

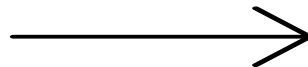
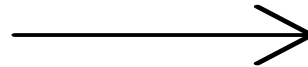
CNA eTool v 3.0: Basics



Office of Multifamily Housing Programs

Webinar Logistics

- Participants on mute
- Ask questions via the WebEx Q&A box
- If technical issues related to WebEx, insert them in the Chat Box

A screenshot of the WebEx Q&A interface. The window has a blue title bar with a question mark icon and the text 'Q&A'. Below the title bar is a tab labeled 'All (0)'. The main area is a large white space for questions and answers. At the bottom, there is a text input area with a placeholder text: 'Select a question, and then type your answer here. There is a 256-character limit.' Below this is another text input area with a placeholder text: '256-character limit: Select a question, and then type your answer here. There is a 256-character limit.'

CNA eTool is changing.

The time has come. CNA eTool will undergo a significant transformation with the release of version 3.0. The new and improved CNA eTool will feature improved user interface, ease of data entry, enhanced review screens and fast built-in validation at a click of a button. Say good-bye to all the mysterious SQL insertion errors. The new eTool will guide the users to enter the right data along the path. The new is here.





Webinar Goals

Participants will understand:

1. User Dashboard
2. CNA Navigation



USER DASHBOARD

User Dashboard

DA CNA eTool Home

My CNAs (6)

TYPE & PROGRAM

Asset Development 3

221(d)(4) 1

223(f) Refi-Acq 2

Asset Management 3

10 yr update, insured mtg 3

USDA

NON USDA OR HUD

STATUS

Approved 2

Draft - Delegated 1

Draft - In Progress 2

Returned 1

MY DESK (3)

Start New Assessment

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
2020-000088	Test - Broad St Apts	New York, NY	6/23/2020	3/17/2020	Ringer Partners Management, F. LAST - MCNT10
2020-000063	Test Condos 4	New York, NY	3/17/2020	3/13/2020	RAS MANAGEMENT, F. LAST - MCNT15
2020-000048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	RAS MANAGEMENT, F. LAST - MCNT15

MY PARTNER'S DESK (1)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates

WITH AGENCY (2)

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
2020-000073	TEAM 4 - CNA B	McLean, VA	3/25/2020	3/17/2020	Ringer Partners Management, F. LAST - MCNT10

Submitters

My Desk

CNAs (6)

& PROGRAM

et Development 3

(d)(4) 1

(f) Refi-Acq 2

et Management 3

r update, insured mtg 3

A

USDA OR HUD

US

roved 2

ft - Delegated 1

ft - In Progress 2

urned 1

▼ MY DESK (3)

Start New Assessment

<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
2020-000088	Test - Broad St Apts	New York, NY	6/23/2020	3/17/2020	Ringer Partners Management, F. LAST - MCNT10
2020-000063	Test Condos 4	New York, NY	3/17/2020	3/13/2020	RAS MANAGEMENT, F. LAST - MCNT15
▲ 2020-000048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	RAS MANAGEMENT, F. LAST - MCNT15

▼ MY PARTNER'S DESK (1)

<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
○ 2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates

My Partner's Desk

						F. LAST - MCNT15
						RAS MANAGEMENT, F. LAST - MCNT15
⚠	2020-000048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	
▼ MY PARTNER'S DESK (1)						
	<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
○	2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates
▼ WITH AGENCY (2)						
	<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
✓	2020-000073	TEAM 4 - CNA B	McLean, VA	3/25/2020	3/17/2020	Ringer Partners Management, F. LAST - MCNT10
✓	2020-000070	TEAM 4 - CNA A	McLean, VA	3/18/2020	3/17/2020	Ringer Partners Management,

With Agency

						F. LAST - MCNT15
						RAS MANAGEMENT, F. LAST - MCNT15
⚠	2020-000048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	
▼ MY PARTNER'S DESK (1)						
	<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
○	2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates
▼ WITH AGENCY (2)						
	<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
✓	2020-000073	TEAM 4 - CNA B	McLean, VA	3/25/2020	3/17/2020	Ringer Partners Management, F. LAST - MCNT10
✓	2020-000070	TEAM 4 - CNA A	McLean, VA	3/18/2020	3/17/2020	Ringer Partners Management,

New Assignments Received

My CNAs (11)

Q Search

INCOMING

UNCLAIMED 1

TYPE & PROGRAM

Asset Development 3

223(a)(7) Limited Refi 1

223(f) Refi-Acq 1

LIHTC 221(d)(4) Pilot 1

Asset Recapitalization 3

Other Asset Recapitalization 1

RAD - MF 2

Asset Management 2

HAP R

PPC/L

SDA

As - Im

ON USDA OR HUD

None 1

▼ NEW ASSIGNMENTS RECEIVED (1)

Start New Assessment

	<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
<input type="radio"/>	2020-000103	Test CNA sent from Submitter	VA, test	5/7/2020	5/7/2020	HEARTLAND CAPITAL CORPORATION, F. LAST - MCNT01


▼ MY DESK (9)

