

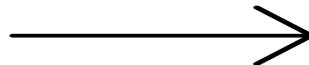
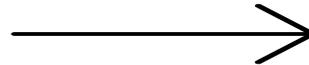
# CNA eTool v 3.0: Basics



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



# 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

DACNA eTool

Home

My CNAs (6)

Search

▼ MY DESK (3)

Start New Assessment

#### 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

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
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2020-000063	Test Condos 4	New York, NY	3/17/2020	3/13/2020	RAS MANAGEMENT, F. LAST - MCNT15
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▲ 2020-000048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	RAS MANAGEMENT, F. LAST - MCNT15
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▼ 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
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▼ 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
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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>
<input type="radio"/> 2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates

# My Partner's Desk

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
2020-00048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	RAS MANAGEMENT, F. LAST - MCNT15
▼ MY PARTNER'S DESK (1)					
○ 2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates
▼ WITH AGENCY (2)					
✓ 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

Assessment ID	Property Name	Location	Last Modified Date	Sent/Status Date	Partner
 2020-00048	Test Severe Flag 4	New York, NY	6/23/2020	3/17/2020	F. LAST - MCNT15 RAS MANAGEMENT, F. LAST - MCNT15
<b>▼ MY PARTNER'S DESK (1)</b>					
<input type="radio"/> 2020-000142	New Construction	New City, VA	6/22/2020	6/22/2020	SJ Associates
<b>▼ WITH AGENCY (2)</b>					
<input checked="" type="checkbox"/> 2020-00073	TEAM 4 - CNA B	McLean, VA	3/25/2020	3/17/2020	Ringer Partners Management, F. LAST - MCNT10
<input checked="" type="checkbox"/> 2020-00070	TEAM 4 - CNA A	McLean, VA	3/18/2020	3/17/2020	Ringer Partners Management,

# New Assignments Received

My CNAs (11)

▼ **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"/> <a href="#">2020-000103</a>	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>
<a href="#">2020-000097</a>	Test Property	VA, Fairfax	4/6/2020	-	-
<a href="#">2020-000093</a>	Hilltop Apartments	MD, Annapolis	3/31/2020	-	-
<a href="#">2020-000026</a>	Dummy CNA: Ignore: Test Condos II	IN, South Bend	3/13/2020	-	-
<a href="#">2020-000025</a>	Dummy CNA: Ignore: USDA Test	MD, Vancouver	3/13/2020	-	-

  
**Preparers**

# My CNAs Filters

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

My CNAs (21)

SEARCH YOUR FIRM/AGENCY CNAS

Select Search Type...

**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>S</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 left, the logo 'HUD USDA CNA eTool' is visible. The main search area includes a 'My CNAs (21)' button and a 'Q Search' button. Below this is a search form with a dropdown menu labeled 'Select Search Type...' and a 'Search' button. To the left of the search form is a sidebar with 'TYPE & PROGRAM' filters, including '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). A 'USDA' label is at the bottom left. A dropdown menu is open, showing search criteria: 'Select Search Type...', 'AMAS Number', 'Approving Agency', 'Assessment ID', 'Date Range', 'FHA Number', 'Legacy Assessment ID', and 'Partner Name'. Below the dropdown is a table of results with columns for program type and count: '223(a)(7) Limited Refi' (2), '223(f) Refi-Acq' (17), and 'LIHTC 221(d)(4) Pilot' (5). A yellow callout box on the right lists search criteria.

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

- 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

The screenshot shows the HUD USDA CNA eTool interface. On the left, there is a sidebar with a search bar and a list of filters under 'TYPE & PROGRAM'. The main area is titled 'SEARCH YOUR FIRM/AGENCY CNAS' and contains a search form with a 'Date Range' dropdown, a 'Select...' dropdown, and two date input fields labeled 'Start Date' and 'End Date'. A 'Search' button is located at the bottom right of the search form. Two callout boxes are overlaid on the search form. The first callout box highlights the 'Date Range' dropdown and the two date input fields. The second callout box highlights the 'Select...' dropdown, which is open to show three options: 'CNA Effective Date', 'Sent/Status Date', and 'Last Modified Date'. A calendar icon is visible in the bottom right corner of the second callout box.

