



CNA e Tool Briefing:

Release 2.3 & Assessment Tool 1.2 v 7

September 12, 2018

**Office of Multifamily
Housing Programs**

The CNA e-Tool

...an
important
step in
Multifamily
toward a
more
efficient and
consistent
underwriting
approach ...



Briefing Agenda

- Assessment Tool 1.2 v 7 Revisions
 - Project IDs, CNA Types & Programs or Events
 - Dates & a Fix for the “Calendar Year Change Error”
- Revisions to Web Portals
 - Uninflated Needs added to Financial Schedule
 - New Info Added to Header of Located CNAs
 - Maximum Attachment File Size Doubled to 10 MGB
 - Save as Draft
- New HUD RfR Financial Factors Tool 3.0
- Administrative Memoranda
 - Narrative
 - Photos
 - Minimum Balance + Negative Balance = Deficit

Assessment Tool Revisions: Project ID #s

- What is a Project ID #
 - All assets of the HUD Office of Multifamily and USDA's Rural Housing Administration have at least one unique ID #. These are:
 - USDA's "AMAS #"
 - HUD's Office of Multifamily "Project ID#" aka iREMS #, a unique identifier for each asset in the MF portfolio
 - HUD's Office of Multifamily "FHA#", a unique identifier for each application for an insured mortgage
- Weren't these required before?
 - Entries were possible, not required; FHA #'s were not recognized by the system, and IDs were not tied to CNA Types or Programs. Now they are.
- What happens if I do not enter an ID #? Or enter the wrong kind of ID for the CNA Type or Program?
 - A severe flag will occur when validated, submission not permitted

More on Project IDs


Property Information

Enter Property | Assessment Scope | Property Summary

Name	Test Apartments		
Street Address	2000 Hilltop Lane		
City	Annapolis		
State	MD	Zip	21403
Approving Agency	HUD	Associated Agency	Other
USDA AMAS ID			
HUD Project ID	884723143		
HUD FHA #	343-43434 (Format: 999-99999)		
MSA/Non-MSA	MSA		
Family/Elderly Indicator	Family	Federally Assisted Indicator	NO
Seismic - SXS	0.02		
Seismic - SX1	0.03		

Add/Update

Enter Agency Name and Project IDs here



More on CNA Types and Programs/Events

Property Information

Enter Property | **Assessment Scope** | Property Summary |

HUD/USDA CNA Type & Program

HUD		USDA	
Type	Asset Development	Type	
Program / Event	223(f) Refi-Acq		

General CNA Factors

# Vacant Units	6	Date of Site Visit	07/15/2019
Minimum Sample %	25.0000	<i>* If CNA is for HUD, Asset Development for Programs 220, 221(d)(4) or 231, enter anticipated date of Final Endorsement</i>	
ASHRAE Energy Audit?	YES	User's CNA ID Number	
ASHRAE Auditor Name/Credentials	Energys Concepts, Sara For		
Additional Tests?	YES		
Additional Test(s) Comments	Accessibility review and recommendations by Austin Socolovich, Applied Accessibility		

Add/Update

Demo the Property Form Entries

- If no ID is provided, severe flag results from validation.
- If ID does not match Agency, CNA Type and/or program, severe flag results when validated.
- For HUD CNA Types:
 - Asset Development requires an FHA# and may include a Project ID # if the asset is already insured or assisted.
 - Asset Management requires a Project ID #.
 - Any RAD deal proposed for insured mortgage financing should be Asset Development type and have an FHA #.
 - Any RAD deal PBRA (rental assistance) should be Asset Recapitalization with a Project ID #
 - Any RAD deal with PBV (Project Based Vouchers) is a PIH asset and will not have an ID at present and will be validated but not submitted.

Fixing the “calendar year change error”

- Remind me, what was this error?
 - CNAs prepared in 2017 yielded different results from 12/31/17 to 1/1/18 because the Tool had a “current year” function to identify Relative Year “0” as current year and to calculate the age of components from “year installed”.
- How is it “fixed?”
 - Deleted the current year function from these calculations. Instead, use the “Date of Site Visit” from the Property form.
- For detailed discussion see Section 3.4 of the July issue of Known Issues & Solutions, just posted

How Should Users Answer: Date?