<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Partner</u>
2020-000097	Test Property	VA, Fairfax	4/6/2020	-	-
2020-000093	Hilltop Apartments	MD, Annapolis	3/31/2020	-	-
2020-000026	Dummy CNA: Ignore: Test Condos II	IN, South Bend	3/13/2020	-	-
2020-000025	Dummy CNA: Ignore: USDA Test	MD, Vancouver	3/13/2020	-	-



Preparers

My CNAs Filters

 HUD USDA CNA eTool

My CNAs (6)

TYPE & PROGRAM

Asset Development 3

221(d)(4) 1

223(f) Refi-Acq 2

Asset Management 3

10 yr update, insured mtg 3

USDA

NON USDA OR HUD

STATUS


Approved 2

Draft - Delegated 1

Draft - In Progress 2

Returned 1

▼ MY DESK (3)

<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>
2020-000088	Test - Broad St Apts	New York
2020-000063	Test Condos 4	New York
 2020-000048	Test Severe Flag 4	New York

▼ MY PARTNER'S DESK (1)

<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>
2020-000140	New Construction	New York

Search CNAs

HUD USDA CNA eTool

My CNAs (21)

Search

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

Search

TYPE & PROGRAM

Asset Development

34

213 Cooperative

1

221(d)(4)

9

223(a)(7) Limited Refi

2

223(f) Refi-Acq

17

LIHTC 221(d)(4) Pilot

5

Asset Management

12

10 yr update, insured mtg

7

PPC/Loan Mod, insured mtg

5

USDA

SEARCH RESULTS (46)

<u>Assessment ID</u>	<u>Property Name</u>	<u>Location</u>	<u>Last Modified Date</u>	<u>Sent/Status Date</u>	<u>Status</u>
2020-000209	LenderFirst Apts - C.O.	Orlando, FL	7/9/2020	Draft - Delegated	T. E. II
2020-000207	LenderFirst Apts - C.O.	Orlando, FL	7/9/2020	Draft - Delegated	T. E. II
2020-000202	LenderFirst Apts - C.O.	Orlando, FL	7/8/2020	Draft - Delegated	T. E. II
2020-000201	Test Severe Flag 1	New York, NY	7/7/2020	Draft - Delegated	T. E. I

Search CNAs

The screenshot displays the HUD USDA CNA eTool interface. At the top, there is a header with the HUD logo and the text 'HUD USDA CNA eTool'. Below this, there are two tabs: 'My CNAs (21)' and 'Q Search'. A search bar is present with the placeholder text 'SEARCH YOUR FIRM/AGENCY CNAS'. Below the search bar, there is a dropdown menu labeled 'Select Search Type...' with a list of search criteria. The list includes: AMAS Number, Approving Agency, Assessment ID, Date Range, FHA Number, Legacy Assessment ID, and Partner Name. The dropdown menu is currently open, showing these options. Below the dropdown, there is a 'Search' button. On the left side of the interface, there is a section titled 'TYPE & PROGRAM' with a list of categories and their corresponding counts: Asset Development (34), 213 Cooperative (1), 221(d)(4) (9), 223(a)(7) Limited Refi (2), 223(f) Refi-Acq (17), LIHTC 221(d)(4) Pilot (5), Asset Management (12), 10 yr update, insured mtg (7), and PPC/Loan Mod, insured mtg (5). At the bottom of the interface, there is a footer with the text 'USDA'.

My CNAs (21) Q Search

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

- AMAS Number
- Approving Agency
- Assessment ID
- Date Range
- FHA Number
- Legacy Assessment ID
- Partner Name

223(a)(7) Limited Refi 2

223(f) Refi-Acq 17

LIHTC 221(d)(4) Pilot 5

TYPE & PROGRAM

Asset Development 34

213 Cooperative 1

221(d)(4) 9

223(a)(7) Limited Refi 2

223(f) Refi-Acq 17

LIHTC 221(d)(4) Pilot 5

Asset Management 12

10 yr update, insured mtg 7

PPC/Loan Mod, insured mtg 5

USDA

- AMAS Number;
- Approving Agency;
- Assessment ID;
- Date Range;
- FHA Number;
- Legacy Assessment ID;
- Partner Name (Individual within the Firm);
- Property Name;
- RAD PIC Number;
- Staff Name (HUD Reviewer Staff);
- State (of the project location)

Search CNAs

HUD USDACNA eTool

My CNAs (21) Search

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

Search

TYPE & PROGRAM

Asset Development 34

213 Cooperative 1

221(d)(4) 9

223(a)(7) Limited Refi 2

223(f) Refi-Acq 17

LIHTC 221(d)(4) Pilot 5

Asset Management 12

10 yr update, insured mtg 7

PPC/Loan Mod, insured mtg 5

USDA

SEARCH YOUR FIRM/AGENCY CNAS

Date Range

Select...

Start Date: yyyy-mm-dd

End Date: yyyy-mm-dd

Search

SEARCH YOUR FIRM/AGENCY CNAS

Date Range

Select...

