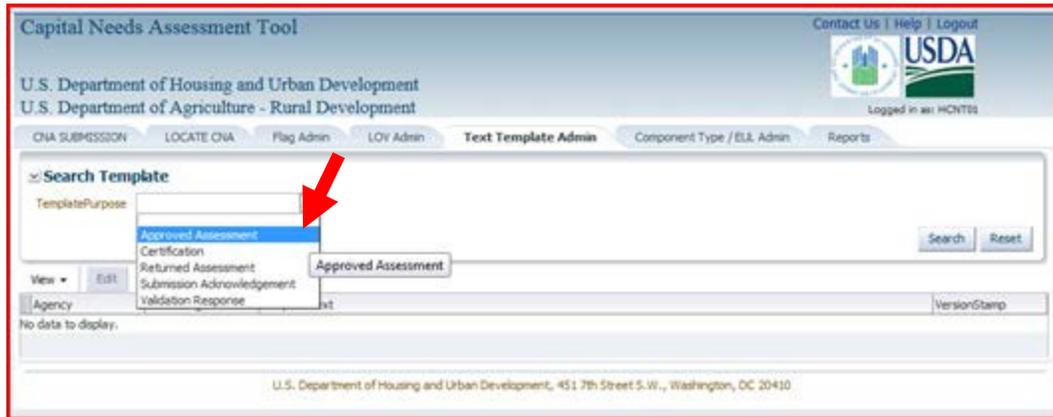
5.3.1 Search Template

The user has the ability to search for the various templates that control what text is shown where on the system (i.e. emails, certification messages, etc.).

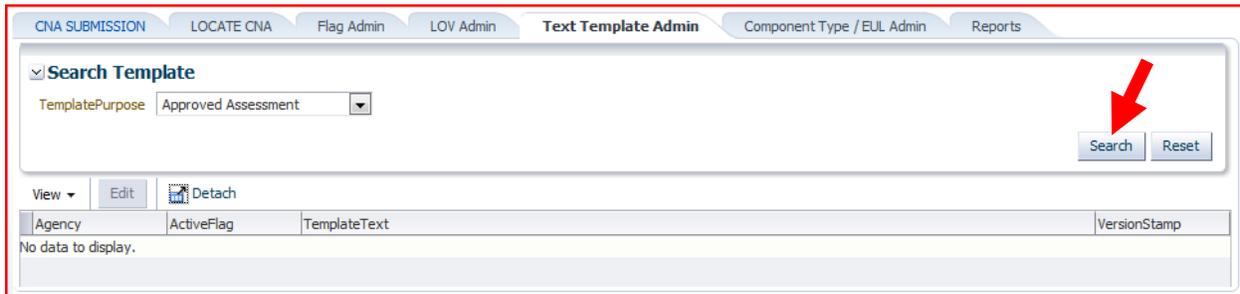
- a. Click the down arrow button on the **Template Purpose** drop-down.



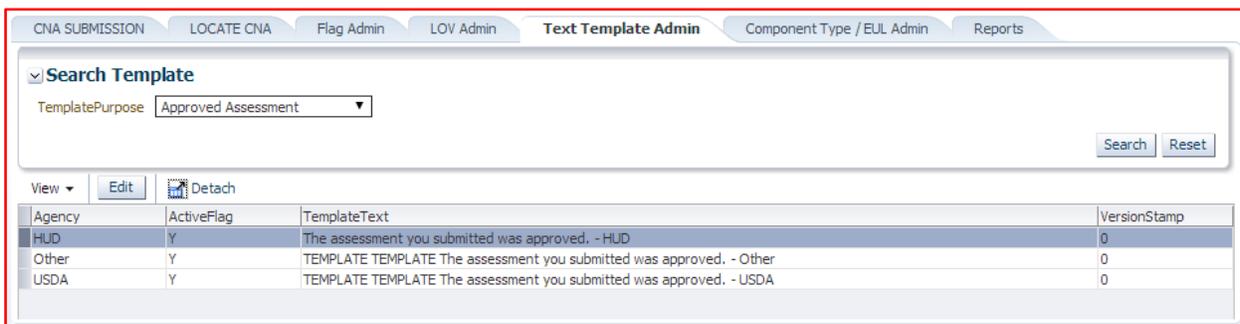
- b. Choose one of the options from the drop-down list. Here, **Approved Assessment** is chosen.



c. Click the **Search** button to display the selection.



d. The below screen displays the result. For this text template, there are three different templates based on the Agency a CNA is submitted to.

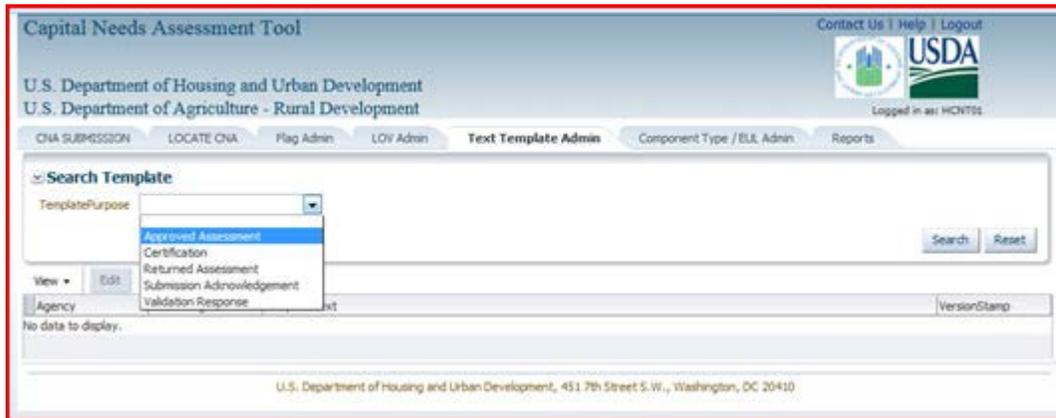


5.3.2 Edit Template

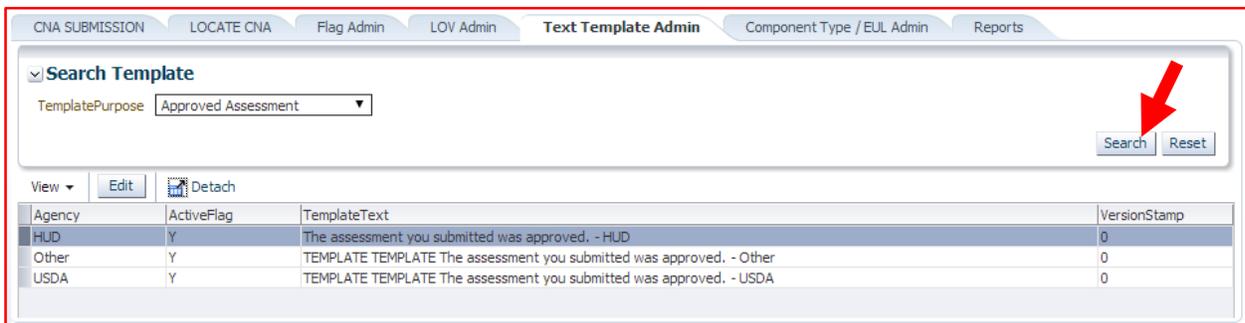
The user with the **Data Administrator** role has the ability to edit the Text templates.

- Choose the category that needs to be edited from the **List ID** drop-down options.

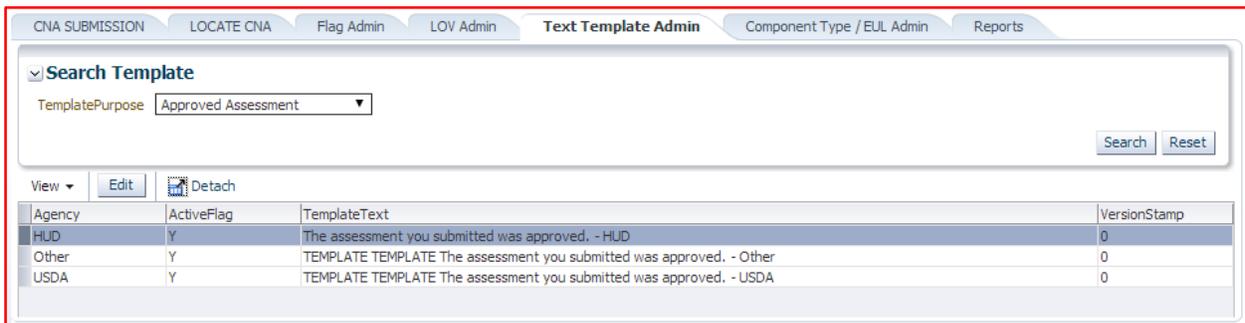
Here, **Approved Assessment** is selected.



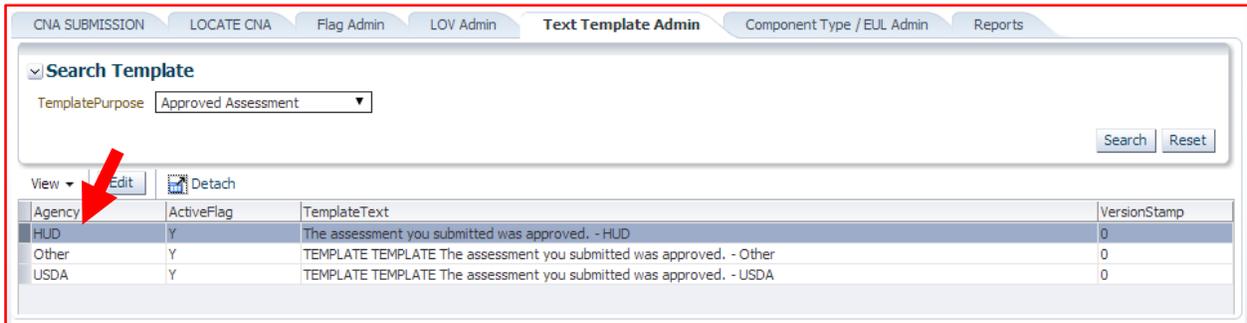
b. Click the **Search** button to display the list of values of **Approved Assessment**.



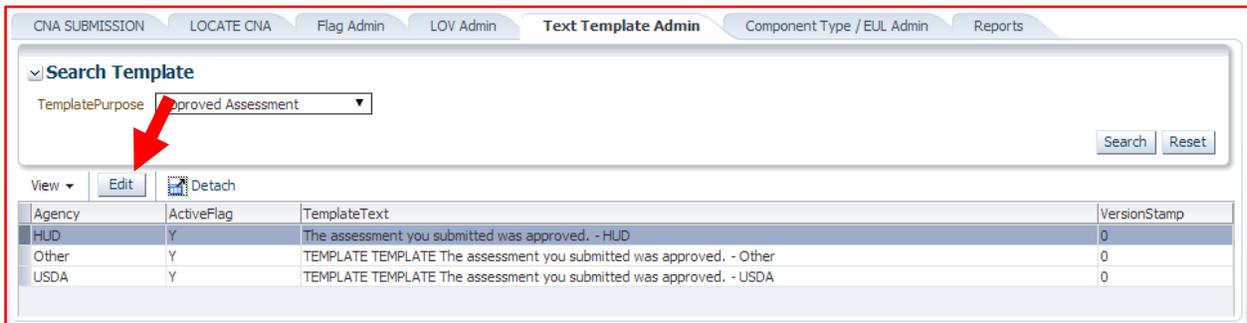
c. The templates for **Approved Assessment** is displayed on the screen.



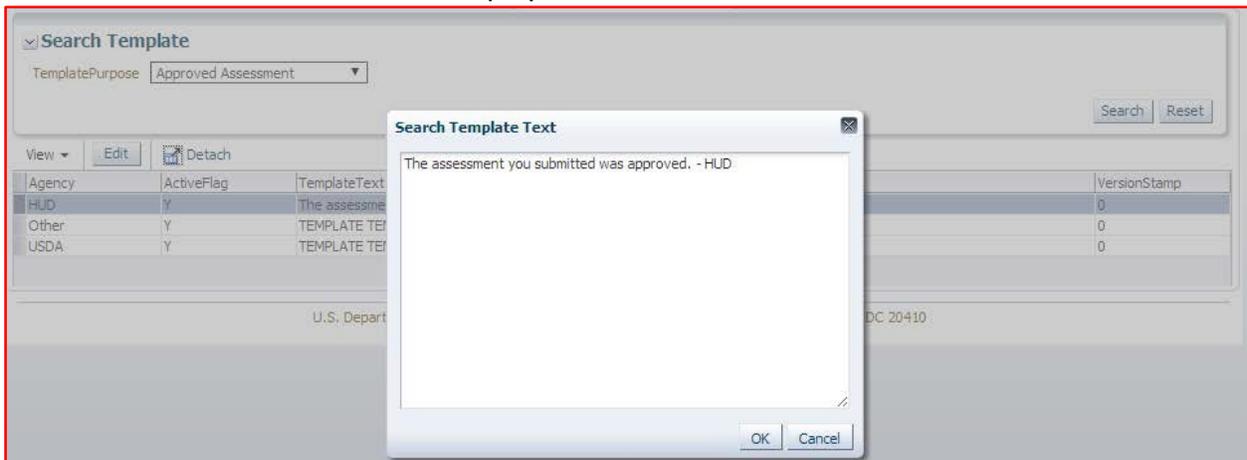
d. Choose one of the items from the list that needs to be edited. Here, **HUD** is chosen.



