U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HUD-USDA CNA e Tool--2016

Consortium of Housing and Asset Management
Annual Conference
Columbus, OH June 28, 2016

Prepared by David Wilderman, Office of Multifamily Production

CNA e Tool Background & Status

- Per 2010 Rental Policy Alignment recommendation HUD & USDA created automated tool to prepare, submit and review CNAs
- Result is CNA e Tool, built into new MAP Guide (Chapter 5 & Appendix 5G)
- Tool mimics existing CNA processes and supports existing dialogue among assessors-lenders-HUD.
- Notice to be released in fall 2016.
- Go live 30 days later, use is voluntary until 180 days after Notice

Key Benefits of CNA e Tool, HUD & USDA

- Automates physical conditions due diligence and RfR planning
- Establishes data and format standard
- Standardizes calculations, methods
- CNA produces construction scope of work
- Improves speed/accuracy of underwriting and review
- Supports work sharing
- Provides permanent file retention, easy access
- Supports work flow management

Technical Solution-CNA e Tool

	Public Use	HUD/USDA Use Only	
USERS:	**PREPARE CNAs: Gather Data**	**SUBMIT CNAs: Certify Data**	**REVIEW CNAs: Review & Approve Data**
Needs Assessors (unsecured public access)	Excel Assessment Tool Validation Engine (w B2C capacity)		
Owners & Lenders (secured access)		Submission Web portal (w B2C Capacity)	
USDA & HUD Staff (secured access)			Web based Review Tool

Technical Solution - CNA eTool

Flexible Formats for uploading into web e-tool:

Excel Spreadsheet, .XLS format

- Current most commonly used format

.XML format – data transmission

- Less commonly used, but becoming more common
- CNA firms can use an existing application or may create their own software tool and map existing data points to the CNA data standard which will enable transmission through B2C .XML interface

Smart Doc

- Very rarely used currently but may become more common in future

Validation and Submission may be accomplished through email, web portal upload or B2C interface

Not a specified app or mobile device so as not to limit users' choices or create a need for the Agencies to provide ongoing technical support

Standard Table of Estimated Useful Life (EUL Table)

- Need Category (8 major categories: e.g. “site systems”, “building frame & envelope” etc)
- Need Item (relevant sub-categories: e.g. “site utilities-electric” under “site sytems”)
- Component Type (relevant kinds of components: “electric generators” under “site utilities-electric”_
- Component ID (assessor’s free hand name of a specific item, e.g. “Onan 1000KW diesel emergency generator”)
- Show table.

CNA e Tool urls

- MAP Guide docs
  - http://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/guidebooks/hsg-GB4430
- Validation
  - http://webapps.hud.gov/CNAeTool/faces/CnaValidation

So lets see how the Assessment Tool (excel file) and the Validation Engine work.

Open: EUL Master Table as Implemented.xlsm

CNA baseline_clean.xlsm

Crusader Arms ph2, v4.xlsm

END OPTION 1

- If internet available open files.
- If not, use following slides-Option 2.

Assessor Tool-Typical Form

Open Form | Submit Prepare

Participant Information

Name	Role
Bowen Wilderman Inc	Needs Assessor
Severn Management In	Property Manag
Crusader Arms Associat	Current Owner
AGM Financial Services	Lender - Origina

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
- LoV Admin

Participant Information

Firm Name	Crusader Arms Associates LP
Contact Name	Bill Eldred
Phone	301-269-0900
Email	beldred@severnmgtinc.com
Street Address	410 Severn Avenue, Suite 205
City	Annpolis
State	MD
Zip	21403
Participant Role (most applicable)	Current Owner

Add | Update | Clear

- Bowen Wilderman Inc
- Severn Management Inc
- Crusader Arms Associates LP
- AGM Financial Services Inc

Delete

Close

CNA e Tool Validation Engine

Capital Needs Validation Tool

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

CNA VALIDATION

Select CNA File

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

Browse... Validate Reset

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410

CNA e Tool Validation Engine

Capital Needs Validation Tool

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

CNA VALIDATION

Select CNA File

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

Crusader Arms PH 2, v2.xlsm Update... Validate Reset

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410

CNA e Tool Validation ResultS

Capital Needs Validation Tool

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

CNA VALIDATION

Select CNA File

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

Crusader Arms PH 2, v2.xlsm Update... Validate Reset

Transmission Integrity Check

Property Name	Crusader Arms	Total Saved Alternatives	22	Total Saved Participants	4
Street Address	316 Crusader Road	Total Saved Recomendation	25	Total Saved Utility Rates	4
City	Cambridge	Total Saved Decisions	0	Total Saved Inspection Samples	20
State	MD	Total Saved Common Spaces	60		
Total Saved Components	25	Total Saved Building Unit Types	20		