CNA Effective Date

Sent/Status Date

Last Modified Date

2020-000202	LenderFirst Apts - C.O				
2020-000201	Test Severe Flag 1	New York, NY	7/7/2020	Draft - Delegated	T.

14



CNA NAVIGATION

Viewing CNAs

HUD USDA CNA eTool

Home

Signed in as TECNA I (MCN)

ABC city, KY FHA# 111-11111

Status: Draft - In Progress Validation: Validated - Severe Flags

Validate

Options ▾

Assessment ID:
2020-000191

Approving Agency:
HUD

CNA Type:
Asset Development

Program Type:
LIHTC 221(d)(4) Pilot

Assessment Entry

Validation

 CNA Summary ☐

Assessment Scope ☐

 Participants ☐

Sites ☐

Unit Types ☐

Buildings ☐

Units & Common Spaces ☐

Parking ☐

Utility Types & Rates ☐

Units Inspected ☐

Components, Alts & Recs ☐

 Narratives & Attachments ☐

 Financial Factors ☐

 Repair Replace Decision ☐

CNA SUMMARY

Choose CNA Type

Approving Agency

HUD ▾

CNA Type

Asset Development ▾

Program/Event

LIHTC 221(d)(4) Pilot × ▾

FHA # (Format ###-####)

111-11111

Property ID (Format 8#####)

Property Information

Property Name

ABC

Firm Street Address

1234 Street

City

city

State

KY - Kentucky × ▾

Zip

55555

Property Contact

Enter additional participant info in the [Participants](#) section

Contact Role

Current Owner × ▾

Contact Name

Joe Smith

Firm Contact Phone

(123)-456-7891

Firm Contact Email

email@email.com

Firm Name

ABC

Firm Street Address

1234 City

City

City

State

KY - Kentucky × ▾

Zip

55555

CNA Header

HUD USDA CNA eTool

Home Signed in as TECNA I (MCN)

ABC city, KY FHA# 111-11111 Status: Draft - In Progress Validation: Validated - Severe Flags Validate Options

Assessment ID: 2020-000191 Approving Agency: HUD CNA Type: Asset Development Program Type: LIHTC 221(d)(4) Pilot

Assessment Entry Validation CNA SUMMARY

HUD USDA CNA eTool

Home Signed in as TECNA I (MCNT01)

Demo Property 1 Fairfax, VA FHA# 222-12345 Status: Draft - Created Validation: Not Validated Validate Options

Assessment ID: 2020-000140 Approving Agency: HUD CNA Type: Asset Development Program Type: LIHTC 221(d)(4) Pilot

Buildings ☐ Units & Common Spaces ☐ Parking ☐ Utility Types & Rates ☐ Units Inspected ☐ Components, Alts & Recs ☐ Narratives & Attachments ☒ Financial Factors ☐ Repair Replace Decision ☐

111-11111

Property Information

Property Name: ABC

Firm Street Address: 1234 Street

City: city

State: KY - Kentucky Zip: 55555

Property Contact

Enter additional participant info in the Participants section

Contact Role: Current Owner

Contact Name: Joe Smith

Firm Contact Phone: (123)-456-7891

Firm Contact Email: email@email.com

Firm Name: ABC

Firm Street Address: 1234 City

City: City

State: KY - Kentucky Zip: 55555

Options

The screenshot displays the HUD USDA CNA eTool interface. At the top, the header shows 'Home' and 'Signed in as TECNA I (MCN)'. Below the header, the main navigation bar includes 'ABC city, KY', 'FHA # 111-11111', 'Status: Draft - In Progress', 'Validation: Validated - Severe Flags', and buttons for 'Validate' and 'Options'. The 'Options' dropdown menu is open, showing the following actions: 'Delete this CNA', 'Export this CNA...', 'Create a New Version...', 'Send this CNA...', and 'Submit CNA'. The background shows a form with various fields for property information, including 'Property ID', 'Property Name', 'Firm Street Address', 'City', 'State', 'Zip', 'Contact Role', 'Contact Name', 'Firm Contact Phone', 'Firm Contact Email', 'Firm Name', 'Firm Street Address', 'City', 'State', and 'Zip'. The form is partially obscured by the 'Options' menu and a 'HUD' logo.

HUD USDA CNA eTool

Home Signed in as TECNA I (MCN)

ABC city, KY FHA # 111-11111 Status: Draft - In Progress Validation: Validated - Severe Flags Validate Options

Assessment ID: 2020-000121 Approving Agency: HUD CNA Type: Asset Developer Program Type: Pilot

Options

- Delete this CNA
- Export this CNA...
- Create a New Version...
- Send this CNA...
- Submit CNA

Options

- Import from a CNA...
- Export this CNA...
- Create a New Version...
- Send this CNA...