Capital Needs Assessment

Participants	Property Information	
Property	Enter Property Assessment Scope Property Summary	
Sites	HUD/USDA CNA Type & Program	
Unit Type Definition	HUD	USDA
Buildings	Type <input type="text" value="Asset Development"/>	Type <input type="text"/>
Units and Common Spaces	Program / Event <input type="text" value="223(f) Refi-Acq"/>	
Utility Type Usage	General CNA Factors	
Inspection Samples	# Vacant Units <input type="text" value="0"/>	Date of Site Visit <input type="text" value="07/15/2018"/>
Components	Minimum Sample % <input type="text" value="10.0000"/>	<i>* If CNA is for HUD, Asset Development for Programs 220, 221(d)(4) or 231, enter anticipated date of Final Endorsement</i>
Alternatives	ASHRAE Energy Audit? <input type="text" value="NO"/>	User's CNA ID Number <input type="text"/>
Repair Replace Recommendation	ASHRAE Auditor Name/Credentials <input type="text"/>	
Narrative	Additional Tests? <input type="text" value="NO"/>	
Financial Factors	Additional Test(s) Comments <input type="text"/>	
Repair Replace Decision		<input type="button" value="Add/Update"/>

What About “Year Installed” of Components?

Capital Needs Assessment

Participants	Components						
Property	Choose Component						
Sites	Need Category		Need Item ID				
Unit Type Definition	Building Frame & Envelope		Windows				
Buildings	Component Type		Storm/Screen Windows				
Units and Common Spaces	Added Component IDs						
Utility Type Usage	Periodic seal coat						
Inspection Samples	Restripe parking and lanes						
Components	Solar shield window screens						
Alternatives	Unit living room & bedroom carpet						
Repair Replace Recommendation			Delete				
Narrative	Enter/Modify Component Detail						
Financial Factors	Component ID		Solar shield window screens				
Repair Replace Decision	Notes						
	Unit Cost		\$22.00	Unit of Measure	Each	Quantity	64
	Type of Utility		N/A	Usage / Year			
	Year Installed		2015	Current Age	3		
	Standard Estimated Useful Life		7	Standard Remaining Useful Life	4	Percent Standard Remaining Useful Life	57.1400
				Assessed Remaining Useful Life		Percent Recommended Remaining Useful Life	57.1400
	Remaining Useful Life Comments						Add
	TCO per Year		\$3.14	Location	All windows	Update	
							Close

Dates for Construction Programs, e.g. Sections 220, 221, 231

Capital Needs Assessment

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

Property Information

Enter Property | Assessment Scope | Property Summary |

HUD/USDA CNA Type & Program

HUD		USDA	
Type	Asset Development	Type	
Program / Event	221(d)(4)		

General CNA Factors

# Vacant Units	0	Date of Site Visit	08/30/2020
Minimum Sample %	0	<i>* If CNA is for HUD, Asset Development for Programs 220, 221(d)(4) or 231, enter anticipated date of Final Endorsement</i>	
ASHRAE Energy Audit?	NO	User's CNA ID Number	
ASHRAE Auditor Name/Credentials			
Additional Tests?	NO		
Additional Test(s) Comments			

Add/Update

Components Year Installed-NC/SR

Capital Needs Assessment

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: Interiors-Dwelling Units Need Item ID: Finished walls, ceilings, floors

Component Type: Carpet

Added Component IDs

- Periodic seal coat
- Restripe parking and lanes
- Solar shield window screens
- Unit living room & bedroom carpet**

Delete

Enter/Modify Component Detail

Component ID: Unit living room & bedroom carpet

Notes

Unit Cost: \$350.00 Unit of Measure: Each Quantity: 8

Type of Utility: N/A Usage / Year:

Year Installed: 2020 Current Age: 0

Standard Estimated Useful Life: 6 Standard Remaining Useful Life: 6

Assessed Remaining Useful Life: Percent Standard Remaining Useful Life: 100.0000

Percent Recommended Remaining Useful Life: 100.0000

Remaining Useful Life Comments

TCO per Year: \$58.33 Location: All units

Add Update

What About Building Year Built?