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 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	



# CNA NAVIGATION

# Viewing CNAs

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

Firm Name

ABC

Contact Name

Joe Smith

Firm Street Address

1234 City

City

City

Firm Contact Phone

(123)-456-7891

Firm Contact Email

email@email.com

State

KY - Kentucky

Zip

55555

# CNA Header

**HUD USDCNA 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

**HUD USDCNA 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 × ▾ Firm Name: ABC  
Contact Name: Joe Smith Firm Street Address: 1234 City  
City: City Firm Contact Phone: (123)-456-7891  
Firm Contact Email: email@email.com State: KY - Kentucky × ▾ Zip: 55555

# Options

The screenshot displays the HUD USDA CNA eTool interface. At the top, the user is signed in as TECNA I (MCN). The main header shows the CNA details: ABC city, KY, FHA# 111-11111, Status: Draft - In Progress, and Validation: Validated - Severe Flags. Two 'Options' dropdown menus are open, showing the following actions:

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

The left sidebar contains a list of sections: Unit Types, Buildings, Units & Common Spaces, Parking, Utility Types & Rates, Units Inspected, Components, Alts & Recs, Narratives & Attachments, Financial Factors, and Repair Replace Decision. The main content area shows the 'Property ID' field with a value of 111-11111 and a 'Property Contact' section with fields for Contact Role (Current Owner), Firm Name (ABC), Contact Name (Joe Smith), Firm Contact Phone ((123)-456-7891), and Firm Contact Email (email@email.com). The 'Property Name' field contains 'ABC' and the 'Firm Street Address' field contains '1234 Street'. The 'City' field contains 'city' and the 'State' field contains 'KY - Kentucky'. The 'Zip' field contains '55555'. There are also icons for a document, a building, and a city skyline with hearts.

# Options – Sending CNAs

The screenshot displays a software interface for managing CNA (Certificate of Necessity Approval) records. A modal dialog box titled "Send To..." is open, allowing the user to transfer possession of a CNA to a different partner. The dialog includes a "Choose Partner:" dropdown menu with a list of partners: Christopher C Schultz, MENLO GATEWAY INC, MS Acquisition, I, R & S Management Co..., RAS MANAGEMENT, Ringer Partners Manag..., and SJ Associates. The "Send CNA" button is highlighted in blue. In the background, the main form shows the CNA's progress as "Draft - Created" and validation as "Not Validated". An "Options" dropdown menu is also visible, with "Send this CNA..." selected and highlighted in blue. Other options include "Import from a CNA...", "Export this CNA...", and "Create a New Version...". The main form also contains fields for firm contact information (phone, email, address, city, state, zip) and two yes/no questions regarding residential unit restrictions and federal assistance.

**Send To...**

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

Choose Partner: Progress Validation  
**Draft - Created** **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+? No **Yes**

Has this property ever been, is it now, or will it be Federally Assisted? No **Yes**

Cancel Save

# Importing a CNA

CNA SUMMARY

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

### 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...

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 HUD or	Rochester, MD

Select the data to import:

- Unit Types
- Buildings
- Components
- Alternatives

111 v3.0.2-4.0; App v3.0.24.0.ASCNA02; 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

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 Navigation Sidebar

The image displays the HUD USDA CNA eTool interface. At the top, the text "HUD USDA CNA eTool" is visible. Below this, there is a header area with "ABC city, KY" and "FHA# 111-11111". Further down, "Assessment ID: 2020-000191" and "Approving Agency: HUD" are shown. The main content area features a navigation sidebar on the left with two tabs: "Assessment Entry" and "Validation". The sidebar lists various menu items, each with a blue checkmark icon and a radio button. The "Participants" item is circled in red. Below the sidebar, there are input fields for "Zip" (KY - Kentucky 5555), "Firm Contact Email" (email@email.com), "State" (KY - Kentucky), and another "Zip" field (5555). At the bottom of the page, there are four icons: a camera, a building, a city skyline, and a house with a pencil.