Unit Types

Buildings

Units & Common Spaces

Parking

Utility Types & Rates

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

Repair Replace Decision

Property ID (Format 8#####)

Property Name

Firm Street Address

City

State

Zip

Contact Role

Contact Name

Firm Contact Phone

Firm Contact Email

Firm Name

Firm Street Address

City

State

Zip

Enter additional participant info in the Participants section

111-11111

1234 Street

city

KY - Kentucky

55555

Current Owner

Joe Smith

(123)-456-7891

email@email.com

ABC

1234 City

City

KY - Kentucky

55555

Options – Sending CNAs

The screenshot displays a software interface for managing CNA (Certificate of Need for Assistance) records. A 'Send To...' dialog box is open, allowing the user to transfer possession of a CNA to a different partner. The dialog box includes a 'Choose Partner:' section with a dropdown menu showing a list of potential recipients: Christopher C Schultz, MENLO GATEWAY INC, MS Acquisition, I, R & S Management Co..., RAS MANAGEMENT, Ringer Partners Manag..., and SJ Associates. Below this list, there are 'Cancel' and 'Send CNA' buttons. To the right of the dialog box, an 'Options' menu is visible, with a blue callout box highlighting the 'Send this CNA...' option. The background interface shows various fields for CNA information, including 'Approving Agency', 'CNA Type', 'Program Event', 'Firm Contact Phone', 'Firm Contact Email', 'State', and 'Zip'. There are also checkboxes for 'Will 50% or more of the residential units in this property be restricted to persons or heads of household aged 55+ or 62+?' and 'Has this property ever been, is it now, or will it be Federally Assisted?'. The interface is designed with a clean, modern look, featuring a sidebar with navigation options and a main content area with form fields and buttons.

Send To...

To transfer possession of this CNA, choose a recipient and follow the directions below.

Choose Partner: Progress: Draft - Created Validation: Not Validated

Select...

- Christopher C Schultz
- MENLO GATEWAY INC
- MS Acquisition, I
- R & S Management Co...
- RAS MANAGEMENT
- Ringer Partners Manag...
- SJ Associates

Cancel Send CNA

Options

- Import from a CNA...
- Export this CNA...
- Create a New Version...
- Send this CNA...**

Will 50% or more of the residential units in this property be restricted to persons or heads of household aged 55+ or 62+?

Has this property ever been, is it now, or will it be Federally Assisted?

Cancel Save

Importing a CNA

CNA Summary

Assessment Scope

Participants

Sites

Unit Types

Buildings

Units & Common Spaces

Parking

Utility Types & Rates

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

CNA SUMMARY

Import Data from Existing Assessment Record

Select an assessment and which sets of data you would like to import to this assessment.

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

Search

Agency	Assessment ID	Property Name	Location
HUD	2019-000002	Dummy CNA: Ignore: Monument East	Baltimore, MD
HUD	2019-000003	Dummy CNA: Ignore: Donnet Estate	Vancouver, VT
HUD	2019-000021	Dummy CNA: Ignore: The Highlands	Princeton, NJ
HUD	2020-000041	Assessor Test CNA - MCNT11	Mcsphereville, VA
HUD	2020-000044	Dummy CNA: Ignore	New York, NY
None	2020-000024	Dummy CNA: Ignore: No HI ID or	Rochester, MD

Select the data to import:

☒ Unit Types

☒ Buildings

☒ Components

☒ Alternatives

Cancel

Import Data

No

Yes

Cancel

Save

111 v3.0.2-4.0; App v3.0.24.0.A5CNA02; Built 07/06/2020 07:14 am (03442d3)

Exporting a CNA

Export Data

Select the data to download. Your export will be in Excel format.



Assessment Entry Data:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> CNA Summary | <input type="checkbox"/> Unit Types | <input type="checkbox"/> Parking | <input type="checkbox"/> Components, Alts & Recs |
| <input type="checkbox"/> Assessment Scope | <input type="checkbox"/> Buildings | <input type="checkbox"/> Utility Types & Rates | <input type="checkbox"/> Financial Factors |
| <input type="checkbox"/> Sites | <input type="checkbox"/> Units & Common Spaces | <input type="checkbox"/> Units Inspected | |

☐ Select All

Validation Data:

- | | | | |
|--|---------------------------------------|---------------------------------------|---|
| <input type="checkbox"/> Flags | <input type="checkbox"/> Repair Needs | <input type="checkbox"/> Future Needs | <input type="checkbox"/> Financial Schedule |
| <input type="checkbox"/> Estimate Period Recap | | | |

☐ Select All

Cancel

Export

CNA Navigation Sidebar

HUDUSDA CNA eTool

HomeSigned in as TECNA I (MCN)

ABC city, KYFHA# 111-11111Status: Draft - In ProgressValidation: Validated - Severe FlagsValidateOptions

Assessment ID: 2020-000191Approving Agency: HUDCNA Type: Asset DevelopmentProgram Type: LIHTC 221(d)(4) Pilot

Assessment EntryValidation

CNA Summary

Assessment Scope

Participants

Sites

Unit Types

Buildings

Units & Common Spaces

Parking

Utility Types & Rates

Units Inspected

Components, Alts & Recs

Narratives & Attachments

Financial Factors

Repair Replace Decision

CNA SUMMARY

Choose CNA Type

Approving AgencyHUDCNA TypeAsset DevelopmentProgram/EventLIHTC 221(d)(4) Pilot

FHA # (Format ###-####)111-11111Property ID (Format 8#####)