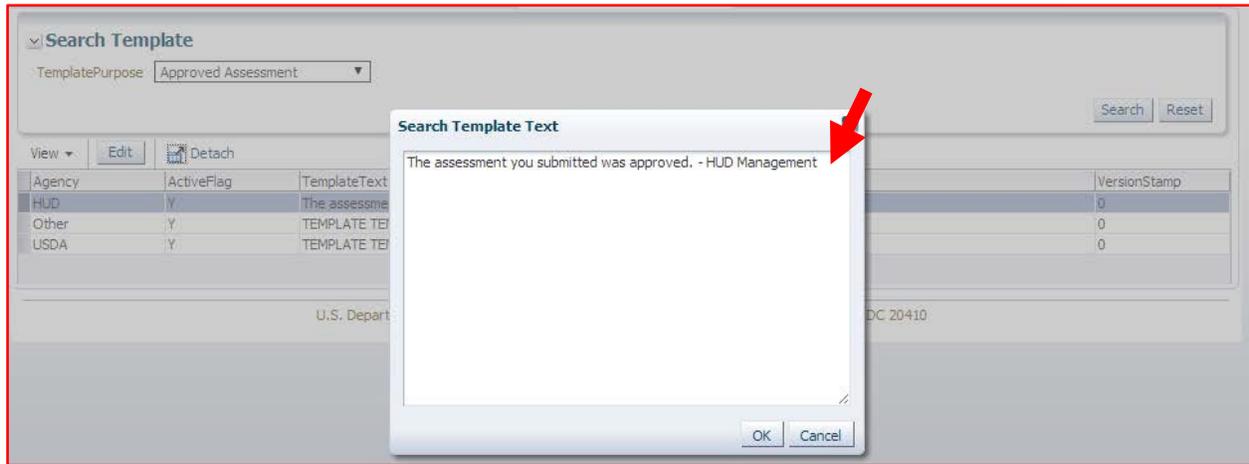
e. Click the **Edit** button to edit the template.



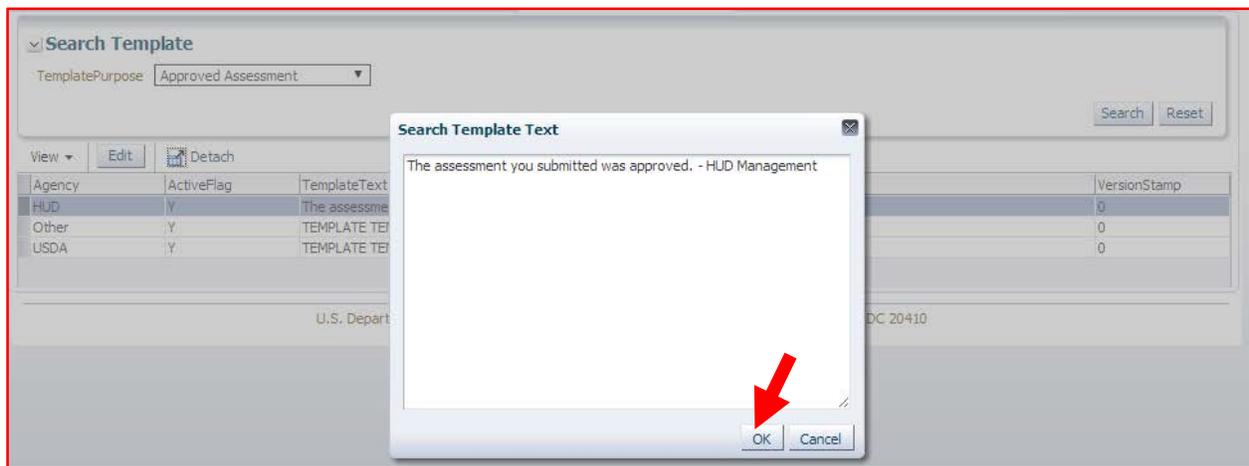
f. The below screen is displayed.



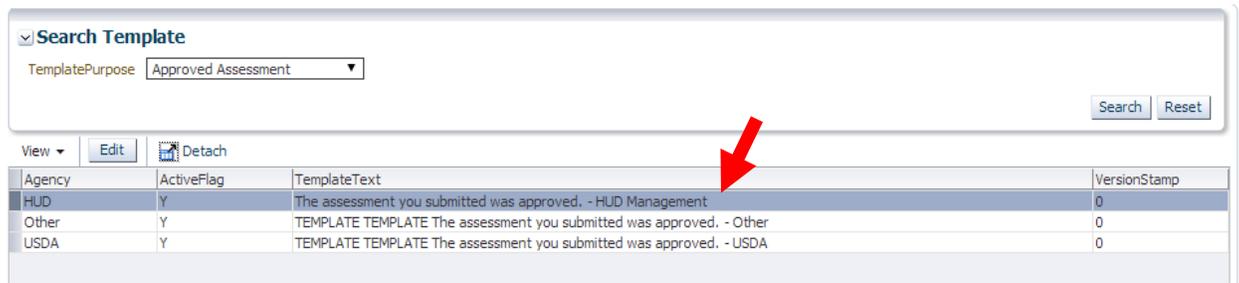
g. Enter the updated text in the text box: Here, **“The assessment you submitted was approved – HUD Management”** was entered.



h. Click the **OK** button to accept the changes.



i. The updated values are displayed on the main screen.





5.4 Component Type / EUL Admin

The Component Type / EUL Admin tab is used to update the EUL table values (name and prescribed estimated useful life). This screen is made up of three different panels – **Need Category**, **Need Item** and **Component Type**. The user with **Data Administrator** privileges has access to add and/or edit various Need Categories, Need Items and/or Component Types.

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

Need Category

> Search

View ▾ Add Edit Detach

Need Category Name	ASTM Code	Description
No data to display.		

Need Item

> Search

View ▾ Add Edit Detach

Need Item Name	ASTM Code	Description
No data to display.		

Component Type

> Search

View ▾ Add Edit Detach

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
No data to display.						

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5.4.1 Need Category

1. Search

The user has the ability to search for the Need Category.

- a. Click the arrow on the left side of **Search** within the **Need Category** panel to expand the Search option.



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USDA

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U.S. Department of Agriculture - Rural Development

Logged in as: HCNT01

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

Category

Search

View ▾ Add Edit Detach

Need Category Name	ASTM Code	Description
No data to display.		

Need Item

Search

View ▾ Add Edit Detach

Need Item Name	ASTM Code	Description
No data to display.		

Component Type

Search

View ▾ Add Edit Detach

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
No data to display.						

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410

b. Click the down-arrow button of the **Need Category Name**.

Need Category

Search

Need Category Name ▾

Search Reset

View ▾ Add Edit Detach

Need Category Name	ASTM Code	Description
No data to display.		

c. The below screen is displayed.

Need Category

Search

Need Category Name ▾

Search Reset

View ▾ Add Edit Detach

Need Category Name	ASTM Code	Description
No data to display.		

- Site Systems
- Additional Considerations
- Building Frame & Envelope
- Mech - Elect - Plumbing
- Vertical Transportation
- Life Safety/Fire Protection
- Interiors - Common Areas
- Interiors - Dwelling Units

- d. Select a value from the list of values displayed on the screen and click on the **Search** button.



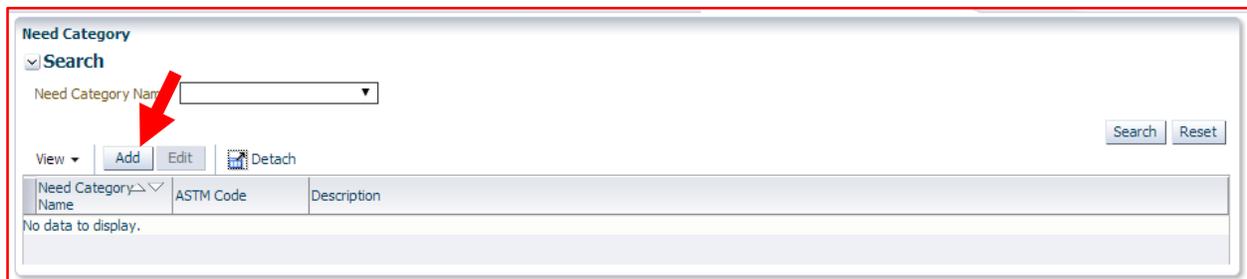
- e. The below screen is displayed.



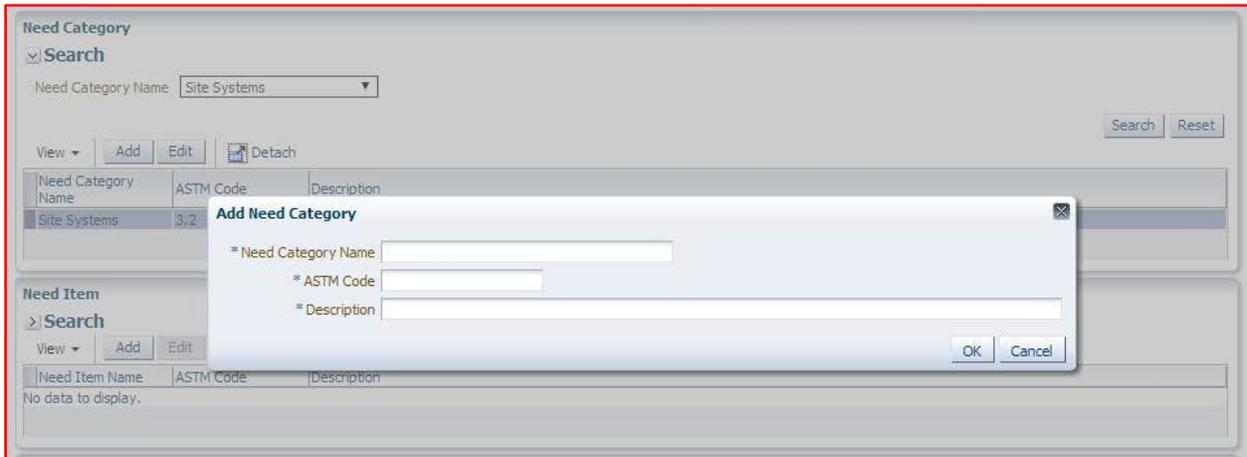
2. Add

The user has the ability to add a new Need Category.

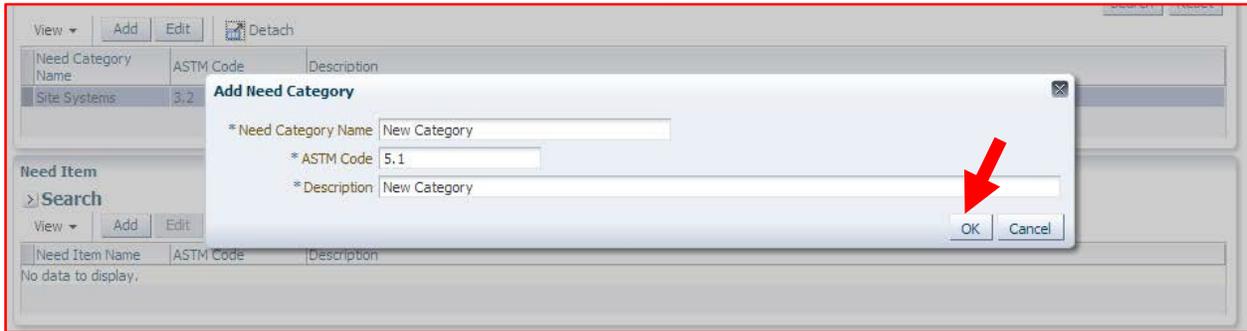
- a. Click the **Add** button in the **Need Category** section.



- b. A box with details to add the new Need Category is displayed on the screen.



c. Enter the values into the following fields and click the **OK** button.



d. The new category is added to the list of values.



e. When the user clicks on the **Search** button, the below screen is displayed.

Need Category Name	ASTM Code	Description
New Category	5.1	New Category

3. Edit

The user has the ability to edit the **Need Category**.

- a. Choose the category that needs to be edited from the **Need Category Name** drop-down options and click the **Search** button.

Need Category Name	ASTM Code	Description
New Category	5.1	New Category

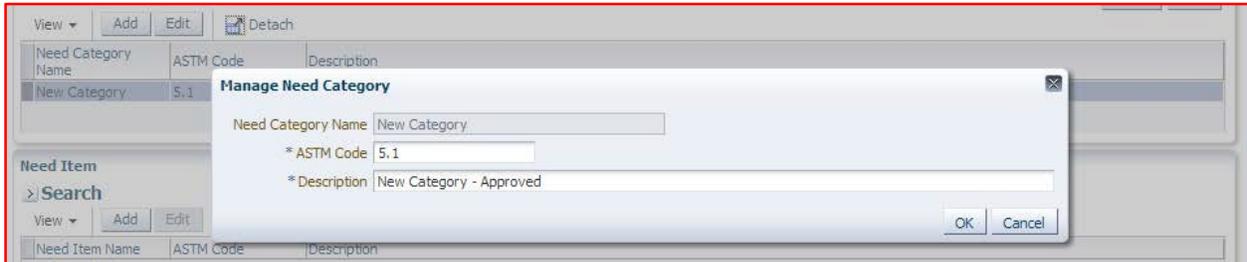
- b. Click the **Edit** button to edit the template.

Need Category Name	ASTM Code	Description
New Category	5.1	New Category

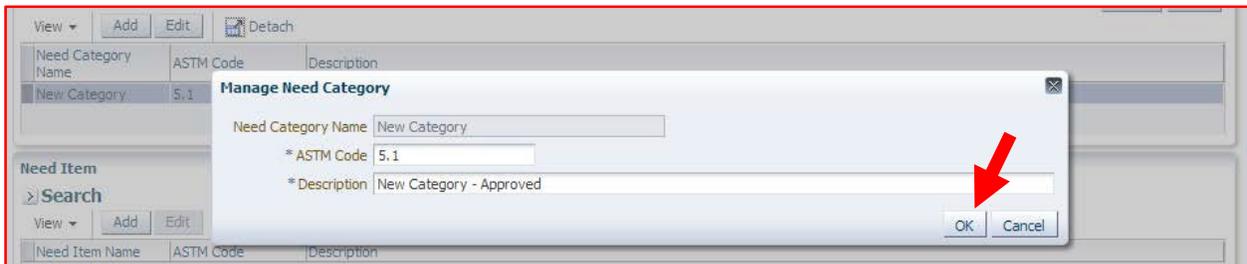
- c. The below pop-up panel is displayed.

Need Category Name	ASTM Code	Description
New Category	5.1	New Category

d. Update the text in the following text box.



e. Click the **OK** button to accept the changes.



f. The updated values are displayed on the main screen.



5.4.2 Need Item

1. Search

The user has the ability to search for the **Need Item**.

- a. Click the arrow on the left side of **Search button** within the **Need Item** panel to expand the Search option.



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

Need Category

Search

View ▾ Add Edit Detach

Need Category Name	ASTM Code	Description
New Category	5.1	New Category - Approved

Need Item

Search

Need Item Name

View ▾ Add Edit Detach

Need Item Name	ASTM Code	Description
No data to display.		

b. Click the down-arrow button of the **Need Item Name**.