- Year Built is not logically connected to Relative Years or to the Year Installed or Age of components.
- Year Built is used in applying accessibility requirements and in providing basic facts about the property
- Of course year built should be consistent with the scenario reported by the CNA.
 - Year built for new construction should be the year of Final Endorsement
 - Any existing building should have the actual past year built

Year Built on the Buildings Form

Building Information

Sites	Buildings	
Single site	A	Delete Building Copy Building
Second Site	B	
	C	
	D	
	E	
	F	

Replacement Cost of Building \$1,702,800

Accessory Building NC

Total Building SQ FT 15,480

Total Faucets/Hookups 54

Total Toilets 24

Total Showerheads 24

Total Residential SQ FT 13,320

Building Information | Assign Unit Types

Building ID Name/Address A

Year Built 1991 Occupancy Permit Date 04/15/1991 Building Permit Date 05/28/1990 Fair Housing Act Applies NO Year of Rehab

Building Types Walk-up Number of Stories above Grade 3 Number of Stories Below Grade 0 Number of Elevators 0

Foundation Slab on Grade Basement Floor N/A Foundation Comments

Construction Type Wood Frame Floor System Wood Trusses

Replacement Cost of Building per SF \$110.00 Source of Replacement Cost Data Baltimore HUD 221(d) (4) costs Construction Type Comments Wood frame, gabled asphalt shingle roofs, vinyl siding

Temporary Anomaly Until Release 2.4

- As noted earlier, a “current year function” exists in both the Assessment Tool and in the web based portals.
- The new Assessment Tool 1.2 v 7 substitutes the “Date of Site Visit” year for the “current year” in all calculations
- But this same change in the web-based portals will not occur until ~~Release 2.4 in late~~ October 13
- This only impacts new construction proposals. See Known Issues & Solutions, pps 10, 14 not yet updated for the October 13 date.



Update

Know Issues & Solutions p 10

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Between July 30 and October 29, 2018, the Assessment Tool and the system will not be using the same date formula. This will be of no consequence for CNAs prepared for existing properties. But for HUD Asset Development CNAs prepared for new construction or substantial rehabilitation programs [National Housing Act Sections 220, 221(d)(4), and 231] validation results will not show the correct coordination of Relative Years with calendar years and component age will calculate based on the current calendar year at the time of validation or submission. After October 29, 2018, the system will report such new construction CNAs correctly, using the calendar year of the “Date of Site Visit” entered by the the user as the estimated date of Final Endorsement.

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Known Issues & Solutions p 14

Interim Instruction for NC/SR CNA Submitted Prior to ~~10/29/2018~~

But as noted, until October ~~29~~ the validated results of this sample case will display current age and Remaining Useful life based on the current calendar year (2018) and Relative Year 1 will be identified as 2019. After October ~~29~~, 2018, the results for this same CNA will be reported correctly, as described above. If such a CNA is submitted in the interim, the date entered as “Date of Site Visit” should be at or near the date the Assessment Tool is actually submitted and the “Year Installed” of components to be installed should be the same calendar year. This is the most accurate, albeit not perfect, approach since the result will align Relative Years (but not calendar years) with the correct timing of future replacements and will properly size annual needs forecast for the successive Relative Years resulting in an accurate financial plan based on Relative Years (not calendar years.)

Date is now October 13

Release 2.3-Changed Financial Schedule

- See Release 2.3 Notes for detailed explanation of all changes

https://www.hud.gov/sites/dfiles/Housing/documents/cnaetool_rls2_3.pdf

Here is how to find Release Notes

At CNA e-Tool Homepage:

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. Use became mandatory on November 1, 2017 for FHA multifamily mortgage insurance applications.

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

User: Needs Assessor

- ▶ [Assessment Tool 1.2 v7 \(Web Portal\)](#)
- ▶ [CNA Public Validation \(Web Portal\)](#)
- ▶ [Instructions for use of the CNA e-Tool \(PDF\)](#)

User: FHA Lender Submitter

- ▶ [CNA e-Tool HUD Insured Mortgage Process Flowchart \(PDF\)](#)
- ▶ [Assessment Tool 1.2 v7 \(Web Portal\)](#)
- ▶ [Lender CNA Submission \(Web Portal\)](#)
- ▶ [Lender User and Coordinator Access Guide \(PDF\)](#)
- ▶ [Instructions for use of the CNA e-Tool \(PDF\)](#)

Training

- ▶ [HUD Exchange/Training Modules \(Web Portal\)](#)
- ▶ [Sample CNA Documents \(ZIP\)](#)