Flags

Financial Schedule

Critical Repair Needs

Non Critical Repair Needs

Future Repair Needs

Estimate Period Recap

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410

CNA e Tool Validation Results

Capital Needs Validation Tool

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

CNA VALIDATION

Select CNA File

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

Crusader Arms PH 2, v2.xlsm Update... Validate Reset

Transmission Integrity Check

Property Name	Crusader Arms	Total Saved Alternatives	22	Total Saved Participants	4
Street Address	316 Crusader Road	Total Saved Recomendation	25	Total Saved Utility Rates	4
City	Cambridge	Total Saved Decisions	0	Total Saved Inspection Samples	20
State	MD	Total Saved Common Spaces	60		
Total Saved Components	25	Total Saved Building Unit Types	20		

Flags

View Export Detach

Severity	Assessment ID	Flag Cause Note	Flag Name	Flag ID
I	2014-004223	G on Single Site must comply with the design and construction requirements of the Fair Housing Act	PI-009	PI-009
I	2014-004223	H on Single Site must comply with the design and construction requirements of the Fair Housing Act	PI-009	PI-009
I	2014-004223	I on Single Site must comply with the design and construction requirements of the Fair Housing Act	PI-009	PI-009
I	2014-004223	J on Single Site must comply with the design and construction requirements of the Fair Housing Act	PI-009	PI-009
W	2014-004223	End of Cycle chosen for Component with less than 10% life remaining; see Component: Stair Railings, Altern...	UL-002	UL-002
W	2014-004223	End of Cycle chosen for Component with less than 10% life remaining; see Component: Common exterior st...	UL-002	UL-002
W	2014-004223	Recommendation/Decision differs from early retirement warranted by Lifecycle Cost Analysis; see Componen...	UL-003	UL-003
W	2014-004223	End of Cycle chosen for Component with less than 10% life remaining; see Component: Foundations, Alterna...	UL-002	UL-002
W	2014-004223	Recommendation/Decision differs from early retirement warranted by Lifecycle Cost Analysis; see Componen...	UL-003	UL-003
W	2014-004223	End of Cycle chosen for Component with less than 10% life remaining; see Component: Insulation, 4" batts i...	UL-002	UL-002

CNA e Tool Submission Portal

Capital Needs Assessment Tool

Contact Us | Help | Logout

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

Logged in as: MCNT01

CNA SUBMISSION | LOCATE CNA

Expand All | Collapse All

Select CNA File

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

Browse... | Validate | Reset

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410

CNA e Tool Submission Portal

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

Logged in as: MCNT01

CNA SUBMISSION | LOCATE CNA

Expand All | Collapse All

Select CNA File

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

Crusader Arms PH 2, v3.xlsm Update... Validate Reset

Transmission Integrity Check

Assessment ID	2014-004225	Total Saved Components	25	Total Saved Building Unit Types	20
Property Name	Crusader Arms	Total Saved Alternatives	22	Total Saved Participants	4
Street Address	316 Crusader Road	Total Saved Recomendation	25	Total Saved Utility Rates	4
City	Cambridge	Total Saved Decisions	0	Total Saved Inspection Samples	20
State	MD	Total Saved Common Spaces	60		

Flags

Financial Schedule

Critical Repair Needs

Non Critical Repair Needs

Future Repair Needs

Estimate Period Recap

Select Attachment Files

CNA Certification

TEMPLATE TEMPLATE By entering my electronic signature information I do hereby certify that I will be a good Lender/Servicer.

* Name David Wilderman * EMail Address david.b.wilderman@hud.gov

Submit Cancel

CNA e Tool – Submission Completed

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

Logged in as: MCNT01

CNA SUBMISSION | LOCATE CNA

Expand All | Collapse All

Select CNA File

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

Crusader Arms PH 2, v3.xlsm | Update... | Validate | Reset

Transmission Integrity Check

Assessment ID	2014-004225	Total Saved Components	25	Total Saved Building Unit Types	20
Property Name	Crusader Arms	Total Saved Alternatives	22	Total Saved Participants	4
Street Address	316 Crusader Road	Total Saved Recomendation	25	Total Saved Utility Rates	4
City	Cambridge	Total Saved Decisions	0	Total Saved Inspection Samples	20
State	MD	Total Saved Common Spaces	60		

Confirmation

CNA Uploaded Successfull. Assessment ID : 2014-004225

OK

Flags

Financial Schedule

Critical Repair Needs

Non Critical Repair Needs

Future Repair Needs

Estimate Period Recap

Select Attachment Files

CNA Certification

TEMPLATE TEMPLATE By entering my electronic signature information I do hereby certify that I will be a good Lender/Servicer.