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

Signed in as TECNA I (MCN)

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

Zip KY - Kentucky 5555 Firm Contact Email email@email.com State KY - Kentucky Zip 5555

# CNA Validation Tab

The screenshot displays the CNA eTool interface for a property assessment. The main header shows the property name "Donnet Test" in Vancouver, VT, with Property ID 811224455. The status is "Draft - In Progress" and the validation status is "Validated - Severe Flags". A "Validate" button and an "Options" dropdown are visible. The interface is divided into several sections:

- Assessment Entry / Validation:** A tabbed interface where the "Validation" tab is active. A red box highlights this tab, and a black arrow points to it.
- Flags:** A summary of assessment flags. The "Validation" tab shows 13 Severe flags, 7 Warnings, and 1 Informational flag. The "Assessment Entry" tab shows 2 Severe flags, 13 Warnings, and 0 Informational flags.
- Repair Needs:** A section detailing various repair categories, all with a count of 0.
- Future Needs:** A section for future requirements, also with a count of 0.
- Financial Sched. & Est. Period Recap:** A section for financial scheduling and estimates, also with a count of 0.

Category	Assessment Entry	Validation
Severe	2	13
Warnings	13	7
Informational	0	1
Critical Repairs	0	0
Life Safety	0	0
Accessibility	0	0
Non-Critical Repairs	0	0
Future Needs	0	0
Financial Sched. & Est. Period Recap	0	0

Additional details visible in the background include a "Respond to Flags" button, a "Submitter Response" section, and a list of notes such as "A Portfolio Manager Report (SEDI or SEP) attached to the Assessment" and "Number of Mobility Accessible Units is below".

# Validate

The screenshot displays the HUD USDA CNA eTool interface. At the top, the header includes 'HUD USDA CNA eTool', 'Home', and 'Signed in as TECNA I (MCNT)'. Below the header, the main navigation bar shows 'ABC city, KY FHA# 111-11111', 'Status: Draft - In Progress', 'Validation: Validated - Severe Flags', and a 'Validate' button. A secondary navigation bar below shows 'Assessment ID:', 'Approving Agency:', 'CNA Type:', and 'Program Type:'. A blue callout box highlights a 'Validate' button with the status 'Validation: Not Validated'. The main content area is divided into sections: 'Sites' (with radio buttons for Sites, Unit Types, Buildings, Units & Common Spaces, Parking, Utility Types & Rates, Units Inspected, Components, Alts & Recs, Narratives & Attachments, Financial Factors, and Repair Replace Decision), 'Property Information' (with fields for Property Name: ABC, Firm Street Address: 1234 Street, City: city, State: KY - Kentucky, and Zip: 55555), and 'Property Contact' (with fields for Contact Role: Current Owner, Firm Name: ABC, Contact Name: Joe Smith, Firm Street Address: 1234 City, City: City, Firm Contact Phone: (123)-456-7891, and Firm Contact Email: email@email.com).

# Validation Screens

CNA eTool Home Signed in as F.LAST

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	<a href="#">Add</a>
●	DA-001	1	Mobility Accessible Units below 5% of Total Unit Count		The number of Mobility Accessible Units is below 5%	<a href="#">Add</a>
●	DA-003	1	Sensory Impaired Units below 2% of Total Unit Count		The number of Sensory Impaired Units is below 2%	<a href="#">Add</a>
●	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	<a href="#">Add</a>
●	DU-002	1	Insufficient Vacant Units Inspected		An insufficient number of vacant units were inspected	<a href="#">Add</a>
●	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	<a href="#">Add</a>

# Flag Notes

Attached

### Response Entry

ID: DV-143    Description:    Cause Note:  
Instance: 1    Date of Site Visit field left blank on Assessment    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

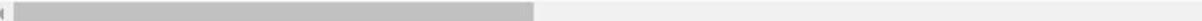
Non-Critical Repairs ● 2

## 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
<b>Ending Balance</b>	<b>\$1.02</b>	<b>\$1.05</b>	<b>\$1.06</b>	<b>\$1.08</b>	<b>\$1.1</b>	<b>\$1.12</b>	<b>\$1.14</b>	<b>\$1.16</b>	<b>\$1.18</b>
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
<b>Total Deposits [all sources] to RfR Escrow</b>	<b>\$1</b>	<b>\$1</b>
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	



# **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](mailto: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](mailto: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](https://www.hud.gov/program_offices/public_indian_housing/reac/support/tac)



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## 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

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

\*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](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

