

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: Sorting, Sifting and Manipulating Data

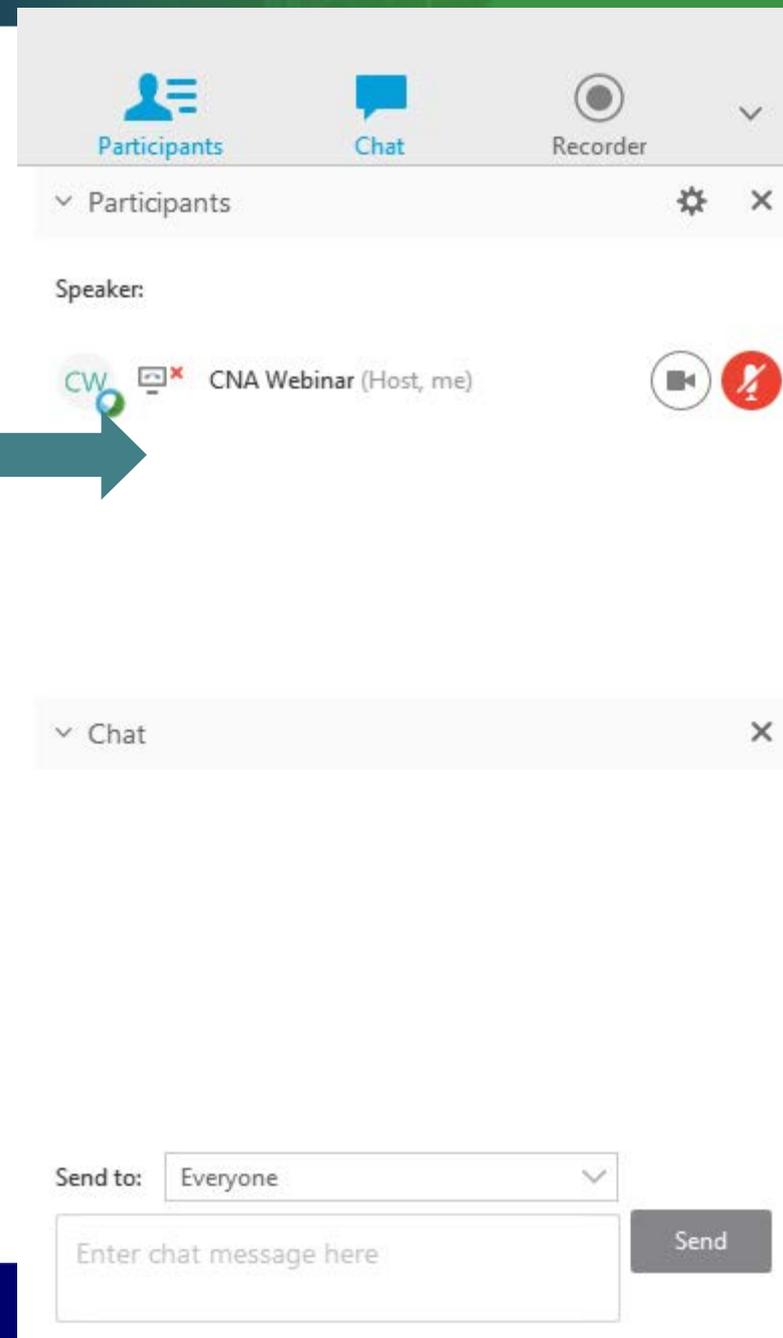
Office of Multifamily
Housing Programs

Today's Webinar Will Have Two Sections

- Recorded Portion
 - Participants self-mute
 - Use Chat to interact with presenter
 - Lessons Learned
 - 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 



The screenshot displays the WebEx interface during a recorded webinar. At the top, there are icons for 'Participants', 'Chat', and 'Recorder'. Below these, the 'Participants' panel is expanded, showing a list of participants. The 'Speaker' section indicates that 'CNA Webinar (Host, me)' is the current speaker. A red lightning bolt icon next to the host's name indicates that their audio is muted. A teal arrow points from the text 'mute your phone lines' to this icon. Below the participants list, the 'Chat' panel is also expanded, showing a 'Send to:' dropdown menu set to 'Everyone' and a text input field with the placeholder 'Enter chat message here'. A teal arrow points from the text 'insert them in the Chat Box' to this input field. The bottom right corner of the interface shows a 'Send' button.

