

# Welcome to HUD's Virtual Classroom

- Please mute your phone line at this time. You will find a microphone icon near the right edge of your screen, next to your name. Click on this, it will turn red, and your phone will be muted.
- If your PC has a microphone, please make sure it is turned off.
- Once we get through the initial presentation, the presenter will ask you to un-mute your phones (click on the red microphone icon, it will turn black, and your line will be un-muted), and then we can talk to each other in the 'virtual classroom'.
- In the meantime, if you have a question for the presenter, please enter it in the Chat box on the right side of your screen. If you don't see a Chat box, click the blue Chat icon at the top right of your screen, and the Chat box will open.



# HUD's CNA e-Tool

## Virtual Classroom: Naming/Grouping of Components

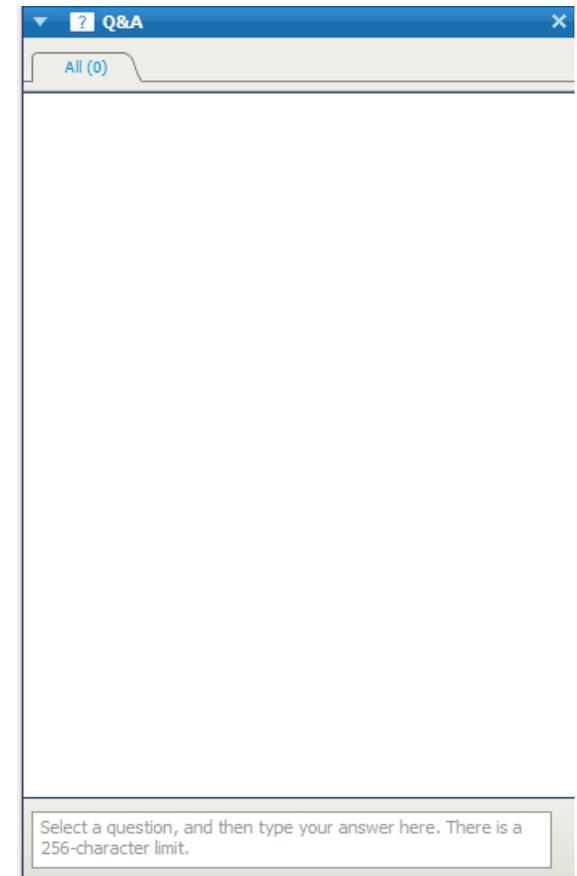
Office of Multifamily  
Housing Programs

# Today's Webinar Will Have Two Sections

- Recorded Portion
  - Participants self-mute
  - Use Chat to interact with presenter
  - TOP 10 TIPS:  
Naming/Grouping  
Components
  - Initial Questions
- Virtual Classroom
  - Recording turned off
  - Participants and presenter interact voice to voice
  - Participants can share screens

# Webinar Logistics: Recorded Portion

- Participants please mute your phone lines
- If technical issues related to WebEx, insert them in the Chat Box