Property Information

Property NameABC

Firm Street Address1234 Street

Citycity

StateKY - KentuckyZip55555

Property Contact

Enter additional participant info in the Participants section

Contact RoleCurrent OwnerFirm NameABC

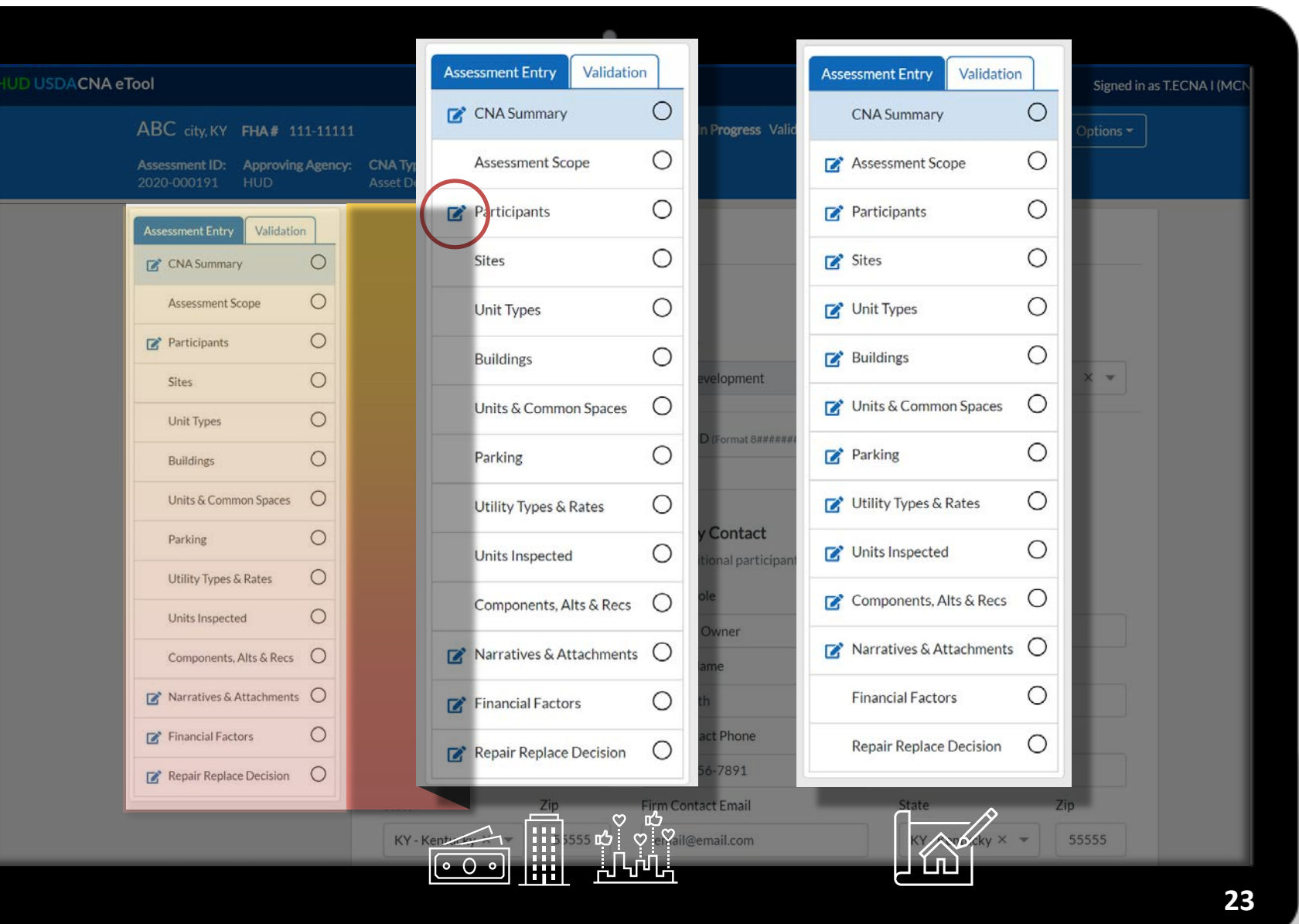
Contact NameJoe SmithFirm Street Address1234 City

CityCityFirm Contact Phone(123)-456-7891

Firm Contact Emailemail@email.comStateKY - KentuckyZip55555

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CNA Navigation Sidebar



CNA Validation Tab

CNA eTool

Donnet Test Vancouver, VT Property ID 811224455 Status: Draft - In Progress Validation: Validated - Severe Flags Validate Options

Home Signed in as F.LAST -

Assessment Entry Validation

Flags

Severe	2
Warnings	13
Informational	0

Repair Needs

Critical Repairs	0
Life Safety	0
Accessibility	0
Non-Critical Repairs	0

Future Needs

Financial Sched. & Est. Period Recap

Assessment Entry Validation

Flags

Severe	13
Warnings	7
Informational	1

Repair Needs

Critical Repairs	0
Life Safety	0
Accessibility	0
Non-Critical Repairs	0

Future Needs

Financial Sched. & Est. Period Recap

Respond to Flags

Submitter Response

Note

A Portfolio Manager Report (SEDI or SEP) attached to the Assessment Add

Number of Mobility Accessible Units is below Add

Number of Sensory Impaired Units is below Add

Space does not meet Americans with Disabilities Act (ADA) requirements; see Site: Building: Building 1, Common Space: This common space 1 Add