Need Item

Search

Need Item Name

View ▾ Add Edit Detach

Need Item Name	ASTM Code	Description
No data to display.		

c. The below drop-down menu is displayed.

Need Item

Search

Need Item Name

View ▾ Add Detach

Need Item Name	ASTM Code	Description
No data to display.		

Component Type

Search

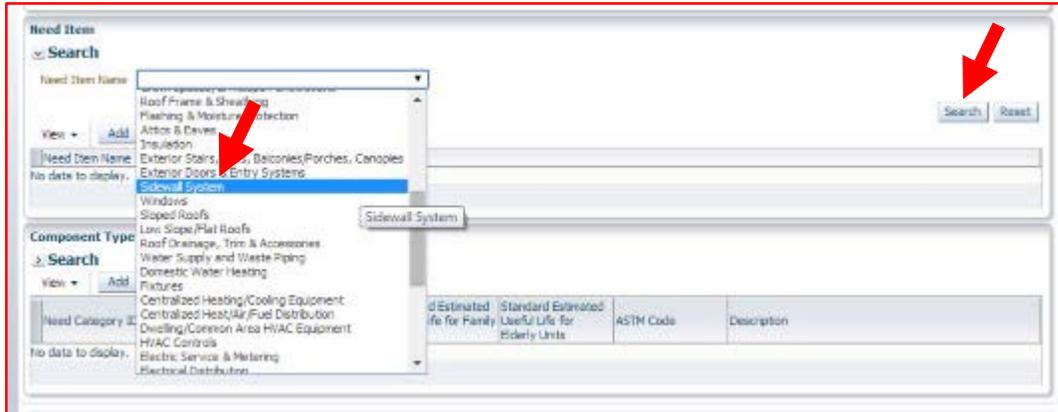
View ▾ Add

Need Category	Estimated Life for Family	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
No data to display.				

Drop-down menu items:

- Environmental Measures (not elsewhere defined)
- Commercial Tenant Improvements
- Lead Based Paint, Asbestos Remediation
- Storm Water Drainage
- Access and Egress
- Paving, Curbing and Parking
- Flatwork (Walks, Plazas, Terraces, Patios)
- Landscaping and Appurtenances
- Recreational Facilities
- Site Utilities-Water
- Site Utilities-Electric
- Site Utilities-Gas
- Site Utilities-Sewer
- Site Utilities-Trash
- Foundation
- Finishing System, Floors & Walls
- Crawl Spaces, Envelope Penetrations
- Roof Frame & Sheathing
- Finishing & Moisture Protection

- d. Scroll down and select a value from the list of values displayed on the screen and click on the **Search** button.



- e. The below screen is displayed on the screen.



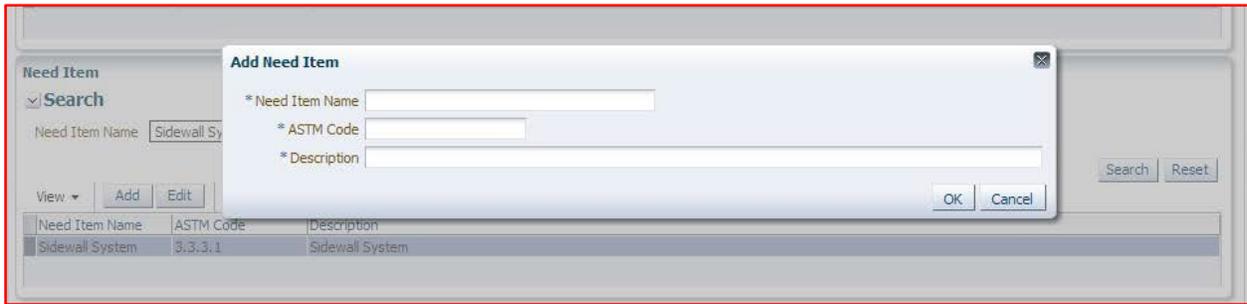
2. Add

The user has the ability to add a new Need Item.

- a. Click the **Add** button in the **Need Item** section.



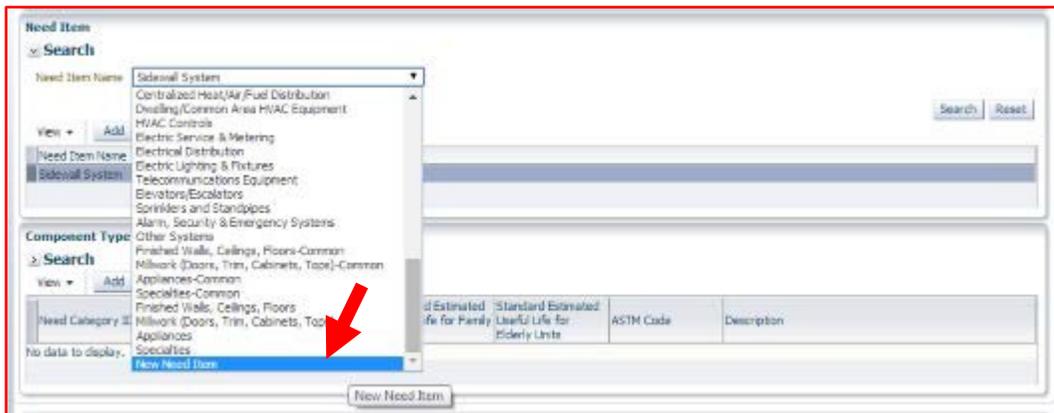
- b. A pop-up box with details to add the new Need Category is displayed on the screen.



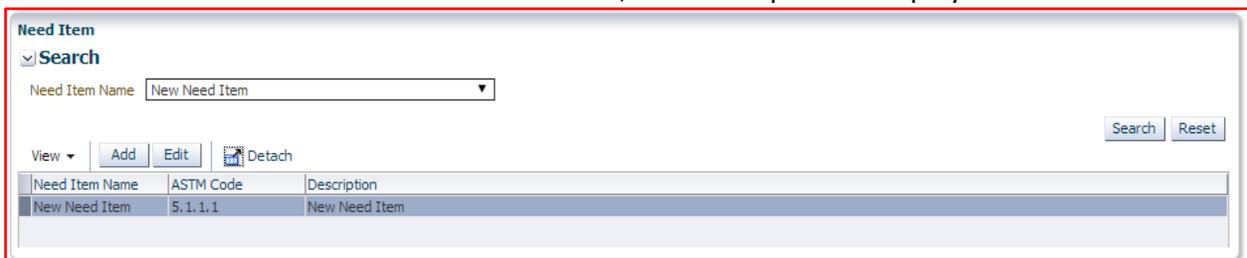
c. Enter the information on the following fields and click the **OK** button.



d. The new category is added to the list of values. Scroll down to view the newly added Need Item.



e. When clicked on **Search** button, the below panel is displayed.



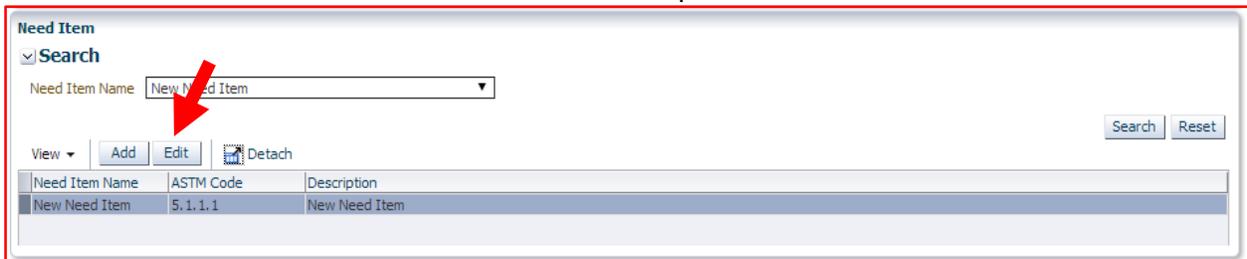
3. Edit

The user has the ability to edit the **Need Item Name**.

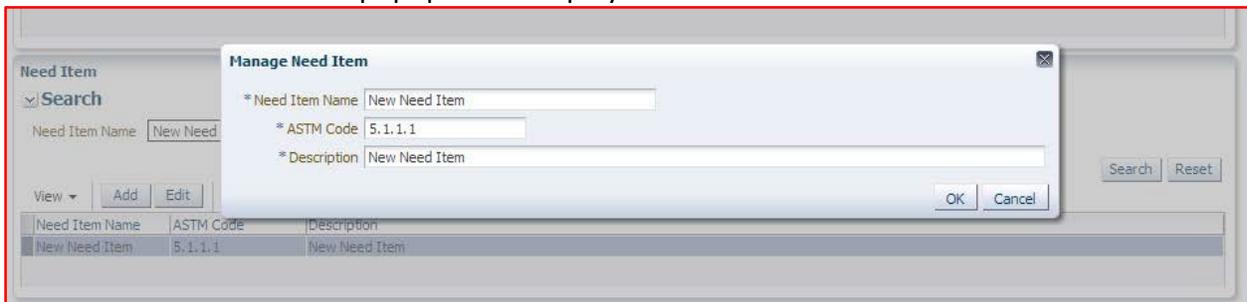
- a. Choose the category that needs to be edited from the **Need Item Name** drop-down options. Here, New Need Item is selected. Click the **Search** button.



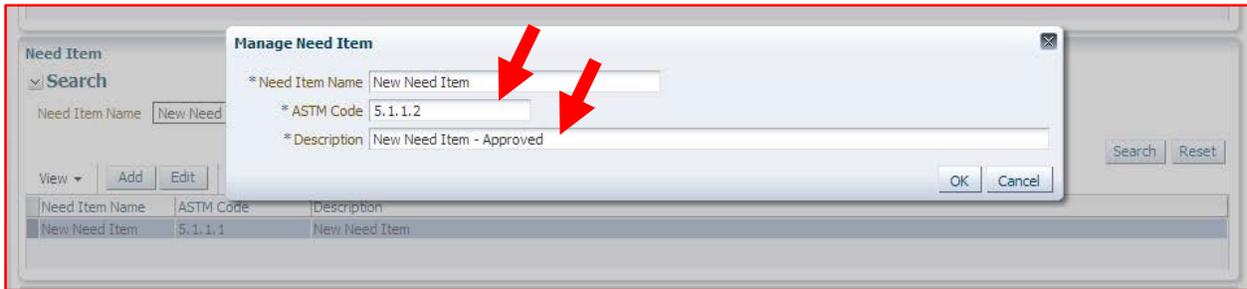
- b. Click the **Edit** button to edit the template.



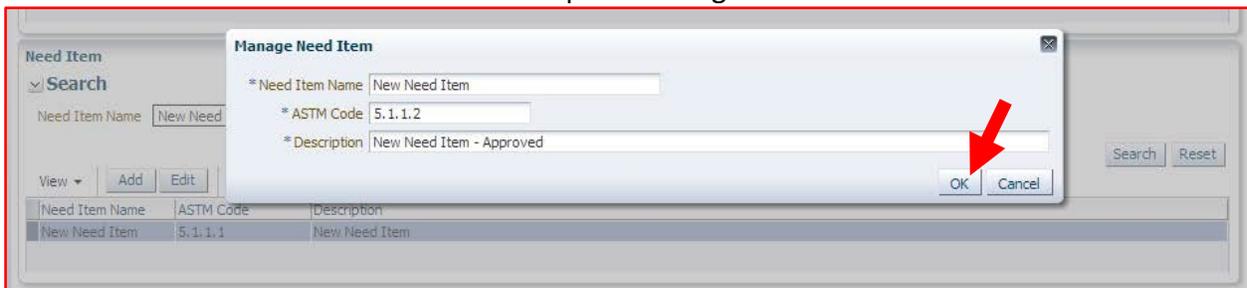
- c. The below popup box is displayed on the screen.



- d. Enter the text to be edited into the following text box.



e. Click the **OK** button to accept the changes.



f. The updated values are displayed on the main screen.



5.4.3 Component Type

1. Search

The user has the ability to search for the Component Type.

- a. Click the arrow on the left side of **Search** in the **Component Type** panel to expand the search option.



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

Need Category

> Search

View ▾ Add Edit Detach

Need Category Name	ASTM Code	Description
New Category	5.1	New Category - Approved

Need Item

> Search

View ▾ Add Edit Detach

Need Item Name	ASTM Code	Description
New Need Item	5.1.1.2	New Need Item - Approved

Component Type

> Search

View ▾ Add Edit Detach

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
No data to display.						

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The user can search for a component type by selecting a Need Category, Need Item or both of these options to narrow the search.

b. Click the down-arrow button of the **Need Item ID**.