# Webinar Learning Objectives

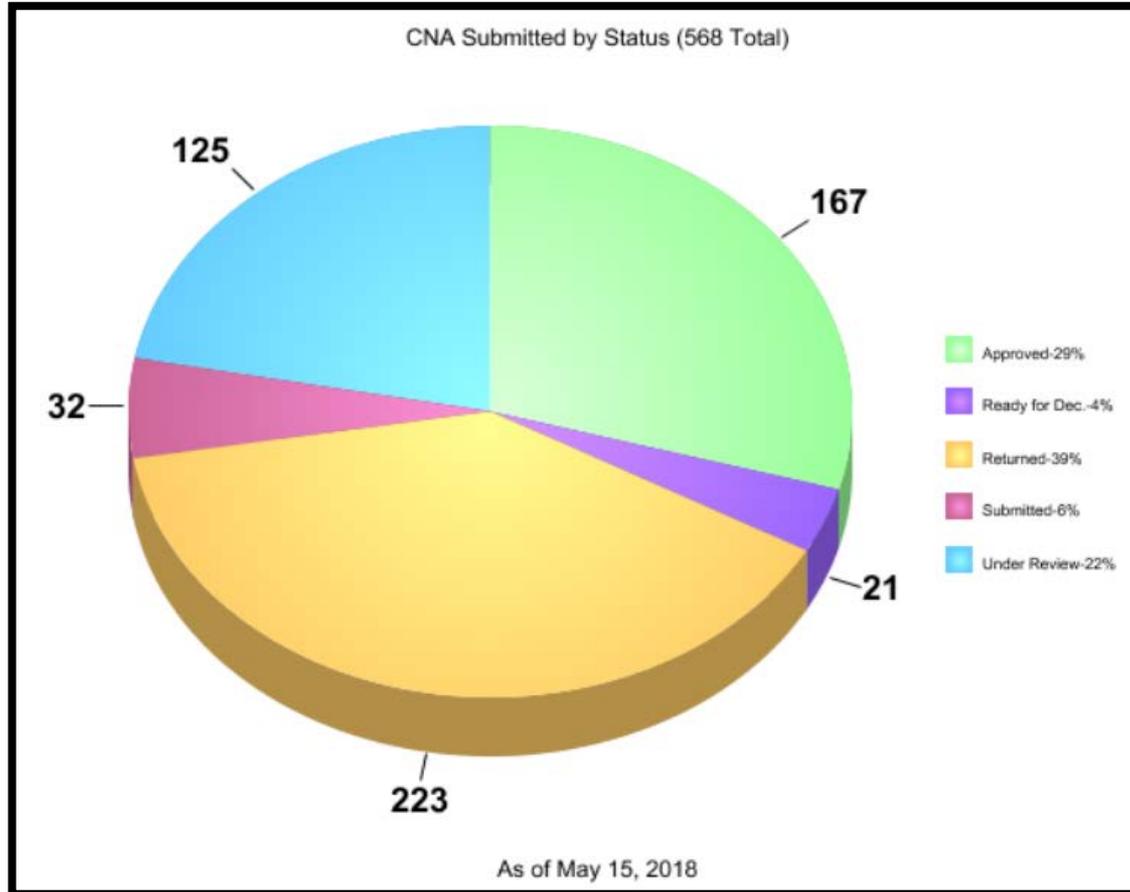
- Learn how to name and group components in ways that help increase efficiencies in completing your CNA e-Tool and for HUD to review your submission
- Understand where to access available resources and tools
- Discuss problem areas with the presenter and other participants



# The CNA E-Tool

## Current Highlights

# CONSIDER:



# HUD CNA e-Tool Webpage

[https://www.hud.gov/program\\_offices/housing/mfh/cna](https://www.hud.gov/program_offices/housing/mfh/cna)



The header banner for HUD.GOV features the U.S. Department of Housing and Urban Development logo on the left, the text "HUD.GOV" and "U.S. Department of Housing and Urban Development Secretary Ben Carson" in the center, and social media icons for search, email, RSS, YouTube, Facebook, and Twitter on the right. Below the banner is a navigation menu with links for HOUSING HOME, ABOUT US, SINGLE FAMILY, HEALTHCARE PROGRAMS, MULTIFAMILY, MORE, and HUD HOME.

[Home](#) / [Program Offices](#) / [Housing](#) / [Multifamily](#) / Capital Needs Assessment Tool

## Capital Needs Assessment Tool (CNA e Tool)

The Capital Needs Assessment (CNA) e-Tool automates and standardizes the preparation, submission and review of a capital needs assessment. Its use is now available on a voluntary basis and will become mandatory starting November 1, 2017 for FHA multifamily mortgage insurance applications.