Sufficient number of vacant units were Add

There are no Sensory Impaired Units defined for this building Unit Type on a Federally Assisted Add

DU-002 1

DU-006 1

24

Validate

HUD USDA CNA eTool

Home Signed in as T.ECNA I (MCN

ABC city, KY FHA# 111-11111 Status: Draft - In Progress Validation: Validated - Severe Flags Validate Options

Assessment ID: Approving Agency: CNA Type: Program Type:

Home Signed in as T.ECNA I (MCNT

Status: Draft - Created Validation: Not Validated Validate Option

Sites ☐

Unit Types ☐

Buildings ☐

Units & Common Spaces ☐

Parking ☐

Utility Types & Rates ☐

Units Inspected ☐

Components, Alts & Recs ☐

☒ Narratives & Attachments ☐

☒ Financial Factors ☐

☒ Repair Replace Decision ☐

HUD

FHA # (Format ###-####) 111-11111

Property ID (Format 6#####)

Property Information

Property Name ABC

Firm Street Address 1234 Street

City city

State KY - Kentucky Zip 55555

Property Contact

Enter additional participant info in the Participants section

Contact Role Current Owner

Contact Name Joe Smith

Firm Contact Phone (123)-456-7891

Firm Contact Email email@email.com

Firm Name ABC

Firm Street Address 1234 City

City City

State KY - Kentucky Zip 55555

Validation Screens

CNA eTool Home Signed in as F.LAST - I

Donnet Test Vancouver, VT Property ID 811224455 Status: Draft - In Progress Validation: Validated - Severe Flags Validate Options ▾

Assessment Entry **Validation**

Flags

Severe ▲ 2

Warnings ● 13

Informational ● 0

Repair Needs

Critical Repairs 0

Life Safety 0

Accessibility 0

Non-Critical Repairs 0

Future Needs

Financial Sched. & Est. Period Recap

FLAGS - ALL (15) Respond to Flags ▾

Sev	ID	Instance	Description	Component Type	Cause Note	Submitter Response
●	AA-002	1	Utility Data Report Not Attached		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment	Add
●	DA-001	1	Mobility Accessible Units below 5% of Total Unit Count		The number of Mobility Accessible Units is below 5%	Add
●	DA-003	1	Sensory Impaired Units below 2% of Total Unit Count		The number of Sensory Impaired Units is below 2%	Add
●	DA-006	1	Public space does not meet Americans with Disabilities Act (ADA)		Public space does not meet Americans with Disabilities Act (ADA) requirements; see Site: Site A, Building: Building 1, Common Space: This is a common space 1	Add
●	DU-002	1	Insufficient Vacant Units Inspected		An insufficient number of vacant units were inspected	Add
●	DU-006	1	Total Sensory Impaired Units required when		There are no Sensory Impaired Units defined for the following Unit Type on a Federally Assisted	Add

Flag Notes

Pair Needs

Critical Repairs0

Life Safety0

Accessibility0

Non-Critical Repairs2

ure Needs

Financial Sched. & Est. Period Recap

Attached

Response Entry

ID: DV-143
Instance: 1

Description:
Date of Site Visit field left blank on Assessment

Cause Note:
Date of Final Site Visit field has been left blank on Assessment

Enter response here...

1 of 10

◀

Cancel

Save Response

▶

⚠ DV-115 1 State field left blank on a Site State field has been left blank or contains an invalid value on a site; see Site: Add

⚠ DV-116 1 Zip Code field left blank on a Site Zip Code field has been left blank or contains an invalid value on a site; see Site: Add

⚠ DV-143 1 Date of Site Visit field left blank on Assessment Date of Final Site Visit field has been left blank on Assessment Add

Repair Needs

Test Condos 1 New York, NY

Property ID 836455961
FHA # 311-32484

Status: Draft - In Progress Validation: Validated - Severe Flags

Validate

Options ▾

Assessment Entry

Validation

Flags

Severe ▲ 7

Warnings ● 2

Informational ● 1

Repair Needs

Critical Repairs 0

Life Safety 0

Accessibility 0

Non-Critical Repairs 2

Future Needs

Financial Sched. & Est. Period Recap

REPAIR NEEDS

	Total	\$/Unit
Immediate Repairs (Total)	\$60,000	-
Life Safety Remedies	-	-
Accessibility Remedies	-	-
- Immediate Action	-	-
- Deferred	-	-
Non-critical Needs	\$60,000	-