Component Type

Search ** At least one is required

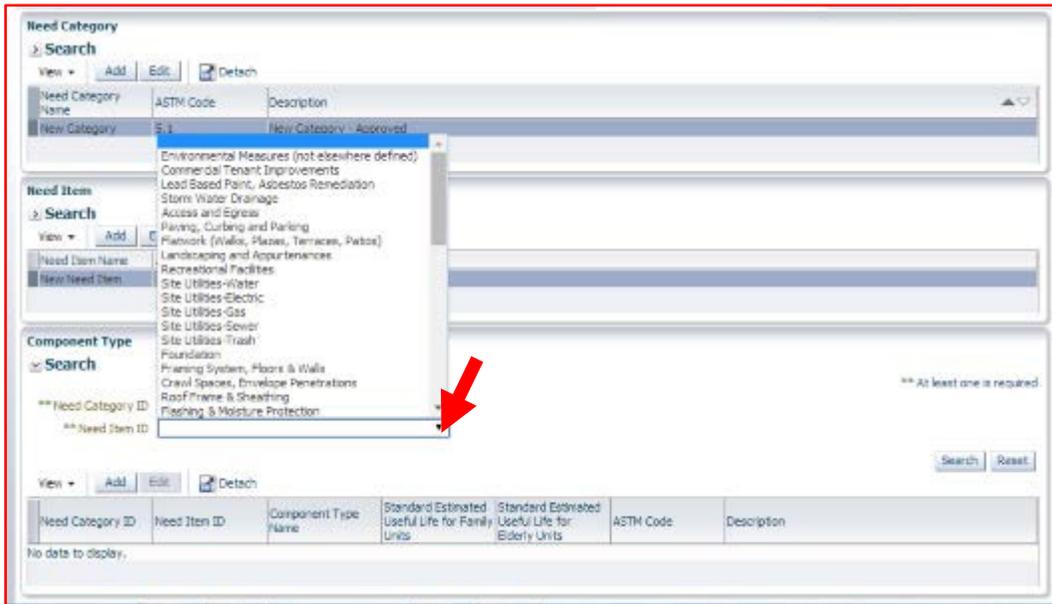
** Need Category ID

** Need Item ID

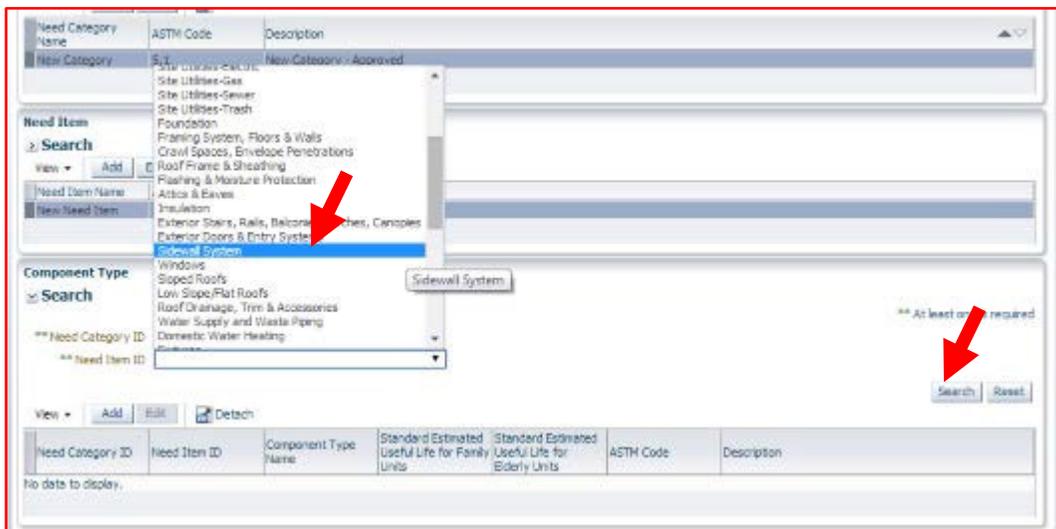
View ▾ Add Edit Detach

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
No data to display.						

c. The below screen is displayed on the screen.



- d. Scroll down and select a value from the list of values displayed on the screen and click on the **Search** button.



- e. All the related component types under this need item are displayed on the screen.



Component Type

Search ** At least one is required

** Need Category ID

** Need Item ID Sidewall System

View

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
Building Frame &...	Sidewall System	Aluminum Siding	40	40	3.3.3.1.1	Aluminum Siding
Building Frame &...	Sidewall System	Vinyl Siding	25	25	3.3.3.1.2	Vinyl Siding
Building Frame &...	Sidewall System	Cement Board Sidi...	45	45	3.3.3.1.3	Cement Board Siding
Building Frame &...	Sidewall System	Plywood/Laminate...	20	20	3.3.3.1.4	Plywood/Laminated Panels
Building Frame &...	Sidewall System	Exterior Insulation...	30	30	3.3.3.1.5	Exterior Insulation Finishing System (EIFS)
Building Frame &...	Sidewall System	Stucco, over wire...	50	50	3.3.3.1.6	Stucco, over wire mesh/lath
Building Frame &...	Sidewall System	Metal/Glass Curtai...	40	40	3.3.3.1.7	Metal/Glass Curtain Wall
Building Frame &...	Sidewall System	Precast Concrete...	60	60	3.3.3.1.8	Precast Concrete Panel (tilt-up)
Building Frame &...	Sidewall System	Brick/block veneer	60	60	3.3.3.1.9	Brick/block veneer
Building Frame &...	Sidewall System	Stone Veneer	50	50	3.3.3.1.10	Stone Veneer

2. Add

The user has the ability to add a new Component Type.

- a. Click the **Add** button in the **Component Type** panel.

Component Type

Search ** At least one is required

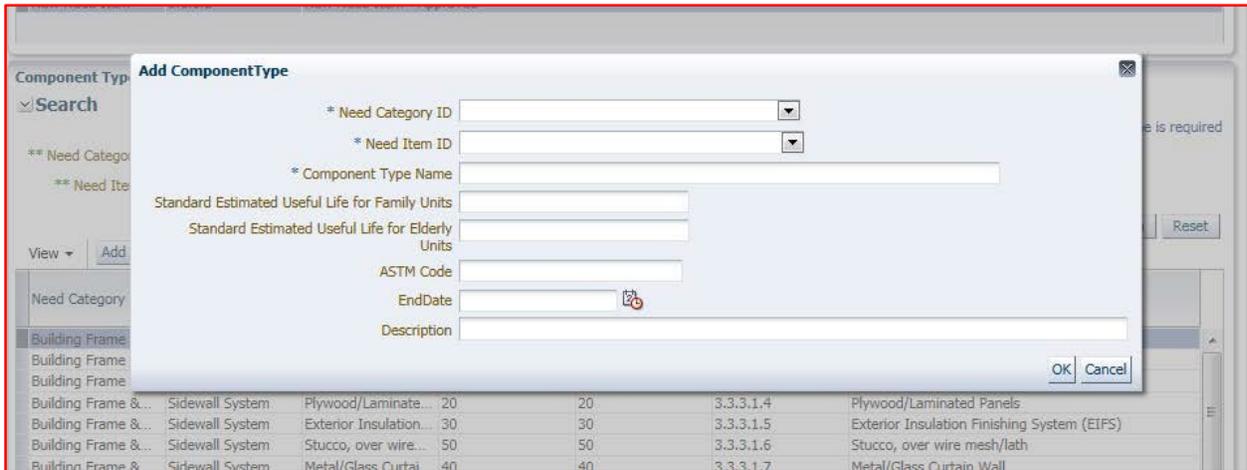
** Need Category ID

** Need Item ID Sidewall System

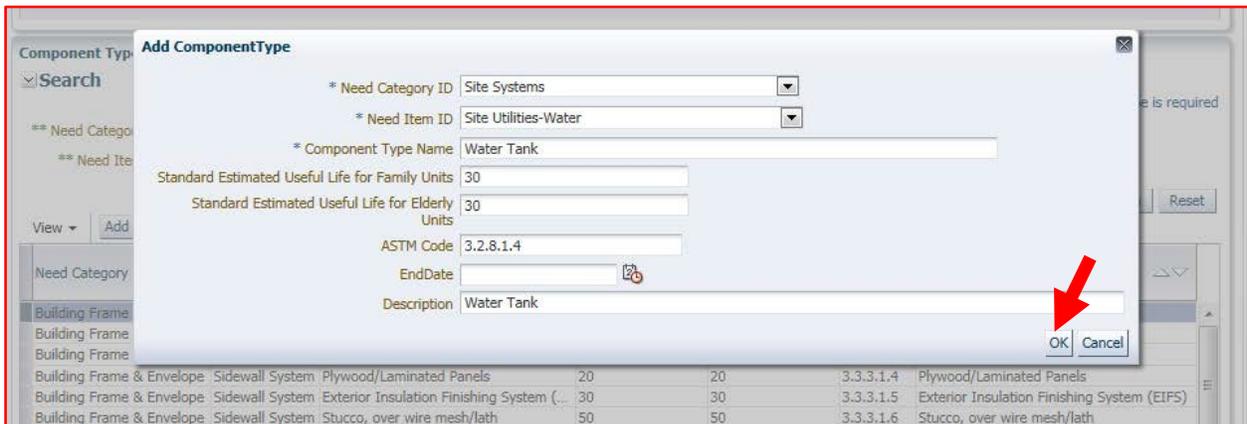
View

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
Building Frame &...	Sidewall System	Aluminum Siding	40	40	3.3.3.1.1	Aluminum Siding
Building Frame &...	Sidewall System	Vinyl Siding	25	25	3.3.3.1.2	Vinyl Siding
Building Frame &...	Sidewall System	Cement Board Sidi...	45	45	3.3.3.1.3	Cement Board Siding
Building Frame &...	Sidewall System	Plywood/Laminate...	20	20	3.3.3.1.4	Plywood/Laminated Panels
Building Frame &...	Sidewall System	Exterior Insulation...	30	30	3.3.3.1.5	Exterior Insulation Finishing System (EIFS)
Building Frame &...	Sidewall System	Stucco, over wire...	50	50	3.3.3.1.6	Stucco, over wire mesh/lath
Building Frame &...	Sidewall System	Metal/Glass Curtai...	40	40	3.3.3.1.7	Metal/Glass Curtain Wall
Building Frame &...	Sidewall System	Precast Concrete...	60	60	3.3.3.1.8	Precast Concrete Panel (tilt-up)
Building Frame &...	Sidewall System	Brick/block veneer	60	60	3.3.3.1.9	Brick/block veneer
Building Frame &...	Sidewall System	Stone Veneer	50	50	3.3.3.1.10	Stone Veneer

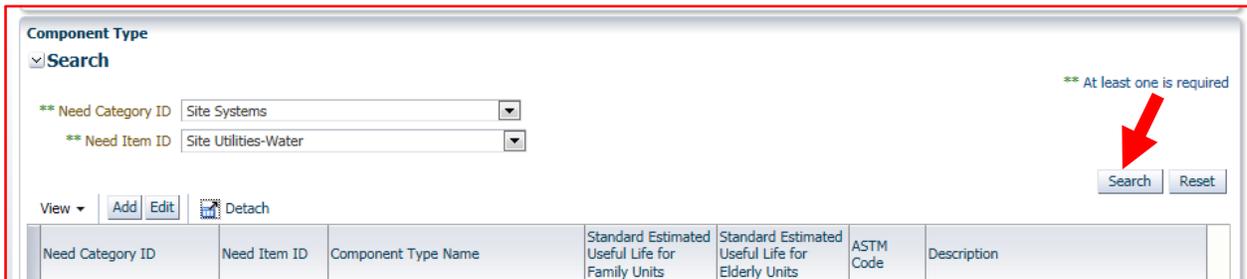
- b. A box with details to add the new Component Type is displayed on the screen.



- c. Enter the following values to add a new **Component Type** and click the **OK** button.



- d. On the main screen, select the value added from the drop-down values of **Need Category ID** and from the drop-down values of **Need Item ID** and click the **Search** button.



e. The new component type is added to the list of values.

Component Type
 Search ** At least one is required

** Need Category ID: Site Systems
 ** Need Item ID: Site Utilities-Water

View ▾

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
Site Systems	Site Utilities-Water	Water Mains/Valves	50	50	3.2.8.1.1	Water Mains/Valves
Site Systems	Site Utilities-Water	Water Tower	50	50	3.2.8.1.2	Water Tower
Site Systems	Site Utilities-Water	Irrigation System	25	25	3.2.8.1.3	Irrigation System
Site Systems	Site Utilities-Water	Water Tank	30	30	3.2.8.1.4	Water Tank

3. Edit

The user has the ability to edit the Component Type.

- a. Select the appropriate **Need Category ID** and **Need Item ID** and click the **Search** button.

Component Type
 Search ** At least one is required

** Need Category ID: Site Systems
 ** Need Item ID: Site Utilities-Water

View ▾

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
------------------	--------------	---------------------	---	--	-----------	-------------

- a. The below panel is displayed.



Component Type

Search ** At least one is required

** Need Category ID Site Systems

** Need Item ID Site Utilities-Water

View

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
Site Systems	Site Utilities-Water	Water Mains/Valves	50	50	3.2.8.1.1	Water Mains/Valves
Site Systems	Site Utilities-Water	Water Tower	50	50	3.2.8.1.2	Water Tower
Site Systems	Site Utilities-Water	Irrigation System	25	25	3.2.8.1.3	Irrigation System
Site Systems	Site Utilities-Water	Water Tank	30	30	3.2.8.1.4	Water Tank

- b. Select the Component Type to edit, in this case **Water Tank** from the list displayed, by clicking on the line and click the **Edit** button to edit the Component Type.

Component Type

Search ** At least one is required

** Need Category ID Site Systems

** Need Item ID Site Utilities-Water

View

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
Site Systems	Site Utilities-Water	Water Mains/Valves	50	50	3.2.8.1.1	Water Mains/Valves
Site Systems	Site Utilities-Water	Water Tower	50	50	3.2.8.1.2	Water Tower
Site Systems	Site Utilities-Water	Irrigation System	25	25	3.2.8.1.3	Irrigation System
Site Systems	Site Utilities-Water	Water Tank	30	30	3.2.8.1.4	Water Tank

- c. The below pop-up box is displayed.

d. Enter the changes in the following text box and click the **OK** button to accept the changes.

e. The updated values are displayed on the main screen.

Component Type

Search

** Need Category ID Site Systems

** Need Item ID Site Utilities-Water

Search Reset

Need Category ID	Need Item ID	Component Type Name	Standard Estimated Useful Life for Family Units	Standard Estimated Useful Life for Elderly Units	ASTM Code	Description
Site Systems	Site Utilities-Water	Water Mains/Valves	50	50	3.2.8.1.1	Water Mains/Valves
Site Systems	Site Utilities-Water	Water Tower	50	50	3.2.8.1.2	Water Tower
Site Systems	Site Utilities-Water	Irrigation System	25	25	3.2.8.1.3	Irrigation System
Site Systems	Site Utilities-Water	Water Tank	25	28	3.2.8.1.4	Water Tank



5.5 Reports

The user with **Data Administrator** privileges has the ability to view process monitoring and analytical reports across the portfolio of assessments by clicking on the **Reports** tab. The following section gives an example of each of the report links shown below. To access each report, click on the desired report link in the Reports screen.