Use of the CNA e-Tool for all Rental Assistance Demonstration conversions; 10-year update capital needs assessments for FHA-insured multifamily properties; and other asset management milestones, such as partial payment of claims, are available on a voluntary basis and will become mandatory starting February 1, 2018.

### User: Needs Assessor

- ▶ [Assessment Tool 1.2A v5 \(Web Portal\)](#)
  - ▶ [CNA Public Validation \(Web Portal\)](#)
- ▶ [Instructions for use of the CNA e-Tool \(PDF\)](#)

### User: FHA Lender Submitter

### User: HUD Reviewer

- ▶ [CNA HUD Review \(Web Portal\)](#)
- ▶ [Government Internal User Manual \(PDF\)](#)
- ▶ [HUD User Access Guide \(PDF\)](#)
- ▶ [RfR Financial Factors Tool v2.0 \(XLSX\)](#)

# The Ask A Question (AAQ) Resource

- Link on CNA e-Tool homepage

HUDEXchange.info > Program Support > Ask A Question

Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE? | Email Updates | Log In

 **HUD EXCHANGE**  
Secretary Ben Carson

Programs ▾ | Resources ▾ | Trainings | Program Support ▾ | Grantees ▾ | News | 🔍

Home > Program Support > Ask A Question

## Ask A Question

The following Ask A Question desks are active: AFFH, BRAC, CNA e-Tool, CoC, DRGR, eCon Planning Suite, ESG, *e-snaps*, HDX, HMIS, HOPWA, HEROS, HUD-VASH, IDIS, Legacy Homeless Programs, NSP, Sage, and Title V.

The CDBG and HOME Ask A Question desks are closed and no longer accepting questions. Please contact your **local CPD Field Office** for assistance.

Step 1 of 2 1 of 2

Personal Information\* Required fields

\*First Name

\*Last Name

# CNA e-Tool: Recent Updates (on HUD CNA e-Tool webpage)

- Assessor Tool v1.2A v6 (April 2018)
- CNA e-Tool Release 2.2 Changes document
- 2018 Operational Bulletins
- CNA e-Tool Known Issues and Solutions (February 2018)
- RfR Financial Factors Tool 2.0
- Using CNA e-Tool for RAD Transactions