Sev	Need Cat	Need Item	Component Type	Component	Alternative Name	Location	Scope	Cost	Months to Complete
●	Interiors-Common Areas	Appliances	Dishwasher - Common	Kitchen Dishwashers	Repair Dishwasher	Unit Kitchens	n/a	\$30,000	2
●	Site Systems	Flatwork (walks, plazas, terraces, patios)	Asphalt	Parking Lot Asphalt	Repair Asphalt	Parking Lot B	n/a	\$30,000	2

UI v3.0.2-4.0, App v3.0.24.0.ASCNA02, Built 07/08/2020 07:14 am (03442d3)

Future Needs

Test Condos 1

New York, NY

Property ID 836455961
FHA # 311-32484

Status: Draft - In Progress
Validation: Validated - Severe Flags

Validate

Options ▾

Assessment Entry

Validation

Flags

Severe 7

Warnings 2

Informational 1

Repair Needs

Critical Repairs 0

Life Safety 0

Accessibility 0

Non-Critical Repairs 2

Future Needs

Financial Sched. & Est. Period Recap

FUTURE NEEDS Expand

All Years
Years 0-10
Years 10+

Component Type	Year 7	Year 8	Year 9	Year 10	10 Year Total
N/A					
3.6.3 Other Systems					
N/A					
3.7.1 Interiors-Common Areas					
3.7.1.1 Finished walls, ceilings, floors					
N/A					
3.7.1.2 Millwork (doors, trim, cabinets, tops)					
N/A					
3.7.1.3 Appliances					
3.7.1.3 Kitchen Dishwashers		\$0.00	\$0.00	\$70,000.00	\$140,000.00
3.7.1.4 Specialties					
N/A					
3.7.2 Interiors-Dwelling Units					
3.7.2.1 Finished walls, ceilings, floors					
N/A					
3.7.2.2 Millwork (doors, trim, cabinets, tops)					

Financial Schedule

Test Condos 1 New York, NY

Property ID 836455961
FHA # 311-32484

Status: Draft - In Progress Validation: Validated - Severe Flags

Validate

Options ▾

Assessment Entry

Validation

Flags

Severe



7

Warnings



2

Informational

1

Repair Needs

Critical Repairs

0

Life Safety

0

Accessibility

0

Non-Critical Repairs

2

Future Needs

Financial Sched. & Est. Period Recap

FINANCIAL SCHEDULE

	Year 01	Year 02	Year 03	Year 04	Year 05	Year 06	Year 07	Year 08	Year 09
Interest Income	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Annual Deposit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inflated Needs (Withdrawal)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Balance	\$1.02	\$1.05	\$1.06	\$1.08	\$1.1	\$1.12	\$1.14	\$1.16	\$1.18
Required Minimum Balance	\$7,000	\$7,122.5	\$7,276.84	\$7,434.53	\$7,595.64	\$7,760.24	\$7,928.4	\$8,100.21	\$8,275.74
Interest Rate on Balance	2.27%	2.27%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%
Inflation Rate on Deposit	0%	1%	1%	1%	1%	1%	1%	1%	1%
Inflation Rate on Capital Needs	0%	1.75%	2.167%	2.167%	2.167%	2.167%	2.167%	2.167%	2.167%
RFRR Deposit / Unit / Year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inflated Needs / Unit / Year	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Balance After Deposits	\$1	\$1.02	\$1.05	\$1.06	\$1.08	\$1.1	\$1.12	\$1.14	\$1.16
Calendar Year	2021	2022	2023	2024	2025	2026	2027	2028	2029
Beginning Balance	\$1	\$1.02	\$1.05	\$1.06	\$1.08	\$1.1	\$1.12	\$1.14	\$1.16

Estimate Period Recap

Estimate Period Recap

Estimate Period Recap

	Total	\$/Unit
Total Deposits [all sources] to RfR Escrow	\$1	\$1
Years in Estimate Period		
Initial Deposit	\$1	\$1
Total Future Annual Deposits	\$0	\$0
Total Interest Income	\$0	
Total Uninflated Future Needs	\$140,000	\$140,000
Total Inflated Future Needs [withdrawals]	\$189,318	\$189,318
Estimated Period Ending Balance	(\$189,316)	(\$189,316)
1st Year Annual Deposit/Unit	\$1	
Lowest RfR Balance Year	20	
Lowest RfR Balance \$/Unit	(\$189,316)	
Last Year Ending Balance Deficiency \$/Unit	\$199,793	
Suggested Add to ADRR \$/Unit	\$9,990	
Highest RfR Balance Year	9	
Highest RfR Balance \$/Unit	\$1	
Lowest Withdrawal Year	1	
Highest Withdrawal Year	20	

UI v3.0.2-4.0, App v3.0.24.0.ASCNA01, Built 07/08/2020 07:14 am (03442d3)



VIDEO - NAVIGATING THE CNA E-TOOL

System Comparison

Legacy

- Consists of Excel file and two portals, requiring emailing of files.
- Excel files are unwieldy, and forms were clunky
- Numerous SQL errors and data entry issues that were difficult to resolve

Version 3.0

- Everything is done in one web-app – no emailing of files
- User screens are clean, intuitive, and easy to use
- Guided data entries that prevent erroneous data

System Comparison - 2

Legacy

- If a CNA is returned, flag notes had to be re-entered and attachments reattached.
- There is no one place where all actions are recorded for a CNA until it is uploaded into the Submission Portal

Version 3.0

- Flag notes and attachments are saved and appear in full when a new version is created.
- Tracking of who has worked on a CNA, to whom and when it was sent, and any actions taken available.