5.5.1 Nightly Reports

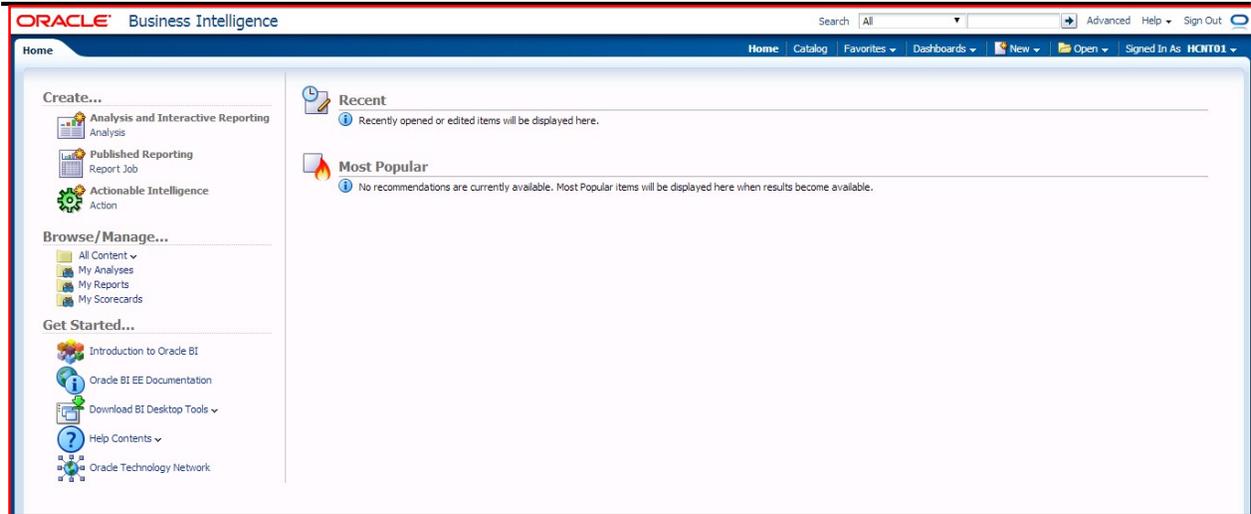
The “**Assessment Workload/Volume Metrics**” and “**Property Assessment Assignment Aging**” can be run as needed, but are also scheduled nightly reports. The reports are scheduled to generate automatically each night and are emailed in PDF format to a distribution list. Contact your system administrator to be added to the distribution list to receive these reports.

5.5.2 Answers

The first link is a link to “**Answers**” which is an Oracle out of the box reporting tool allowing users to create Ad Hoc reports on data from assessments currently in the system. For more information on how to use/navigate through Answers, please see the Oracle Answers user manual.



When a user clicks on the “**Answers**” link they are taken out of the CNA eTool and to the Answers tool as shown below.



5.5.3 Component Type Useful Life Variances

The Component Type Useful Life Variances report displays the variances of Component Type useful life on a separate tab. This report can be printed or exported to an excel spreadsheet by clicking on **Print** or **Export** at the bottom left side of the screen.

Component Type Useful Life Variances Date Run: 8/25/2014

Component Type	State	Family/Elderly	Unit of Measure	Est Useful Life	Variance %	# Assessments
Boiler Blowdown and Water Treatment	DC	Y	Sy	5	-72.73%	1
	MA	Family	Each	25	36.36%	2
Boiler Room Pipe Insulation	DC	Y	Sq	6	-67.86%	1
	MA	Family	Each	25	33.93%	2
Roof Hatch	DC	Y	Kw	10	-46.67%	1
	DC	Y	Sy	5	-73.33%	1
	MA	Family	Each	30	60.00%	2

Refresh - Print - Export

5.5.4 Component Type Price Variances

The Component Type Price Variances report displays the variances in Component Type price on a separate tab. This report can be printed or exported to an excel spreadsheet by clicking on **Print** or **Export** at the bottom left side of the screen.



Component Type Price Variances Date Run: 8/25/2014

Component Type	State	Family/Elderly	Unit of Measure	Avg Unit Cost	Variance %	# Assessments
Boiler Blowdown and Water Treatment				1,392		3
	DC	Y	Sy	45	-96.77%	1
	MA	Family	Each	2,065	48.38%	2
Boiler Room Pipe Insulation				1,397		3
	DC	Y	Sq	50	-96.42%	1
	MA	Family	Each	2,070	48.21%	2
Roof Hatch				979		4
	DC	Y	Kw	70	-92.85%	1
	DC	Y	Sy	45	-95.40%	1
	MA	Family	Each	1,900	94.13%	2

Refresh - Print - Export

5.5.5 Properties with Out-Of-Date Assessments

The Properties with Out-Of-Date Assessments report displays the properties with out-of-date assessments on a separate tab. This report can be printed or exported to an excel spreadsheet by clicking on **Print** or **Export** at the bottom left side of the screen.

Properties with Out-Of-Date Assessments Date Run: 8/25/2014

Property Name	State	Address	iREMS #	AMAS #	Owner/ Participant	Lender	Assessor	Last Date Assessed	Aj Aa
Blue Ridge Towers	DC	401 Elm Street	75H0LV	48V4BA	Person 401	Person 402	Person 403	01/01/2014	HL
Blue Ridge Towers	DC	401 Elm Street	87W0AQ	51D4QN	Person 401	Person 402	Person 403	01/01/2014	US
Getaway Apartments	DC	301 Elm Street	24Y8AX	87N52N	Person 301	Person 302	Person 303	01/01/2014	US
Getaway Apartments	DC	301 Elm Street	24Y8AX	87N52N	Person 304	Person 302	Person 303	01/01/2014	US
Northgate Condos	NE	300 Main Street	8DH8EH	83HR38	Bob	Linda Smith		01/01/2014	US
Northgate Condos	NE	300 Main Street	8DH8EH	83HR38	Dave Smith	Linda Smith		01/01/2014	US
Northgate Condos	TN	1500 Northgate Square	98H9H9	H9H8H9	Bob	Linda Smith		12/31/2013	HL
Northgate Condos	TN	1500 Northgate Square	98H9H9	H9H8H9	Dave Smith	Linda Smith		12/31/2013	HL
Northgate Condos	VA	1500 North Shore Drive	5798085	300920309290	Tom Forlini	Jane Sullivan		12/31/2013	HL
Northgate Condos	VA	1500 North Shore Drive	5798085111	300920309290	Tom Forlini	Jane Sullivan		12/31/2013	HL
Northgate Condos	VA	1500 North Shore Drive	7035798085	300920309290	Tom Forlini	Jane Sullivan		12/31/2013	HL
Northgate Condos	VA	1500 North Shore Drive	800217510	300920309290	Tom Forlini	Jane Sullivan		12/31/2013	HL
Northgate Condos	VA	1500 North Shore Drive	800217510	300920309290	Tom Forlini	Jane Sullivan		12/31/2013	US

Refresh - Print - Export

5.5.6 Assessment Workload / Volume Metrics

The Assessment Workload / Volume Metrics report displays the Assessment Workload / Volume Metrics on a separate tab. This report can be printed or exported to an excel spreadsheet by clicking on **Print** or **Export** at the bottom left side of the screen.

This report is also a scheduled nightly report that is emailed in PDF format to a distribution list. Contact your system administrator to be added to the distribution list to receive these reports daily.



Assessment Workload / Volume Metrics

Date Ru

Assessment Workload / Volume Metrics

Agency	Assigned Reviewer	Average Value	# Assessment
HUD Total		5,334,875	16
HUD	FIRST - HCNT01 LAST - HCNT01	9,883,250	4
	FIRST - HCNT04 LAST - HCNT04	3,054,125	8
	FIRST - HCNT06 LAST - HCNT06	5,447,000	3
	FIRST - HCNT08 LAST - HCNT08	5,051,000	1
USDA Total			3
USDA	FIRST - CCNT01 LAST - CCNT01		1
	FIRST - CCNT04 LAST - CCNT04		2
		3,575,125	8
		3,575,125	8



[Refresh](#) - [Print](#) - [Export](#)

5.5.7 Property Assessment Review Aging

The Property Assessment Review Aging report displays the Property Assessment Review Aging on a separate tab. This report can be printed or exported to an excel spreadsheet by clicking on **Print** or **Export** at the bottom left side of the screen.

Property Assessment Review Aging Date Run: 8/25/2014

Property Assessment Review Aging

CNA#	Property Name	Property State	Date Assigned	Assigned Reviewer	Age in Days
2014-000395	Northgate Condos	WI	07/17/2014	FIRST - HCNT04 LAST - HCNT04	38
2014-000597	THE PROPERTY	VA	07/18/2014		37
2014-002123	EARL Cook	VA	07/21/2014	FIRST - HCNT06 LAST - HCNT06	34
2014-002851	Northgate Condos	VA	07/21/2014	FIRST - HCNT04 LAST - HCNT04	34
2014-002124	Northgate Condos	VA	07/22/2014	FIRST - HCNT06 LAST - HCNT06	33
2014-000465	Northgate Condos	WI	07/23/2014	FIRST - HCNT04 LAST - HCNT04	32
2014-000471	Northgate Condos	WI	07/23/2014	FIRST - HCNT04 LAST - HCNT04	32
2014-001081	Northgate Condos	VA	07/23/2014	FIRST - HCNT04 LAST - HCNT04	32
2014-002474	Northgate Condos	VA	07/23/2014		32
2014-002936	The Reserve at Reston	VA	07/23/2014		32
2014-002955	The Reserve at Reston	VA	07/23/2014		32
2014-002956	The Reserve at Reston	VA	07/23/2014		32
2014-000056	Longview Apartments	GA	07/24/2014	FIRST - CCNT04 LAST - CCNT04	31
2014-003011	The Reserve at Reston	VA	07/24/2014		31
2014-003048	Northgate Homes	VA	07/24/2014		31
2014-003057	Northgate Homes	VA	07/24/2014	FIRST - HCNT04 LAST - HCNT04	31
2014-003065	Northgate Homes	VA	07/24/2014	FIRST - HCNT04 LAST - HCNT04	31
2014-000499	Northgate Condos	FL	07/29/2014	FIRST - CCNT01 LAST - CCNT01	26
2014-003221	Northgate Condos	VA	08/05/2014	FIRST - HCNT01 LAST - HCNT01	19
2014-000589	THE PROPERTY	VA	08/06/2014	FIRST - CCNT04 LAST - CCNT04	18
2014-002013	Northgate Condos	VA	08/14/2014	FIRST - HCNT06 LAST - HCNT06	10
2014-002080	Northgate Condos	VA	08/14/2014	FIRST - HCNT04 LAST - HCNT04	10
2014-003493	Northgate Condos	VA	08/14/2014	FIRST - HCNT01 LAST - HCNT01	10
2014-003507	Northgate Condos	VA	08/14/2014	FIRST - HCNT08 LAST - HCNT08	10

[Refresh](#) - [Print](#) - [Export](#)



5.5.8 Property Assessment Assignment Aging

The Property Assessment Assignment Aging report displays the Property Assessment Assignment Aging on a separate tab. This report can be printed or exported to an excel spreadsheet by clicking on **Print** or **Export** at the bottom left side of the screen.



This report is also a scheduled nightly report that is emailed in PDF format to a distribution list. Contact your system administrator to be added to the distribution list to receive these reports daily.

Property Assessment Assignment Aging Date Run: 8/25/2014

Property Assessment Assignment Aging

CNA#	Property Name	Date Submitted	Approving Agency	Property State	Age in Days
2014-000037	Blue Ridge Towers	01/01/2014	HUD	DC	44
2014-000038	Blue Ridge Towers	01/01/2014	USDA	DC	-
2014-000039	Blue Ridge Towers	01/01/2014	USDA	DC	-
2014-000040	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000041	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000042	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000043	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000044	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000045	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000055	Blue Ridge Towers	01/01/2014	USDA	DC	-
2014-000057	Longview Apartments	01/01/2014	HUD	GA	44
2014-000059	Getaway Apartments	01/01/2014	USDA	DC	58
2014-000081	Northgate Condominiums Updated	01/01/2014	USDA	VA	-
2014-000083	Northgate Condominiums Updated	01/01/2014	USDA	VA	-
2014-000084	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000085	Northgate Condominiums Updated	01/01/2014	USDA	VA	-
2014-000086	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000087	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000088	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000089	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000090	Getaway Apartments	01/01/2014	USDA	DC	-
2014-000091	Northgate Condominiums Updated	01/01/2014	USDA	VA	-
2014-000092	Northgate Condominiums Updated	01/01/2014	USDA	VA	-
2014-000093	Northgate Condominiums Updated	01/01/2014	USDA	VA	-

Refresh - Print - Export



5.6 Security

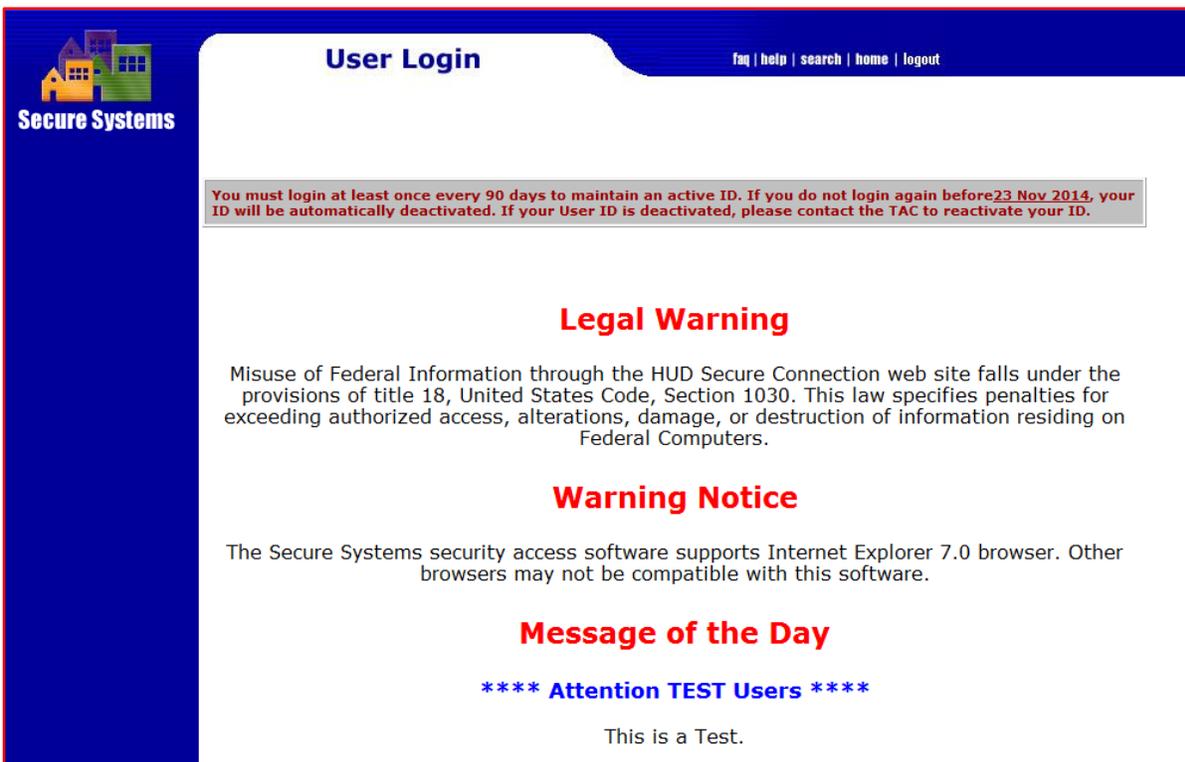
5.6.1 Authentication (provisioning new credentials)

In order to receive new credentials, users will need to complete a CHAMPS request of request an "I" ID through WASS. This is managed outside of the CNA eTool.