* Name David Wilderman * EMail Address david.b.wilderman@hud.gov

Submit | Cancel

CNA e Tool- Review Screen

Capital Needs Assessment Tool

Contact Us | Help | Logout

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

Logged in as: H46459

CNA SUBMISSION | LOCATE CNA | Flag Admin | LOV Admin | Text Template Admin | Component Type / EUL Admin | Reports

CNA Submission functionality is disabled for all users with the "Reviewer" role. This page can be used for validation purposes only.

Expand All | Collapse All

Select CNA File

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

Browse... | Validate | Reset

U.S. Department of Housing and Urban Development, 451 7th Street S.W., Washington, DC 20410

CNA e Tool- Reviewer Reports

View ▾ Detach

Role	Contact Name	Contact Number	Contact eMail Address	Org Name	Street Address	City	State	Zip Code
Current Owner	Bill Eldred	301-269-0900	beldred@severnmgtinc...	Crusader Arms As...	410 Severn Avenu...	Annpolis	MD	21403
Lender - Originator	Stephen Rudow	410-727-2111	Srudow@agmfinancial....	AGM Financial Ser...	200 S Charles Street	Baltimore	MD	20111
Needs Assessor	David Bowen	904-504-8913	david.b.wilderman@gm...	Bowen Wilderman...	410 Severn Avenu...	Annpolis	MD	21403
Property Manager	Bill Eldred	301-269-0900	beldred@severnmgtinc...	Severn Manageme...	410 Severn Avenu...	Annpolis	MD	21403

- Flags
- Financial Factors
- Financial Schedule
- Estimate Period Recap
- Critical Repair Needs
- Non Critical Repair Needs
- Future Repair Replacements
- Narrative
- Property Tree
- Inspection Sample
- Attachments
- Reports

Snapshot
Critical Repair/Replacements (Immediate Needs)
Non-Critical Repair/Replacements (Immediate Needs)
Non-Critical Repair/Replacements (Future Needs)
Property Insurance Schedule
Financial Schedule
Estimate Period Recap

Flag Notes

U.S. Department of Housing and Urban Development
U.S. Department of Agriculture - Rural Development

Logged in as: HCNT01

CNA SUBMISSION | **LOCATE CNA** | Flag Admin | LOV Admin | Text Template Admin | Component Type / EUL Admin | Reports

Expand All | Collapse All | Return

Reviewer	HCNT01	Rems Property ID	925926927	Postal Code	21613
Assessment ID	2014-004225	Property Name	Crusader Arms	Case Number	1218
Date CNA Submitted	11/17/2014	State	MD	Internal Status	Rejected
Completed Date	12/31/2013	City	Cambridge		

View Previous History

Summary

View | Detach

Role	Contact Name	Contact Number	Contact eMail Address	Org Name	Street Address	City	State	Zip Code
Current Owner	Bill Eldred	301-269-0900	beldred@severnmgtinc...	Crusader Arms As...	410 Severn Avenu...	Annpolis	MD	21403
Lender - Originator	Stephen Rudow	410-727-2111	Srudow@agmfinancial....	AGM Financial Ser...	200 S Charles Street	Baltimore	MD	20111
Needs Assessor	David Bowen	904-504-8913	david.b.wilderman@gm...	Bowen Wilderman...	410 Severn Avenu...	Annpolis	MD	21403
Property Manager	Bill Eldred	301-269-0900	beldred@severnmgtinc...	Severn Manageme...	410 Severn Avenu...	Annpolis	MD	21403

Flags

View | Add | Edit | Export | Detach

Severity	Flag ID	Component Type Name	Flag Cause Note	Lender or Owner Response	Reviewer Response
W	AA-002		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment		editYou need this report.
W	DA-001		The number of Mobility Accessible Units is below 5% for a Unit Type; see Site:		edit

More Info & Follow-up

- Feed back on 2016 MAP Guide:
  - E-mail to MapGuide2016@hud.gov
  - or Dan Sullivan at Daniel.J.Sullivan@hud.gov
- Questions, comments on CNA e Tool:
  - David Wilderman at David.B.Wilderman@hud.gov