Learning Objectives:

Sorting, Sifting and Manipulating Data

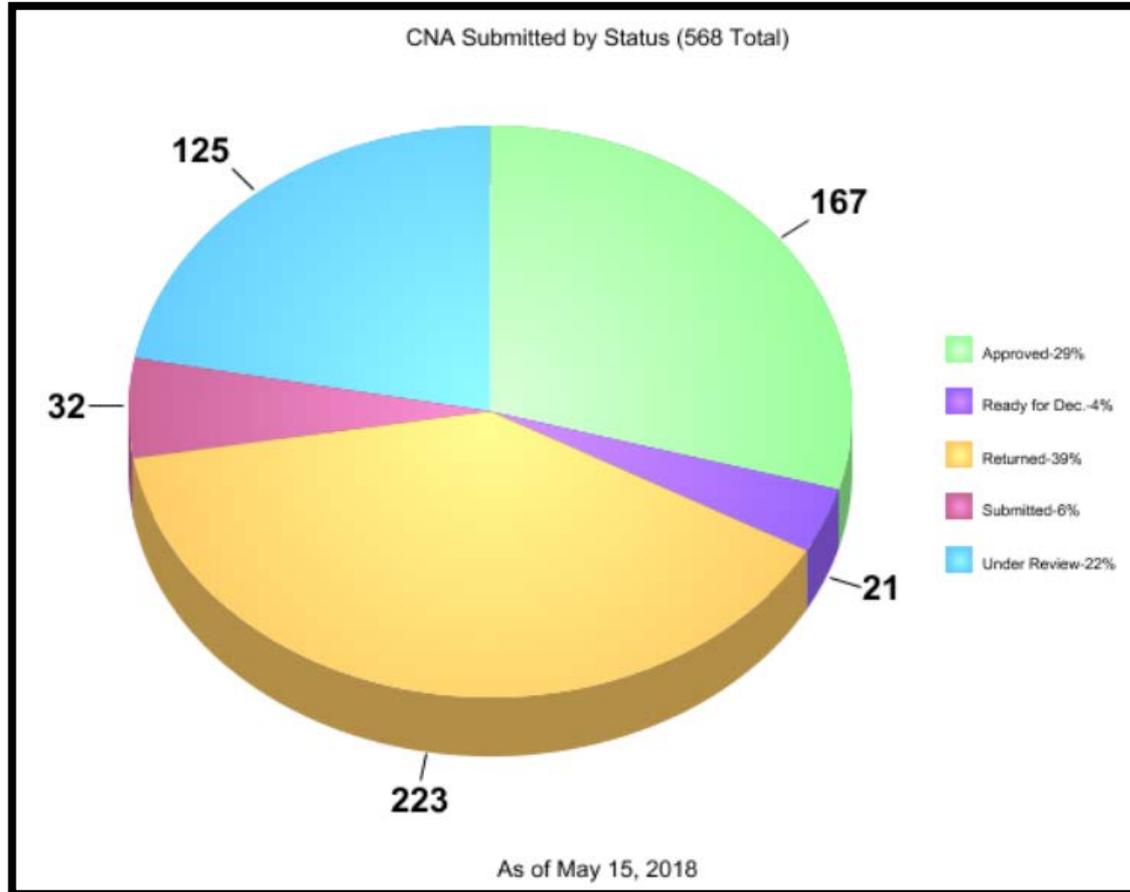
- Learn how sort, sift, and manipulate data in the CNA e-Tool to ensure your data is complete and error-free
- Understand where to access available resources and tools
- Discuss problem areas with the presenter and other participants



The CNA E-Tool

Current Highlights

CONSIDER:



HUD CNA e-Tool Webpage

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



The header banner features the HUD 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 items: 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



Lessons Learned

**Sorting, Sifting and
Manipulating Data**

Basics of Sorting in Excel

- Select the Data to Sort

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
40	38	44	46	51	56	67	72	70	59	45	41
34	33	38	41	45	48	51	55	54	45	41	38
61	69	79	83	95	97	100	101	94	87	72	66
0	2	9	24	28	32	36	39	35	21	12	4

- Sort quickly and easily



- Sort by specifying criteria



Excel Data Sort Rules Apply

- Be sure to select the entire data field
 - Sorting a portion of the field will break logic governing each row and result in Data Load and/or Sequel Insertion errors.
- Follow sound SAVE procedures
 - Save Original Versions PRIOR to sorting
 - Save each sorted file with new name

Assessment Tool

What Can I Sort?

- Any of the Assessment Tool worksheets can be sorted by any 1 or more variables.
- What's a variable? The name of the column, the column heading under which data appears in the rows below.