5.6.2 Authorization (granting / revoking roles)

The user with the security administrator role has the ability to either grant or revoke roles from a user.

- a. The user logs into the WASS system with proper credentials.



User Login [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Secure Systems

You must login at least once every 90 days to maintain an active ID. If you do not login again before 23 Nov 2014, your ID will be automatically deactivated. If your User ID is deactivated, please contact the TAC to reactivate your ID.

Legal Warning

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

Warning Notice

The Secure Systems security access software supports Internet Explorer 7.0 browser. Other browsers may not be compatible with this software.

Message of the Day

****** Attention TEST Users ******

This is a Test.

- b. Scroll down to the bottom of the screen to **Accept** the conditions displayed on the screen.

Message of the Day

****** Attention TEST Users ******

This is a Test.

We apologize for any inconvenience.

(Message ID# 85200 - Updated by HWASSO on Tue Sep 03 08:53:26 EDT 2013)

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c. The below screen is displayed on the screen.

Secure Systems

Welcome FIRST - HCNT01
LAST - HCNT01

system administration

- [Business Partners Maintenance](#)
- [User Maintenance](#)

systems

- [CNA eTool](#)

[faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Main Menu

Systems

- [CNA eTool](#)

System Administration

- [Business Partners Maintenance](#)
- [User Maintenance](#)

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d. Click on **User Maintenance**; the below screen is displayed.

System Administration [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Secure Systems

Welcome FIRST - HCNT01
LAST - HCNT01

system administration

- Business Partners Maintenance
- User Maintenance

systems

- CNA eTool

User Maintenance

On this form, you can either add a new User, search for a User by User ID, or search for Users by entering your search criteria.

Add New User
To add a new User to Secure Systems, click the 'Add New User' button.

Search by User ID
To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID [What's This?](#)

Search Users
To search for a User, enter at least one search criteria and then click the "Search Users" button.
To limit your search and response time, select a User Type or leave blank for all User Types. If you do not select a User Type, then you must enter at least one other search criteria.

User Type

You may enter only one of the following search criteria.
Enter the participant's TIN, SSN, or PHA ID to list Business Partners OR
enter the Inspection Organization to list Inspectors OR
enter the AQA Contractor Employer Identification No. to list AQA Contractors OR
enter the Mortgage ID to list Lenders.

Business Partner - TIN/SSN/PHA ID/IPA ID [What's This?](#)

Inspector - Organization ID

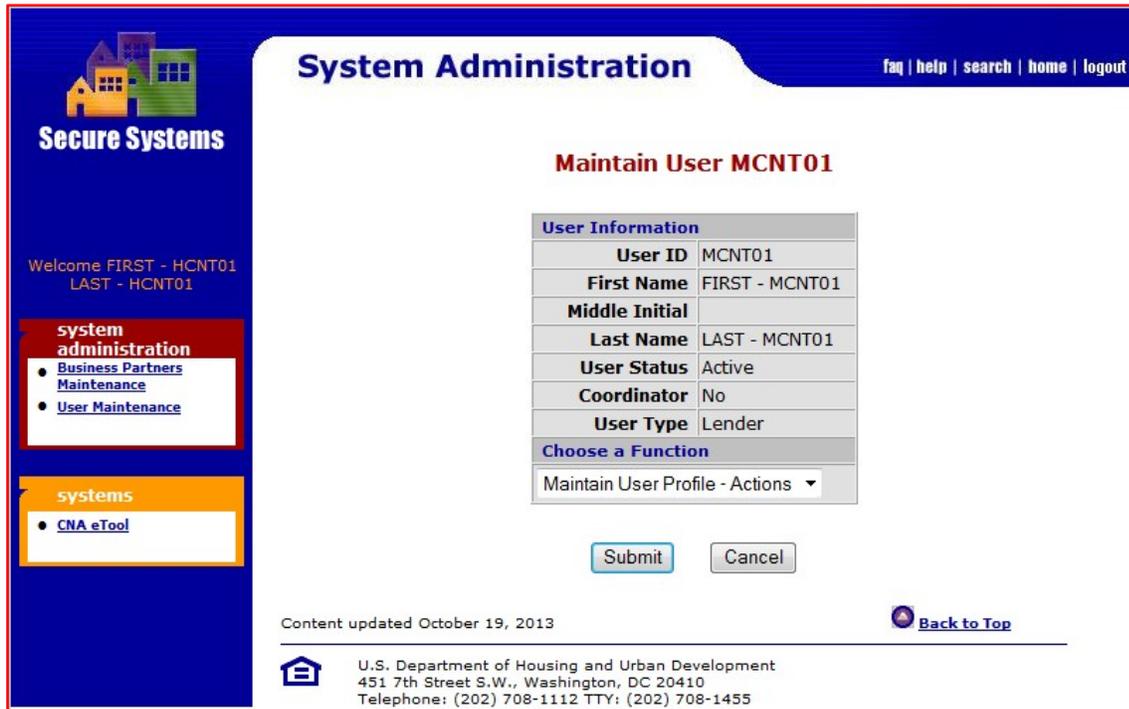
- e. Enter a User ID in the provided box and click **Search for User** button. Here, user ID, **MCNT01** is entered.

Add New User
To add a new User to Secure Systems, click the 'Add New User' button.

Search by User ID
To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID [What's This?](#)

- f. The credentials for user **MCNT01** are displayed below.



System Administration [faq](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Secure Systems

Welcome FIRST - MCNT01
LAST - MCNT01

system administration

- [Business Partners Maintenance](#)
- [User Maintenance](#)

systems

- [CNA eTool](#)

Maintain User MCNT01

User Information	
User ID	MCNT01
First Name	FIRST - MCNT01
Middle Initial	
Last Name	LAST - MCNT01
User Status	Active
Coordinator	No
User Type	Lender

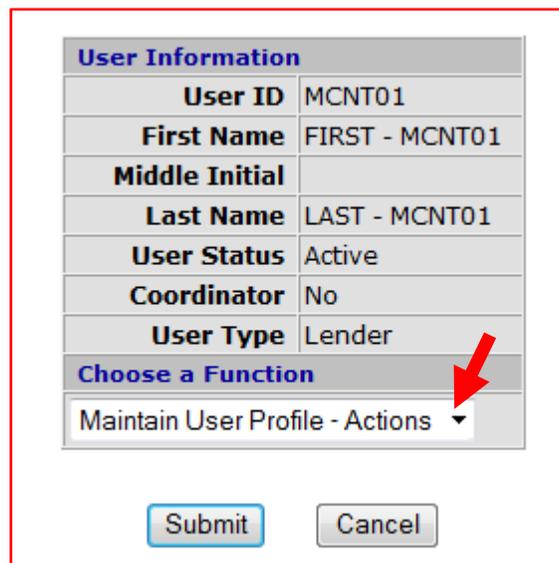
Choose a Function

Maintain User Profile - Actions ▾

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- g. Click the drop-down arrow for **Choose a Function** option.



User Information	
User ID	MCNT01
First Name	FIRST - MCNT01
Middle Initial	
Last Name	LAST - MCNT01
User Status	Active
Coordinator	No
User Type	Lender

Choose a Function

Maintain User Profile - Actions ▾

- h. Choose **Maintain User Profile – Roles** from the drop-down list and click the **Submit** button.

Maintain User MCNT01

User Information	
User ID	MCNT01
First Name	FIRST - MCNT01
Middle Initial	
Last Name	LAST - MCNT01
User Status	Active
Coordinator	No
User Type	Lender
Choose a Function	
	Maintain User Profile - Roles

- i. The below screen shows the current role the selected user MCNT01 has and the available roles that can be assigned to this user.

System Administration faq | help | search | home | logout

Assign/Unassign Roles for User MCNT01

User Information	
User ID	MCNT01
First Name	FIRST - MCNT01
Middle Initial	
Last Name	LAST - MCNT01
User Status	Active
Coordinator	No
User Type	Lender

Please check/uncheck boxes to assign/unassign roles to the user
 Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens

[CNT00L |](#)

CNT00L - CNA eTool	
<input type="checkbox"/>	CN3 - Government Assigner
<input type="checkbox"/>	CN4 - Government Security Admin
<input type="checkbox"/>	CN5 - Government Data Admin
<input type="checkbox"/>	CNE - External Viewer
<input checked="" type="checkbox"/>	CNC - External Submitter
<input type="checkbox"/>	CN1 - Government Reviewer
<input type="checkbox"/>	CN2 - Government Viewer



NOTE: This user has **CNC – External Submitter** role, and can be assigned any other roles displayed in the list.

- j. Check the box which correlates to the role to be assigned to the user, in this case– **CNE – External Viewer** to assign external viewer role to this user, and click on **Assign/Unassign Roles** button.

Please check/uncheck boxes to assign/unassign roles to the user
Disabled roles cannot be unassigned until they are removed in the appropriate Assignment Maintenance screens

[CNTOOL |](#)

CNTOOL - CNA eTool

- CN3 - Government Assigner
- CN4 - Government Security Admin
- CN5 - Government Data Admin
- CNE - External Viewer
- CNC - External Submitter
- CN1 - Government Reviewer
- CN2 - Government Viewer

Assign/Unassign Roles Cancel

- k. This user is given the assigned role and click on the **Confirm** button.



Secure Systems

System Administration

faq | help | search | home | logout

Assign/Unassign Role Confirmation for User MCNT01

Roles to Assign to User MCNT01		
System Code	Role Code	Role Description
CNT00L	CNE	External Viewer

No roles were selected to unassign.



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I. The user has successfully been assigned a new role.



Secure Systems

System Administration

faq | help | search | home | logout

Successful Transaction

You have successfully assigned/unassigned role(s) to user MCNT01.

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Appendix A

This section covers the common features within a panel. All these features are applicable to all the panels on each tab.

A1: View

A1a: Columns

- m. For demo purposes, let's look at the **Inspection Sample** panel on the **Locate CNA** tab, displayed below.

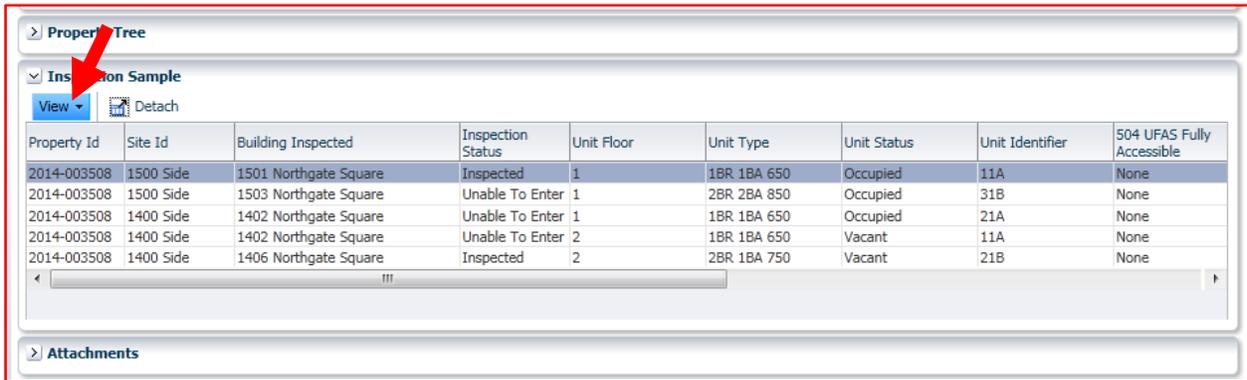
The screenshot displays the 'LOCATE CNA' tab in the CNA eTool interface. At the top, there are navigation tabs: CNA SUBMISSION, LOCATE CNA (selected), Flag Admin, LOV Admin, Text Template Admin, Component Type / EUL Admin, and Reports. Below the tabs, there are several data fields arranged in a grid:

- Reviewer: Unassigned
- Assessment ID: 2014-003508
- Date CNA Submitted: 8/15/2014
- Completed Date: 12/31/2013
- Rems Property ID: 11111144
- Property Name: Northgate Condos
- State: VA
- City: Reston
- Postal Code: 20190
- Case Number: 000128
- Internal Status: Submitted

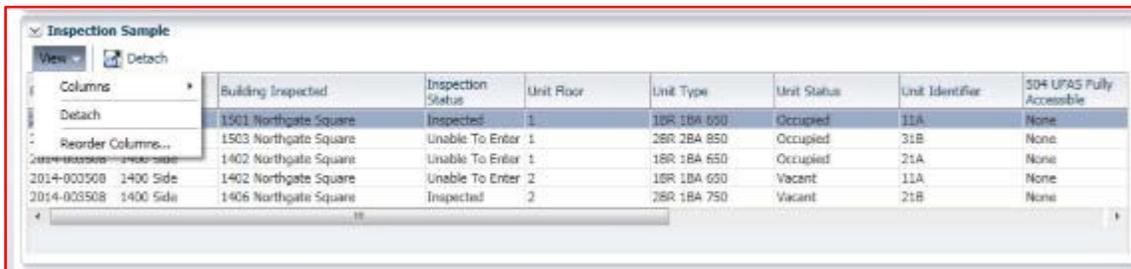
Below the data fields, there are several expandable panels: Summary, Flags, Financial Factors, Financial Schedule, Estimate Period Recap, Critical Repair Needs, Non Critical Repair Needs, Future Repair Replacements, Narrative, and Property Tree. The 'Inspection Sample' panel is expanded, showing a table with columns: Property Id, Site Id, Building Inspected, Inspection Status, Unit Floor, Unit Type, Unit Status, Unit Identifier, and 504 UFAS Fully Accessible. A 'View' dropdown menu is located to the left of the table, and a red arrow points to it.

Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None

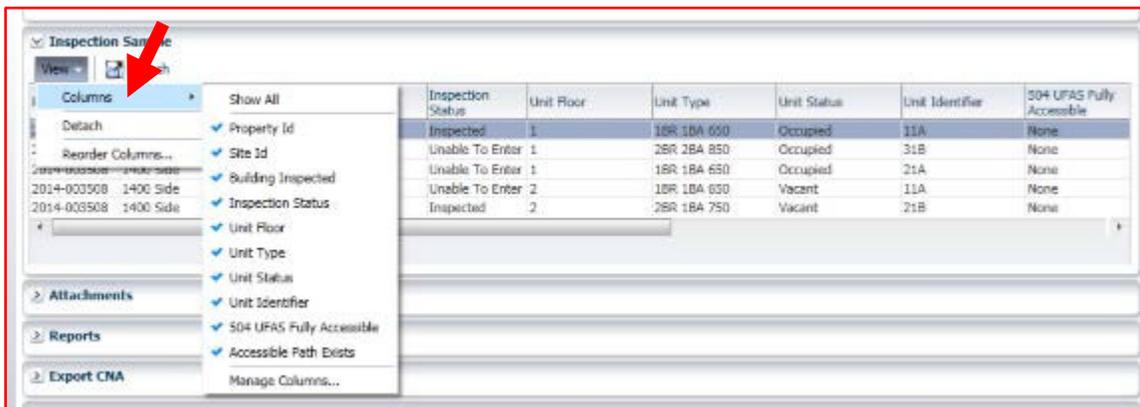
- n. Click the drop-down arrow on the right side of **View**.



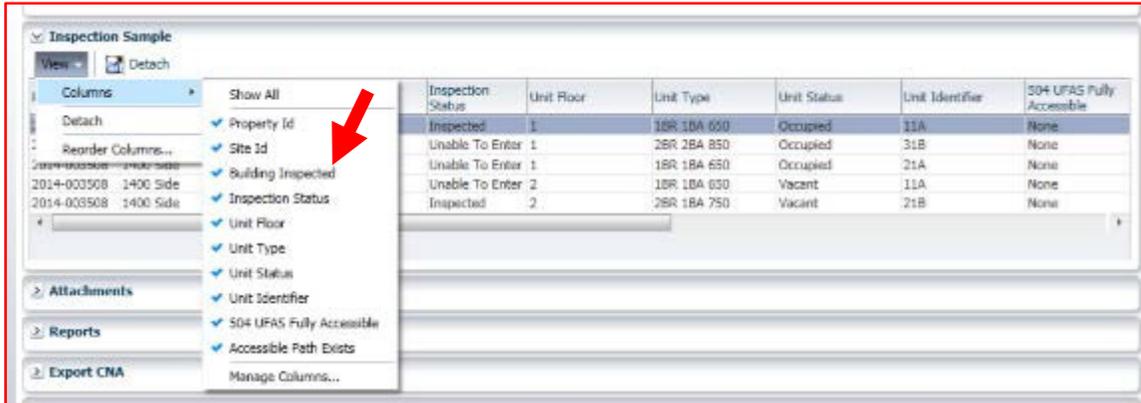
o. The below screen is displayed.



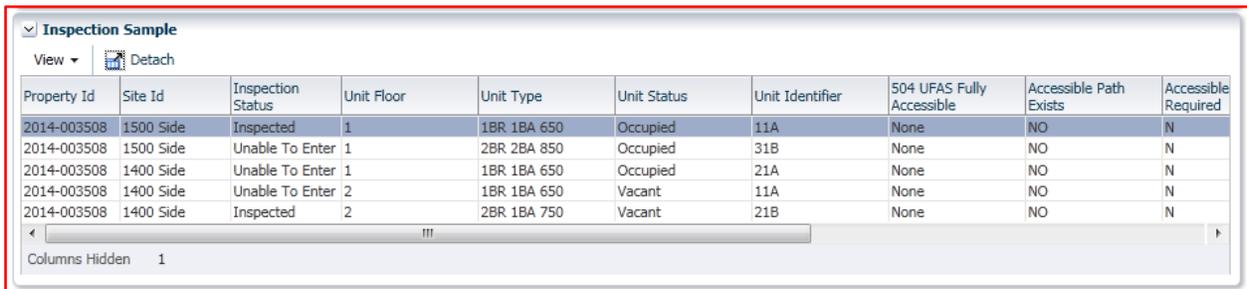
p. Move the cursor over **Columns** and the below screen is displayed on the screen.



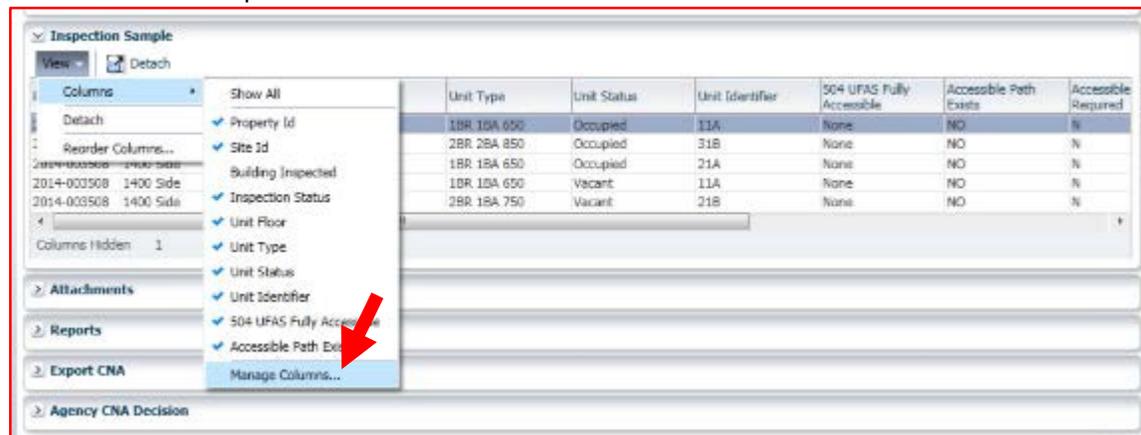
q. To hide one column at a time, click on any of the checked items to be unchecked. Here, **Building Inspected** is selected.



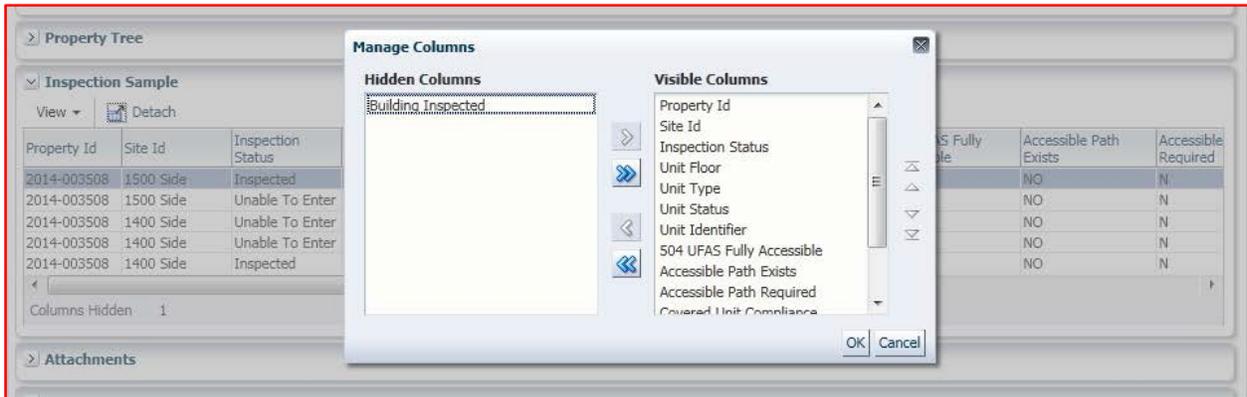
- r. As soon as this field is selected, the user is taken to the main screen with the selected column hidden. NOTE: **Building Inspected** is hidden in the screen below



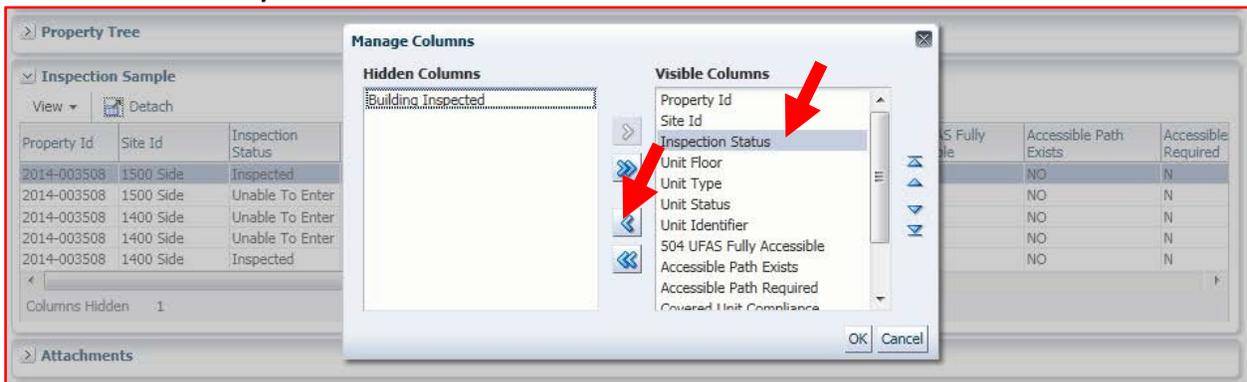
- s. To hide multiple columns at a time, click on **Manage Columns...** under **Columns** options.



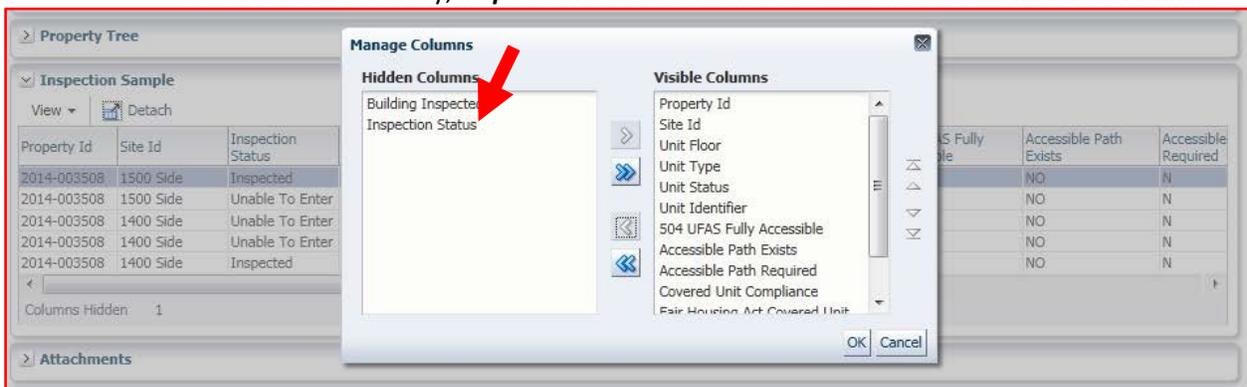
- t. The below screen is displayed on the screen.



- u. Select the column that needs to be hidden and click the left-arrow button. Here, **Inspection Status** is selected.



- v. The selected entry, **Inspection Status** is moved to the box labeled **Hidden Columns**.



- w. Click **OK** button to return to the main screen. **NOTE:** Columns Building Inspected and Inspection Status are hidden. Any column that needs to be hidden can be hidden in the same way.



Inspection Sample

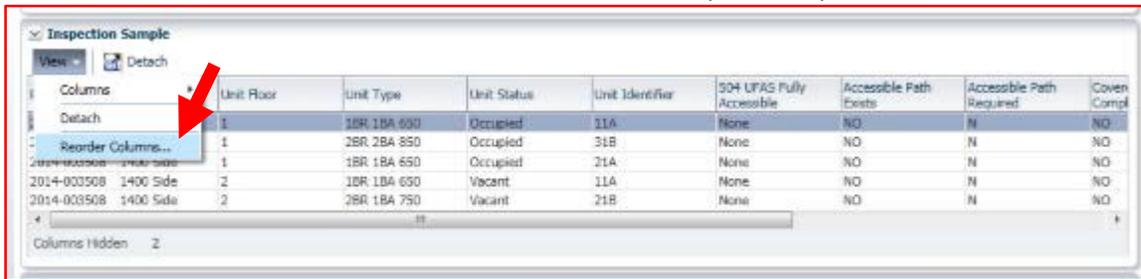
View ▾ Detach

Property Id	Site Id	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance
2014-003508	1500 Side	1	1BR 1BA 650	Occupied	11A	None	NO	N	NO
2014-003508	1500 Side	1	2BR 2BA 850	Occupied	31B	None	NO	N	NO
2014-003508	1400 Side	1	1BR 1BA 650	Occupied	21A	None	NO	N	NO
2014-003508	1400 Side	2	1BR 1BA 650	Vacant	11A	None	NO	N	NO
2014-003508	1400 Side	2	2BR 1BA 750	Vacant	21B	None	NO	N	NO