# Top 10 Tips

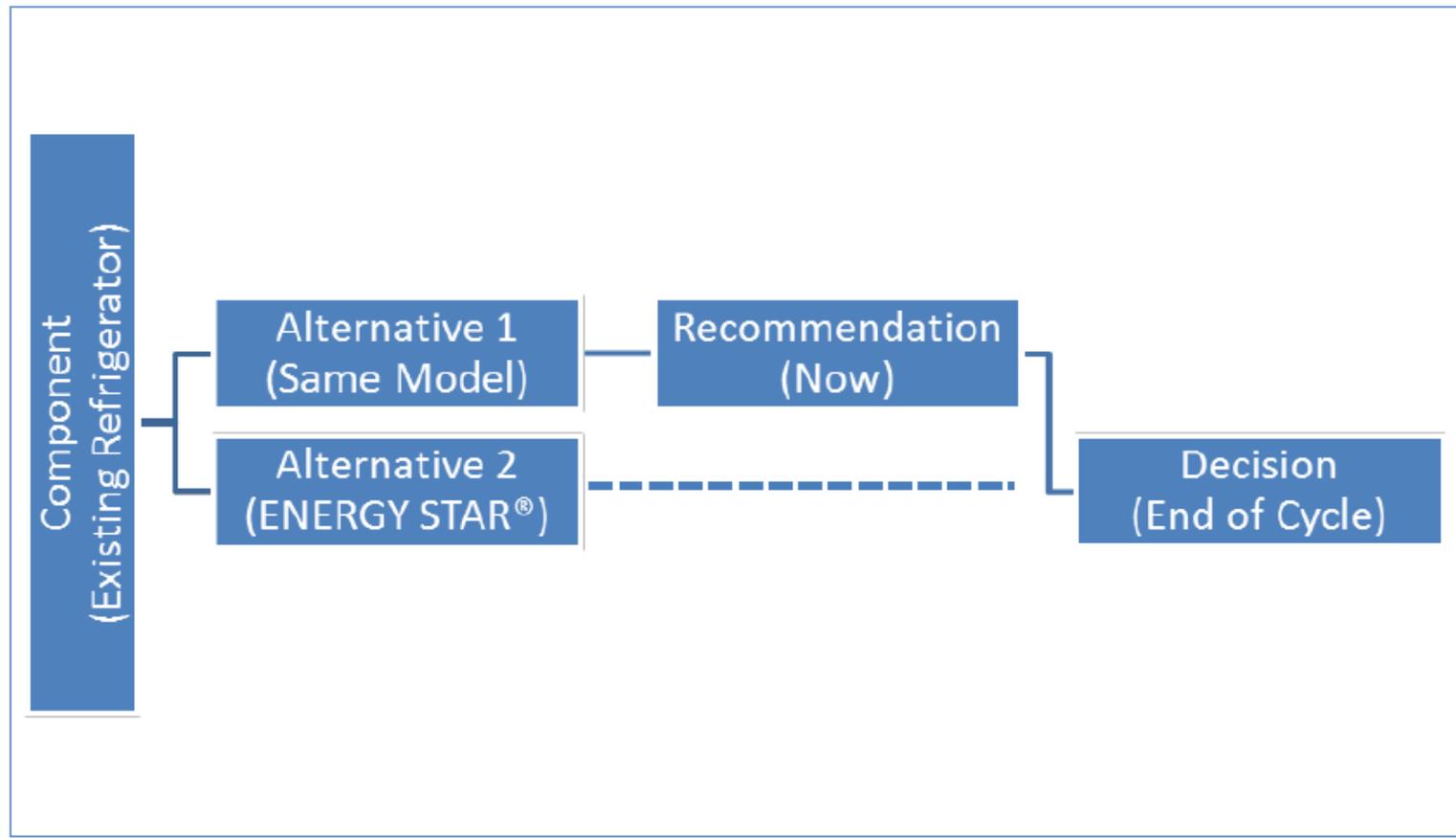
## Naming/Grouping of Components

# Refresher: What is a Component?

A **component** is a building or site improvement system or physical part of the property. For example, an existing refrigerator, HVAC system, or window.

- Who completes the Component Tab?
- Typically, when is it completed?
- How is it related to an Alternative?
- How is it related to a Recommendation?
- How is it related to Decision?

# Refresher: Relationship between Component, Alternatives, Recommendations & Decision



# Refresher: How to Enter a Component

1. Select the *Need Category* {predefined list}
2. Select the *Need Item ID* {predefined list}
3. Select the *Component Type* {predefined list}
  - Standard Estimated Useful Life is defined by the Component Type
4. Create a unique *Component ID* describing the actual object seen at the site (i.e. “15 CF Frostfree 2008”)
5. Enter remaining Component details
  - may define Assessed Remaining Useful Life (RUL)

# Check out the Assessment Tool

# Top 10 Tips: Naming Component ID

1. Multiple *Component IDs* may point to a single *Component Type*.
2. Only the *Component ID* will be visible in later forms (Alternatives), not additional characteristics such as *Year Installed* or *Comments*.
3. Components should be grouped and named consistent with the user's expected solution, i.e. an alternative and recommendation for the named set of items.  
– THINK AHEAD!!!