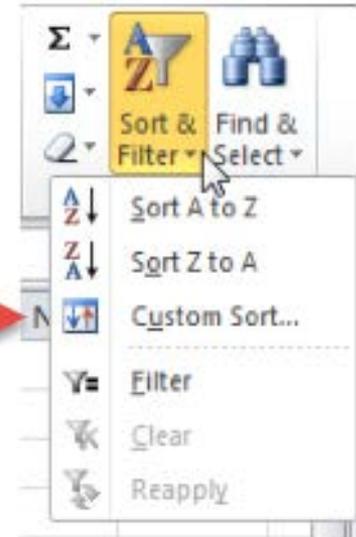
Open Form

Column Headings, each can be a sort variable

Buildings

Site ID	Building Identifier	Building Types	Number of Stories	Number of Elevators	Foundations
Single site	A	Walk-up	3	0	Slab on
Single site	B	Walk-up	3	0	Slab on
Single site	C	Walk-up	3	0	Slab on
Single site	D	Walk-up	3	0	Slab on
Single site	E	Walk-up	3	0	Slab on

Custom Sorting



Open Form

Buildings

Site ID	Building Identifier	Building Types	Number of Stories	Number of Elevators	Founda
Single site	A	Walk-up	3	0	Slab on
Single site	B	Walk-up	2	0	Slab on
Single site	E	Walk-up	2	0	Slab on
Single site	F	Walk-up	2	0	Slab on
Single site	C	Walk-up	2	0	Slab on
Second Site	C	Walk-up	2	0	Slab on
Single site	C	Walk-up	2	0	Slab on
Single site	D	Walk-up	2	0	Slab on
Single site	G	Walk-up	2	0	Slab on
Single site	H	Walk-up	2	0	Slab on
Single site	I	Walk-up	2	0	Slab on
Single site	J	Walk-up	2	0	Slab on
Single site	K	Walk-up	2	0	Slab on
Single site	L	Walk-up	3	0	Slab on
Single site	M	Walk-up	2	0	Slab on

Sort

My data has headers

Column	Sort On	Order
Sort by Year Built	Cell Values	Smallest to Largest
Then by Fair Housing Act App	Cell Values	A to Z
Then by Year of Rehab	Cell Values	A to Z

OK Cancel

Sort Examples in Assessment Tool

Example ??s Answered w Sorts

- Where are the common amenities?
 - Sort Common Spaces worksheet (col E & D)
- Which alternatives deliver best/worst TCO result?
 - Sort Alternatives worksheet (col N)
- Which units are identified as UFAS compliant?
 - Sort Units worksheet (cols L & M)

Check your List of Components

- Do you have a complete inventory of components???
 - Sort components by Need Category, Item, Component Typs & ID (cols B, C, D, E)
- Do you have utility consumption data for all items that consume utilities, (if needed)?
 - Sort by Type of Utility & Usage/Yr (cols J & L)

Panels (post-Validation)

[Expand All](#)[Collapse All](#)[Back](#)

Reviewer H51077
 Assessment ID 2018-019797
 Date CNA Submitted 3/3/2018
 Review Completed
 Date

Rems Property ID 35627183282244
 Property Name TEST Bay View Apartments 1.2v5
 State MD
 City Annapolis

Postal Code 21403
 Case Number
 Internal Status Ready for Decision

[View Previous History](#)

Summary

View [Detach](#)

Role	Contact Name	Contact Number	Contact eMail Address	Firm Name	Street Address	City	State	Zip Code
Current Owner	Bill Williams	4108930567	rwilliams@williams...	Williams Propertie...	900 Charles Street	Baltimore	MD	23810
Energy Auditor	Sara Forbes	4109415400	sara.forbes@gmail...	Energys Concepts ...	200 Business Park...	Columbia	MD	32810
Lender - Originator	Howard Erskine	7038945873	herskine@ABCcapit...	ABC Capital Marke...	100 State Street	Richmond	VA	25010
Needs Assessor	James Arbuthnot	4108913546	jarbuthnot@IotaEA...	Iota Engineering Inc	11821 Crain Hiway	Pasadena	MD	22890
Other	Austin Socolovich	6105658555	asocolovich@acces...	Applied Accessibili...	128 Market Street	King of Prussia	PA	11801

> Flags

> Financial Factors

> Financial Schedule

> Estimate Period Recap

> Critical Repair Needs

> Non Critical Repair Needs

> Future Repair Replacements

> Component Schedule Summary

> Narrative

> Property Tree

> Inspection Sample

> Attachments

> Reports

> Export CNA

> Agency CNA Decision

[Back](#)

Complete a Robust Analysis of Your Preferred Actions

- Export the Component Schedule Summary
 - Complete list of categories (check ATSM)
 - Review all New Features
 - Check the one-time repairs
 - Check Components with RUL different than the Standard
 - Confirm the accuracy of duration entry(ies)

Duration Reminder

- Duration should not exceed 2 (a spread of 5 years: $2+1+2 = 5$) and the spread must be no greater than the total useful life of a component. All spreads are odd #s.
- If EUL of Carpet is 6, maximum spread is 5. Maximum duration is 2.
- If the duration is too high, meaning cycle length is greater than EUL, the replacement cycles will overlap doubling costs.
- Longer Duration should be used only for “averaging” replacements for older properties where individual component age is unknown.

Replacement Cycle = Duration + Start Year + Duration	
Duration	Spread in Years
0	1
1	3
2	5
3	7
4	9

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