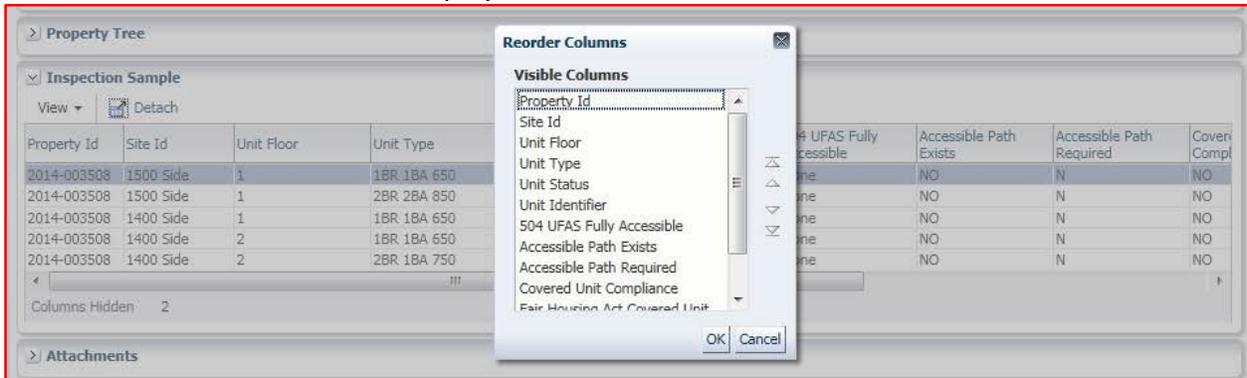
Columns Hidden 2

A1b: Reorder Columns

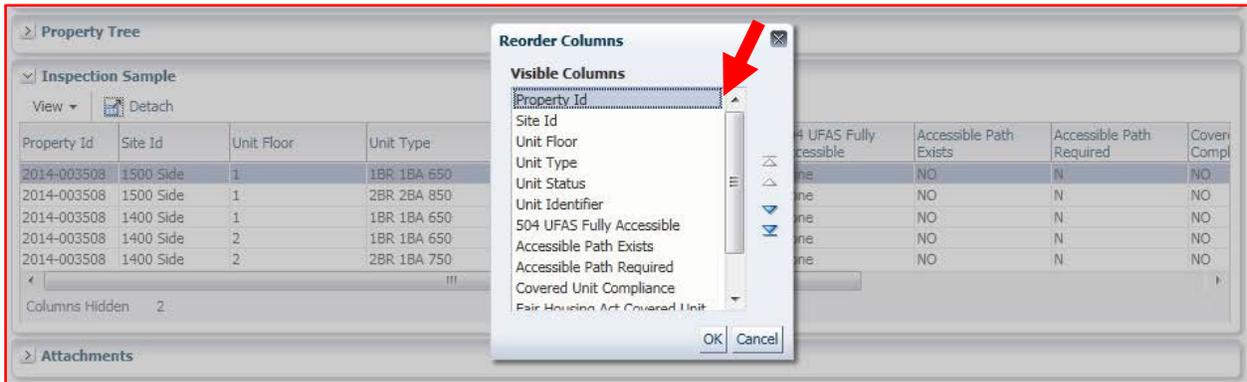
- a. Click on **Reorder Columns...** from the drop-down option of **View**.



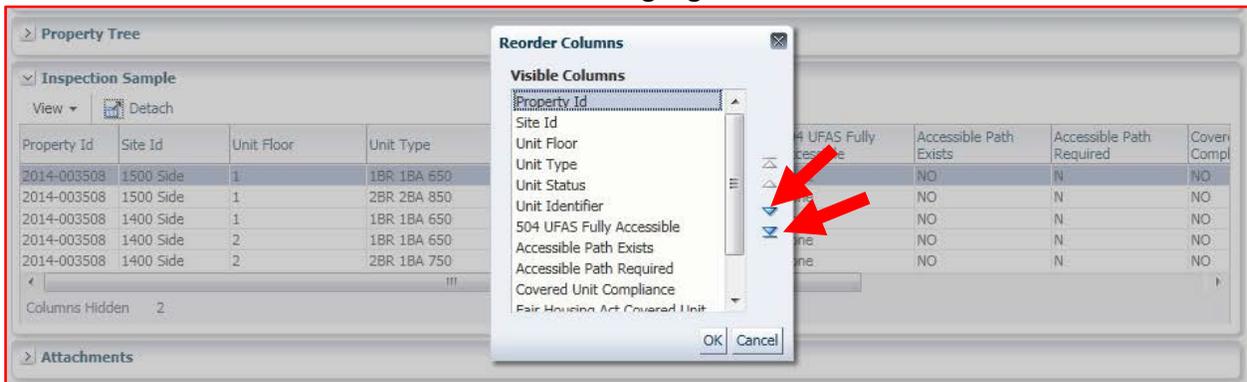
- b. The below is displayed on the screen.



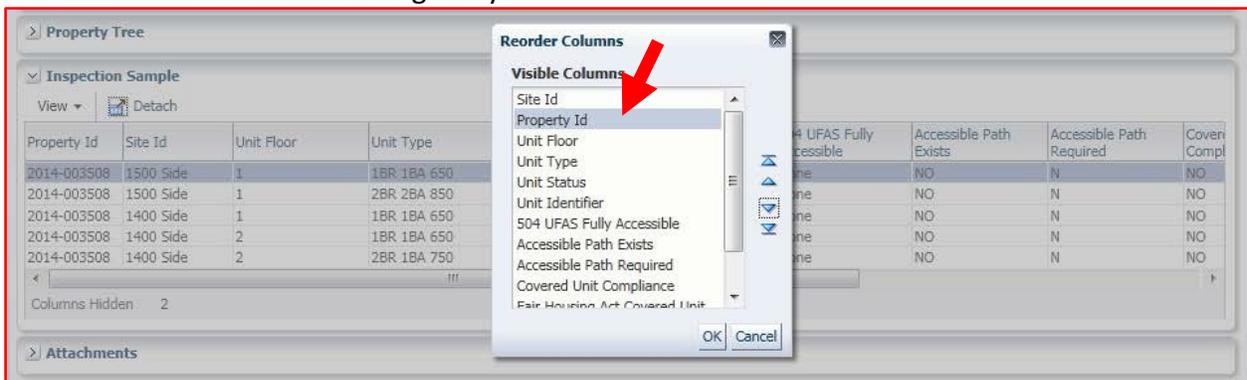
- c. Click on one of the entries that need to be moved. Here, **Property Id** is selected.



d. Note that the 2 down arrows are highlighted.



e. If you choose the single down arrow, the selected entry would go down one below the existing entry.



f. Click **OK** button to accept the change and the screen is displayed on the screen.
NOTE: Now, **Property Id** is the second column.

Site Id	Property Id	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance
1500 Side	2014-003508	1	1BR 1BA 650	Occupied	11A	None	NO	N	NO
1500 Side	2014-003508	1	2BR 2BA 850	Occupied	31B	None	NO	N	NO
1400 Side	2014-003508	1	1BR 1BA 650	Occupied	21A	None	NO	N	NO
1400 Side	2014-003508	2	1BR 1BA 650	Vacant	11A	None	NO	N	NO
1400 Side	2014-003508	2	2BR 1BA 750	Vacant	21B	None	NO	N	NO

g. If you click on the double down arrow, the selected would be moved as the last entry in the list. Scroll down to see this value.

Reorder Columns

Visible Columns

- Unit Type
- Unit Status
- Unit Identifier
- 504 UFAS Fully Accessible
- Accessible Path Exists
- Accessible Path Required
- Covered Unit Compliance
- Fair Housing Act Covered Unit
- GroundFloorIndicator
- Comments
- Property Id

h. Click **OK** button to accept the change and the following screen is displayed.

Site Id	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance
1500 Side	1	1BR 1BA 650	Occupied	11A	None	NO	N	NO
1500 Side	1	2BR 2BA 850	Occupied	31B	None	NO	N	NO
1400 Side	1	1BR 1BA 650	Occupied	21A	None	NO	N	NO
1400 Side	2	1BR 1BA 650	Vacant	11A	None	NO	N	NO
1400 Side	2	2BR 1BA 750	Vacant	21B	None	NO	N	NO

i. Scroll to far right to view this column. The panel also displays how many columns have been hidden. NOTE: Similarly, you can move the other entries up or down.

Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance	Fair Housing Act Covered Unit	GroundFloorIndicator	Comments	Property Id
11A	None	NO	N	NO	N	NO		2014-003508
31B	None	NO	N	NO	N	NO	Mobility Unit	2014-003508
21A	None	NO	N	NO	N	NO	Mobility Unit	2014-003508
11A	None	NO	N	NO	N	NO		2014-003508
21B	None	NO	N	NO	N	NO		2014-003508

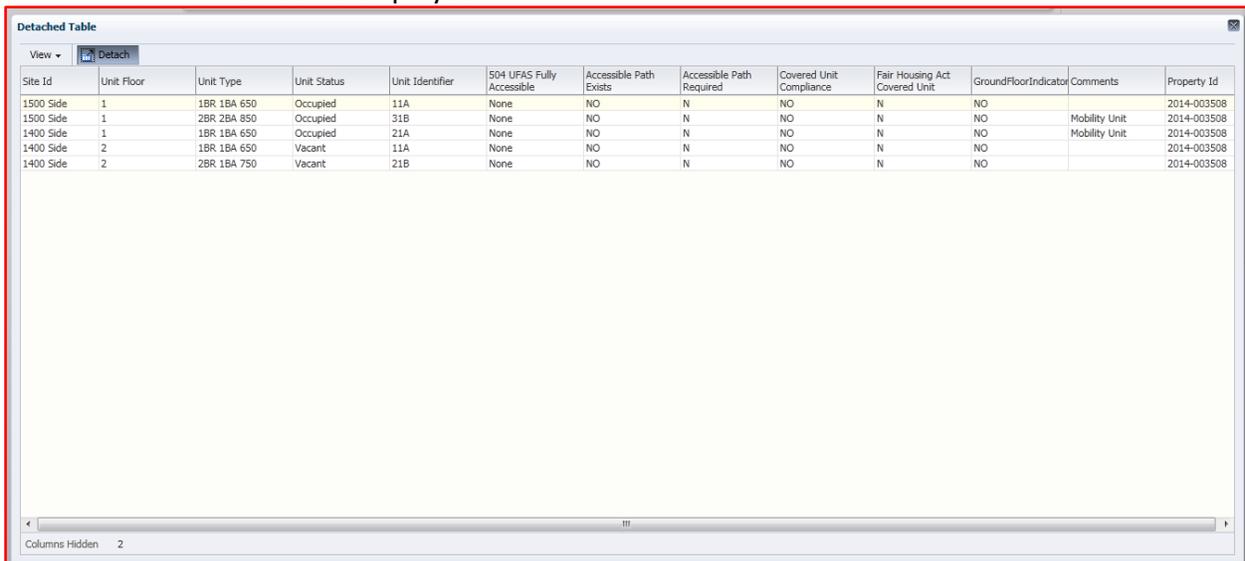
A2: Detach

When the user clicks on the **Detach** button, the whole panel is detached from the screen and is displayed as a separate screen.

- a. Click on the **Detach** button within the **Inspection Sample** panel.



- b. The below screen is displayed.



- c. This panel is similar to an Excel spreadsheet. The user is able to print, export, change column widths, etc., as with any Excel spreadsheets.
- d. Click the  at the top right side corner of the page to close this panel.



Detached Table

View ▾ Detach

Site Id	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance	Fair Housing Act Covered Unit	GroundFloorIndicator	Comments	Property Id
1500 Side	1	1BR 1BA 650	Occupied	11A	None	NO	N	NO	N	NO		2014-003508
1500 Side	1	2BR 2BA 850	Occupied	31B	None	NO	N	NO	N	NO	Mobility Unit	2014-003508
1400 Side	1	1BR 1BA 650	Occupied	21A	None	NO	N	NO	N	NO	Mobility Unit	2014-003508
1400 Side	2	1BR 1BA 650	Vacant	11A	None	NO	N	NO	N	NO		2014-003508
1400 Side	2	2BR 1BA 750	Vacant	21B	None	NO	N	NO	N	NO		2014-003508

Columns Hidden 2

e. The user is taken back to the main screen.

Inspection Sample

View ▾ Detach

Site Id	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance
1500 Side	1	1BR 1BA 650	Occupied	11A	None	NO	N	NO
1500 Side	1	2BR 2BA 850	Occupied	31B	None	NO	N	NO
1400 Side	1	1BR 1BA 650	Occupied	21A	None	NO	N	NO
1400 Side	2	1BR 1BA 650	Vacant	11A	None	NO	N	NO
1400 Side	2	2BR 1BA 750	Vacant	21B	None	NO	N	NO

Columns Hidden 2

A3: Sorting within a column:

The user is able to sort the entries in an ascending or the descending order within a column.

A3a: Sort in ascending order:

a. Move the cursor over to any of the columns. Here, move the cursor over **Unit Type**.

Inspection Sample

View ▾ Detach

Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None
2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None

Note: There are up and down arrows displayed on the column.



Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650		11A	None
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850		31B	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None
2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None

b. Click the **up** arrow to sort the column in an ascending order. The values are sorted in the ascending order.

Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1503 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None
2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None

c. Click the **Down** arrow to sort the column in a descending order. The values are sorted in the descending order.

Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None
2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None
2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None

A4: Export

These panels can be exported to excel spreadsheet and the reports can be printed, emailed, etc., as any other excel spreadsheet.

a. Click the **Export** button within the panel.



Inspection Sample

View ▾ Export Detach

Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None
2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None
2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None

b. The file is exported and the name is displayed at the bottom left side of the screen.

Narrative

Property Tree

Inspection Sample

View ▾ Export Detach

Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible
2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None
2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None
2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None
2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None

InspectionSample (1).xls

c. Click on the file name; here, **InspectionSample(1).xls** to display the file. The file is exported onto an excel spreadsheet and the user is taken to the file.

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER ACROBAT

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Property Id	Site Id	Building Inspected	Inspection Status	Unit Floor	Unit Type	Unit Status	Unit Identifier	504 UFAS Fully Accessible	Accessible Path Exists	Accessible Path Required	Covered Unit Compliance	Fair Housing Act
2	2014-003508	1500 Side	1503 Northgate Square	Unable To Enter	1	2BR 2BA 850	Occupied	31B	None	NO	N	NO	N
3	2014-003508	1400 Side	1406 Northgate Square	Inspected	2	2BR 1BA 750	Vacant	21B	None	NO	N	NO	N
4	2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	2	1BR 1BA 650	Vacant	11A	None	NO	N	NO	N
5	2014-003508	1500 Side	1501 Northgate Square	Inspected	1	1BR 1BA 650	Occupied	11A	None	NO	N	NO	N
6	2014-003508	1400 Side	1402 Northgate Square	Unable To Enter	1	1BR 1BA 650	Occupied	21A	None	NO	N	NO	N
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