User: HUD Reviewer

- ▶ [CNA HUD Review \(Web Portal\)](#)
- ▶ [Government Internal User Manual \(PDF\)](#)
- ▶ [HUD User Access Guide \(PDF\)](#)
- ▶ [RfR Financial Factors Tool v3.0 \(XLSX\)](#)

User: RAD Transactions

- ▶ [Using CNA e-Tool For RAD Transactions \(PDF\)](#)
- ▶ [RAD Resource Desk \(Web Portal\)](#)
- ▶ [Assessment Tool 1.2 v7 \(Web Portal\)](#)
- ▶ [CNA Public Validation \(Web Portal\)](#)

User: USDA Submitter/Reviewer

- ▶ [Coming Soon](#)

Finding System Release Notes

CNA Assessment Tool and System Updates

- ▶ **CNA 1.2 v7 (2018-07-19)**
 - ▶ Property form, dependency of values displayed in the Program/Event dropdown on the values previously selected from the Type dropdown
 - ▶ Relevant Program has been relabeled to "Program/Event" within the form.
 - ▶ Within the Property tab, added format enforcement for USDA AMAS ID, Project ID, and HUD FHA # fields.
 - ▶ The label for Date of Site Visit has been clarified to include Date of Final Endorsement.
 - ▶ The Date of Site Visit is now used when calculating the age of components within the Component form.
 - ▶ Previously, a user who updated an inspection row item was able to select a Unit Type that was not assigned to the specified building. Now, when a user makes an update, the Unit Type options do not reset to all.
 - ▶ Previously, within the forms, some words were visually cut-off.
 - ▶ If you would like additional information for what has changed the five page document pertaining to Assessment Tool 1.2 v7 can be found [here](#).
- ▶ **CNA 1.2 v6 (2018-04-09)**
 - ▶ Corrected Participant Form Update button.
 - ▶ Fixed inconsistent behavior of an Update button on the unit types form which caused unsolicited updates to happen when switching to another form.
 - ▶ If you would like additional information for what has changed the five-page document pertaining to Assessment Tool 1.2 v6 can be found [here](#).
- ▶ **CNA 1.2 v5 (2018-03-15)**
 - ▶ Highlights include: We improved the lender "decision" form used for over-riding an assessor's recommendation and we clarified the labels and improved data display (notably for parking).
 - ▶ If you would like additional information for what has changed the seven-page document pertaining to Assessment Tool 1.2 v5 can be found [here](#).
- ▶ **CNA 1.2 v4 (2017-08-03)**
 - ▶ Visual Basic for Applications code has been modified to exclude formatting string fields to avoid truncating at 255 characters.
 - ▶ ZIP Code column on the Participant Info tab has been modified to format as Text instead of Number to avoid truncating leading zeros.
 - ▶ Comments column on the Narrative tab has been modified to format as Generic and Wrap the text.
 - ▶ USDA & HUD CNA Type dropdowns have been remapped to show the correct values from List of Values tab in the spreadsheet.
 - ▶ Visual Basic for Applications code has been modified to correct a run-time error 9 ("Subscript out of range") encountered when attempting to add an alternative.
- ▶ **CNA 1.2 v3 (2017-05-19)**
 - ▶ Comments field on Utility Type Usage form has been changed to accept 2000 chars.
- ▶ **CNA 1.2 v2 (2017-04-20)**
 - ▶ Modified formulas related to Total Cost of Ownership Calculation to include Component ID.
- ▶ **CNA 1.2 v1 (2016-12-23)**
 - ▶ Initial Assessor Tool posted.

SYSTEM UPDATES (Validation Engine, Submission Portal, and/or Reviewer Tool)

- ▶ **System Release 2.3 Release Notes (2018-07-27)**
 - ▶ The following changes are included in Release 2.3: Requires correct Project ID Number, CNA Type, and Program/Event in order to submit. Includes the new "Save as Draft" feature. Locate a returned CNA and save it as draft for editing flag notes and attachments. Updated header for located CNAs and "uninflated costs" added to the financial schedule.
- ▶ **System Release 2.2.1 Release Notes (2018-04-08)**
 - ▶ This new release ensures that a CNA cannot be submitted if there is already a CNA within the system with an identical Property ID or FHA Number in one of the following statuses:



Uninflated Needs Added to Financial Schedule

Financial Schedule								
View ▾	Export	Detach						
Description	Year 01	Year 02	Year 03	Year 04	Year 05	Year 06	Year 07	Year 08
Calendar Year	2019	2020	2021	2022	2023	2024	2025	2026
Beginning Balance	\$1,300,000	\$1,097,276	\$1,055,415	\$1,016,017	\$982,068	\$923,470	\$821,883	\$784,989
Interest Income	\$0	\$0	\$15,831	\$15,240	\$14,731	\$13,852	\$12,328	\$11,774
Annual Deposit	\$179,545	\$181,340	\$184,967	\$188,666	\$192,439	\$196,288	\$200,214	\$204,218
Uninflated Needs (...)	\$382,268	\$223,201	\$233,201	\$224,201	\$243,216	\$276,966	\$215,166	\$239,359
Inflated Needs (Wi...	\$382,268	\$223,201	\$240,197	\$237,854	\$265,769	\$311,728	\$249,436	\$285,808
Ending Balance	\$1,097,276	\$1,055,415	\$1,016,017	\$982,068	\$923,470	\$821,883	\$784,989	\$715,175
Required Minimum...	\$351,250	\$351,250	\$361,788	\$372,642	\$383,821	\$395,336	\$407,196	\$419,412
Interest Rate on B...	0%	0%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Inflation Rate on ...	0%	1%	2%	2%	2%	2%	2%	2%
Inflation Rate on ...	0%	0%	3%	3%	3%	3%	3%	3%
RFRR Deposit / Un...	\$745	\$752	\$767	\$782	\$798	\$814	\$830	\$847
Inflated Needs / U...	\$1,586	\$926	\$996	\$986	\$1,102	\$1,293	\$1,035	\$1,185
Columns Frozen 1								

Change in Header Info for Located CNA

Assessment ID	2018-039976	Property ID	HUD - 884723222 FHA - 343-43222	Approving Agency	HUD	Expai
Status	Received for Validation	Property Name	Test A Test A Test	CNA Type	Asset Development	
Reviewer	Unassigned	Location	Annapolis,MD,21403	Program/SoA	213 Cooperative	
Date Submitted	7/30/2018	#Units/#Bldgs	241/22			
Decision Date		Year(s) Built	1991 - 1995			
						View Previous History
<input type="checkbox"/> Summary						

Save as Draft after Validation

CNA SUBMISSION

LOCATE CNA

Expand All

Collapse All

Select CNA File

The system accepts only MS Excel files. Uploaded files must conform to HUD's published data standards for CNA files.

Submittable CNA_Assessor_eTool_1_2a_Final -Data_EH.xls

Update...

Validate

Reset

Transmission Integrity Check

Assessment ID	2018-006277	Total Saved Components	30	Total Saved Building Unit Types	40
Property Name	Bay Vista Apartments	Total Saved Alternatives	0	Total Saved Participants	6
Street Address	2000 Hilltop Lane	Total Saved Recommendation	30	Total Saved Utility Rates	2
City	Annapolis	Total Saved Decisions	2	Total Saved Inspection	60
State	MD	Total Saved Common Spaces	20	Samples	

Flags

Financial Schedule

Critical Repair Needs

Non Critical Repair Needs

Future Repair Needs

Component Schedule Summary

Estimate Period Recap

Reports

Select Attachment Files

CNA Certification

By submitting this Capital Needs Assessment I am certifying it in accordance with Appendix 5G of the MAP Guide at Section VII, subsection D, paragraph 3 and incorporating by reference the certification language required therein. I have read and I understand the referenced certification language.

* Name

* EMail Address

Save as Draft

Submit

Cancel

“Saved as Draft” status

CNA SUBMISSION LOCATE CNA

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



Save as Draft for a Returned CNA

- In the past a “Returned” CNA was a “read only” file, i.e., the user could read but not change it.
- Now a “Returned” CNA can be converted to a “read/write” file by locating and opening the Returned CNA and then clicking “Save as Draft”
- After saving the returned CNA as a draft, the user can edit flag notes and attachments in response to Agency/Reviewer comments.