- Participants
- Property
- Sites
- Unit Type Definition
- Buildings
- Units and Common Spaces
- Utility Type Usage
- Inspection Samples
- Components**
- Alternatives
- Repair Replace Recommendation
- Narrative
- Financial Factors
- Repair Replace Decision

### Components

**Choose Component**

Need Category:  Need Item ID:

Component Type:

Added Component IDs:

- 2068 bath doors, no FHA compliance required
- 2068 bathroom doors
- 2868 bathroom doors
- Kit counters
- Bath exhaust fan/lights, incandescent

### Enter/Modify Component Detail

Component ID:

Notes:

Unit Cost	<input type="text" value="\$100.00"/>	Unit of Measure	<input type="text" value="Each"/>	Quantity	<input type="text" value="168"/>
Type of Utility	<input type="text" value="N/A"/>	Usage / Year	<input type="text"/>		
Year Installed	<input type="text" value="2005"/>	Current Age	<input type="text" value="13"/>		
Standard Estimated Useful Life	<input type="text" value="20"/>	Standard Remaining Useful Life	<input type="text" value="7"/>		
		Assessed Remaining Useful Life	<input type="text"/>	Percent Standard Remaining Useful Life	<input type="text" value="35.0000"/>
		Percent Recommended Remaining Useful Life	<input type="text" value="35.0000"/>		

Remaining Useful Life Comments:

TCO per Year:  Location:



# Usage/Year

- If a value was entered in the *Type of Utility* box (vs N/A), you must enter a value in *Usage/Year*:
  - “0” if the component is a “net zero” utility user;
  - “0” if the component is not a utility user but does impact utility consumption and conservation measures will be proposed as alternatives.
  - A positive number in order to report the actual or estimated usage of a utility in the indicated unit of measure.



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**Components**

**Choose Component**

Need Category:  Need Item ID:

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- 2068 bath doors, no FHA compliance required
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- 2868 bathroom doors
- Kit counters
- Bath exhaust fan/lights, incandescent

**Enter/Modify Component Detail**

Component ID:

Notes:

Unit Cost:  Unit of Measure:  Quantity:

Type of Utility:  Usage / Year:

Year Installed:  Current Age:

Standard Estimated Useful Life:  Standard Remaining Useful Life:  Percent Standard Remaining Useful Life:

Assessed Remaining Useful Life:  Percent Recommended Remaining Useful Life:

Remaining Useful Life Comments:

TCO per Year:  Location:

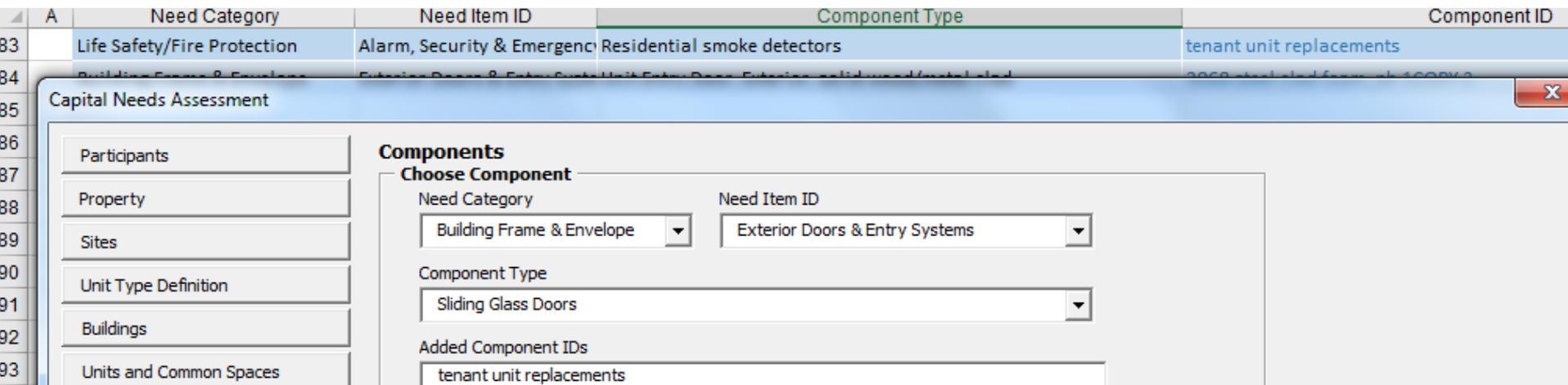


# Top 10 Tips: Naming Component ID

4. Consider the TYPE of repair/replacement you'll want when naming your *Component ID*  
--“15 CF Frostfree 2008” vs “18 CF Frostfree 2008”
5. Consider WHEN you'll want to do the repair/replacement when naming your *Component ID*  
--stagger replacements  
--immediate repair vs replacements
6. Adding a new item to the property (A/C):  
Must start in the Component section