RESOURCES

FHA Connection Support

Help Desk

sfadmin@hud.gov



FHA Connection

[Home](#) [Main Menu](#) [ID Maintenance](#) [E-mail Us](#) [Contact Us](#) [Sign Off](#)

About the FHA Connection

The FHA Connection provides Federal Housing Administration (FHA)-approved lenders and business partners with direct, secure, online access to computer systems of the U.S. Department of Housing and Urban Development (HUD).

- FHA-approved lenders can [originate](#) and [service](#) FHA-insured single family home mortgages.
- FHA-approved lenders can access the Lender Electronic Assessment Portal (LEAP) for lender approval and recertification activities and also maintain institution and branch information, set up and maintain cash flow accounts, and submit requests and notifications.
- FHA-approved lenders can access the Loan Review System (LRS) for post-endorsement technical reviews (PETR) of loans, unconditional direct endorsement (DE) authority test cases, post-closing test case reviews, lender monitoring reviews, and lender self-reporting of fraud and other material findings.
- HUD personnel and other FHA-approved business partners can access Appraiser Review, [Multifamily Delinquency and Default Reporting System \(MDDR\)](#), Multifamily Premiums, Physical Assessment Subsystem (PASS), Web-based Line of Credit Control System (eLOCCS), Active Partners Performance System (APPS), and Capital Needs Assessment eTool (CNAe-tool).

Many FHA Connection transactions are also available via the direct FHA Connection Business to Government ([FHAC B2G](#)) interface with user Loan Origination Systems (LOS).

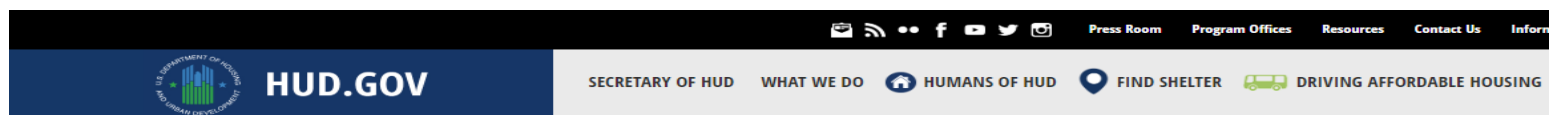
To obtain the FHA Connection user ID and password required for sign on, [register](#) according to the procedures defined for the user type.

CONTACT INFORMATION

- sfadmin@hud.gov - the FHA Connection Single Family Help desk
- [FHA Resource Center](#) - (800) CALL-FHA (800) 225-5342
For general questions from industry partners or consumers. The FHA Resource Center offers assistance with Homeownership Center (HOC)-related issues such as FHA loan products, processing issues and problems, mortgage credit guidelines, property analysis guidelines. Refer to the geographic table in [Homeownership Center \(HOC\) Areas Served](#) if you need to determine your state's HOC when seeking assistance.

Secure Systems Support

- https://www.hud.gov/program_offices/public_indian_housing/reac/support/tac



[Home](#) / [Help](#) / Technical Assistant Center

PIH-REAC TECHNICAL ASSISTANCE CENTER (TAC)

Jump to...

▸ [Phone](#)

▸ [Fax](#)

IMS/PIC Upgrade: No Access March 13-23

The Inventory Management/Public Housing Information Center (IMS/PIC) system will be upgraded to align with industry best practices for security and data integrity.

PHAs and PIH staff are to refrain from using the IMS/PIC system from March 13, 2020 through March 23, 2020. During that time, the system will not process 50058 submissions. [Read more on this upgrade.](#)

The mission of the Real Estate Assessment Center (REAC) Technical Assistance Center (TAC) is to provide multi-channel contact center services that support the HUD mission in order to create strong, sustainable, inclusive communities and quality affordable homes for all. The TAC manages strategic and tactical communications with Departmental Business Partners and Departmental Customers for more than 35 program, business area, information technology, and functional offices within HUD. As the 'face of HUD,' TAC commitment to customer service satisfaction in the delivery of governmental services is achieved through strategies, services, and operations grounded in the application of Knowledge Management principles and Six Sigma quality assurance and control techniques.


Customers may call the TAC **Monday through Friday, 7:00am - 8:30pm EST.**

The Ask A Question (AAQ) Resource – Still Available

Link on CNA eTool homepage

HUDExchange.info > Program Support > Ask A Question

Resources and assistance to support HUD's community partners

 **HUD EXCHANGE**
Secretary Ben Carson

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[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

*State

*City/Town



Other CNA e-Tool v. 3.0 Resources

Resources available on the CNA eTool homepage at:

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

- CNA eTool User Guide
- User Access Guide
- CNA eTool Web-Based Training Modules
- Upcoming Webinar– User Basics for v. 3.0



Questions

???

Thank
You