Edit Flag Notes

Flags						
View ▾ Add Edit Export Detach						
Severity	Flag ID	Occurrence Number	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002	1		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment	edit This is a test	
W	DA-005	1		Compliance requirements not met for Fair Housing Act Covered Unit; Site: Single site, Building: 3, Unit Type: 3BR2ba, Unit Number: 3	edit	
I	DV-193	1		Relevant Agency Program field has been left blank or contains an invalid value on the Assessment	edit	
W	FN-002	1		Annual Ending Balance per Unit falls below Allowable Minimum Balance in year	edit	
W	FN-004	1		Annual Capital Needs Inflation Rate above 2.5% max rate on Financial Factors	edit	
I	PI-008	1		Common Public Space identified as Leasing/Marketing or Rental Space, check parking; see Site: Single site, Building: Clubhouse, Common Space: Property Office	edit	

Page **1** of 8 (1-6 of 46 items) | 1 2 3 4 5 ... 8

Columns Frozen 3

Delete, Modify, Add Any Attachment

Attachments

View Detach

File Name	Need Category ID	Need Item ID	Component Type Name	Attachment Type	Document Date		
CNA_2_3_TC_14.xlsx	Mech.-Elect.-Plum...	Domestic Water H...	Residential hot wa...	Other	6/1/2018		
TC 11- Unique IDs.xls	NA	NA	NA	CNA	6/1/2018		
CNA_2_3_TC_10.xlsx			Residential hot wa...	Other	1/1/1970		

Add Attachment Files

File To Upload

Component Type Name

Attachment Type Name

Add Attachment

Reports

Export CNA

CNA Certification

* Name

* Email Address

Short Tutorials For These Tasks

Training

- ▶ HUD Exchange/Training Modules (Web Portal)
- ▶ Sample CNA Documents (ZIP)

Operational Bulletins

- ▶ 2018 Updates (PDF)
- ▶ 2017 Updates (PDF)
- ▶ CNA e-Tool Known Issues and Solutions (PDF)

Public Resources

- ▶ Ask A Question (Web Portal)
- ▶ Frequently Asked Questions (PDF)

User: USDA Submitter/Reviewer

- ▶ Coming Soon

Recorded Webinars

- ▶ CNA e-Tool Webinars and Tutorials (Web Portal)

EPA Portfolio Manager Reports

- ▶ HUD Custom Reports (PDF)



https://www.hud.gov/program_offices/housing/mfh/cna/wat

Demo of RfR Financial Factors Tools 3.0

Administrative Memorandum

7/30/2018

- Administrative Memorandum signed by the DAS last Monday clarifies guidance on:
 - Narrative presentation.
 - Photography
 - Minimum Balance + Negative Balance = Deficit and the Amortization Test is applied to the Deficit

Memo Posted to CNA e Tool Homepage

Public Resources

- Ask A Question (Web Portal)
 - Frequently Asked Questions (PDF)
- Join the CNA e-Tool listserv (Web Portal)
- Rules of Behavior (PDF)
- How to Request an Unprotected Assessor Tool (PDF)
 - CNA e-Tool Data Dictionary (XLS)

CNA Guidance

- Multifamily MUPP Guide (See Appendix) (Web Portal)
- Estimated Useful Life Table for CNA e-Tool (PDF)
- RfR Financial Factors Tool v3.0 (XLSX)
- Administrative Memo-CNA Narrative, Photo, RfR (07.30.18)
- Mortgagee Letter 2016-26 (Web Portal)
- Mortgagee Letter 2017 -09 (Web Portal)

https://www.hud.gov/sites/dfiles/Housing/documents/CNA_Narrative_Photos_RfR_07.30.2018.pdf



https://www.hud.gov/sites/dfiles/Housing/documents/CNA_Narrative_Photos_RfR_07.30.2018.pdf

Certain New or Updated Flags

Effective October 13

- Minimum Balance Flags
 - If CNA Type = Asset Development and RY >2 and <11, then Remaining Balance for RY must be => Minimum Balance for the same RY
 - If Approving Agency = HUD and CNA Type ≠ Asset Development, then Remaining Balance for RY must => Minimum Balance
- Date of Site Visit Flag
 - If Approving Agency = HUD and Program is 221(d)(4), 221(d)(4) LIHTC Pilot, 231 Elderly, 241a, or RAD PH, then Date of Site Visit maybe greater than current date, otherwise not.

The End, thanks for your attention

- Any other questions?
- CNA e Tool Homepage Url:
- https://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/mfh/cna