# Top 10 Tips: Naming Component ID

7. When editing the *Component ID*, use the form vs editing directly into the worksheet
8. Having duplicate *Component IDs* does not trigger a Warning



The screenshot displays a software interface with a spreadsheet in the background and a 'Capital Needs Assessment' dialog box in the foreground. The spreadsheet has columns for 'Need Category', 'Need Item ID', 'Component Type', and 'Component ID'. The dialog box has a 'Participants' list on the left and a 'Components' section on the right. The 'Components' section includes dropdown menus for 'Need Category' (set to 'Building Frame & Envelope') and 'Need Item ID' (set to 'Exterior Doors & Entry Systems'), a 'Component Type' dropdown (set to 'Sliding Glass Doors'), and a text field for 'Added Component IDs' containing 'tenant unit replacements'.

	Need Category	Need Item ID	Component Type	Component ID
83	Life Safety/Fire Protection	Alarm, Security & Emergenc	Residential smoke detectors	tenant unit replacements
84	Building Frame & Envelope	Exterior Doors & Entry Systems	Unit Entry Doors - Exterior, solid wood/metal clad	2020 - updated from 2019

**Capital Needs Assessment**

Participants

Property

Sites

Unit Type Definition

Buildings

Units and Common Spaces

**Components**

**Choose Component**

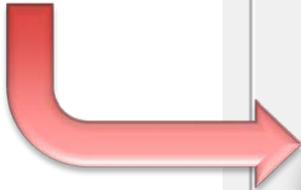
Need Category: Building Frame & Envelope

Need Item ID: Exterior Doors & Entry Systems

Component Type: Sliding Glass Doors

Added Component IDs: tenant unit replacements

Click each  
*Component Type*  
to discover error



Error message  
when validating



**Components**

**Choose Component**

Need Category: Building Frame & Envelope

Need Item ID: Exterior Doors & Entry Systems

Component Type: Sliding Glass Doors

Added Component IDs:

- tenant unit replacements
- 5068 Patio slider doors-FHA violation

Enter

Comp

Notes

Microsoft Excel

Warning: Component name is not unique... choosing the first one

OK

## CNA VALIDATION

Select CNA File

This system only accepts XLS files for import. Imported files must conform to HUD's published data standards for CNA files.

**Error**

An Error condition prevented PERF\_CALCS\_PACKAGE.CALCULATE\_SCHEDULE Stored Procedure to run successfully. Please contact the systems administration and report the problem

OK

# Top 10 Tips: Naming Component ID

## 9. Unflagged Validation Errors

# of Components  $\neq$  # of Recommendations

### Transmission Integrity Check

Property Name Bay View Apartments  
Street Address 2000 Hilltop Lane  
City Annapolis  
State MD

Total Saved Components 76

Total Saved Alternatives 83  
Total Saved Recommendation 75  
Total Saved Decisions 0  
Total Saved Common Spaces 26  
Total Saved Building Unit Types 40

Total Saved Participants 6  
Total Saved Utility Rates 4  
Total Saved Inspection Samples 60

## 10. Site Visit Date vs Date of CNA Submission

# Questions?

**Thank you!**

**The Recorded Portion of the  
Webinar Has Ended**

# Webinar Logistics: Virtual Classroom Portion

- Participants take your phone lines off mute
- Recording is off
- Group discussion
- If technical issues related to WebEx, insert them in the Chat Box

