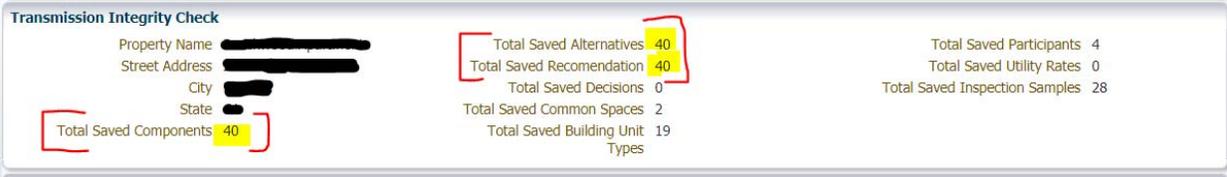|	
Participants	You need to have at least: • Current Owner (usually Borrower, but might be Seller) • Needs Assessor • Lender - Originator Provide the needs assessor with full contact information (mailing address, phone and zip code) prior to submission.
FHA Number	Has it been filled in?
Federally Assisted Indicator	If this = YES, then the portal will assume that the property must comply with Section 504 Accessibility Requirements of the Rehabilitation Act (504/UFAS). *See Pg. 44-45 of the eTool instructions for HUD's definition of what constitutes federal financial assistance.*
Additional Testing Indicator	Should include testing / additional reports that are needed prior to submission of the application and the results of which have been incorporated into the CNA.
Site Visit Date	The site visit date is the effective date of the CNA report. Was the site visit in the same year as submission? If not, ensure that the Assessed RUL has been input for all components as of the date of site visit. For new construction, the effective date of the report (future needs assessment) should be the date of the A&E review, not the date of visit to undeveloped land.
Parking FAQ	How are spaces counted and totaled? • Surface/Covered/Garage Parking Spaces = Non-Accessible Spaces • Non-Accessible + Accessible = Actual Total What is the difference between covered and garage spaces? • Garages are buildings or part of buildings. Covered Surface parking has a roof, but not surrounded on 4 sides. • Garages spaces are input on the Buildings tab or Units tab. Surface / Covered Surface spaces are input on the Sites tab. What is the difference between garage spaces and in-unit garages? • Garage Spaces = in a common garage building • In-unit Garage = dedicated to a particular unit • "Total Garage Parking Spaces" = Common Garages + In Unit Garages

Types of Parking

	Accessible	Non-Accessible	Total
Surface Uncovered Spaces	2	15	17
Surface Covered Spaces	0	0	0
Common / Shared Garage Spaces	20	180	200
In-Unit Garage Spaces	3	19	22
Total	25	214	**239**

Where to input Parking Spaces		
		eTool Section / Worksheet
	Surface Uncovered Spaces	Site
	Surface Covered Spaces	Site
	Common / Shared Garage Spaces	If garage is a stand-alone building, enter in Buildings section first. Input number of spaces on Common Areas sheet (common parking space within a building).
	In-Unit Garage Spaces	Units

Reconciliation with other reports	Measuring / inputting square footage in units and common areas
	   • interior to interior = Appraiser instructions
	   • exterior to exterior = CNA eTool instructions
	Gross Area
	   • Appraiser takes from drawings / plans
	   • CNA eTool mathematically totals all interior spaces input in the workbook
	Buildings in CNA vs Appraisal
	   • Appraiser includes residential and amenity buildings
	   • CNA eTool must include all buildings (garages, maintenance sheds, mail kiosk, etc.)
	Unit types in CNA vs Appraisal vs Rent Roll
	   • Rent roll unit types determined by management
	   • Appraiser evaluates unit types roughly based on marketability
	   • CNA eTool instructions indicate that square footage, bathrooms and bedrooms are primary differentiators
	Vacancy in CNA vs Appraisal and UW forms
	   • Appraiser's vacancy reflects date of site visit
	   • CNA eTool vacancy reflects date of site visit
	   • UW vacancy reflects underwriter's conclusion

Utility Data	Detailed utility data is only required if the property is applying for Green MIP or underwriting to energy savings from an energy audit.

Where to find…	Components	quantity, year installed, RUL	
	Alternatives	cost, EUL for replacement item	
	Recommendations	When? (Now or End of Cycle), Action (One-Time, Replace, Repair, Add New), Time/Months to Complete	

Number of Recommendations	When validating an eTool check the number of Total Saved Components, Alternatives and Recommendations in the Transmission Integrity Check section. The number should be the same. HUD will return the eTool if any components do not have a recommendation.
	Transmission Integrity Check Property Name ▬▬▬ Total Saved Alternatives 40 Total Saved Participants 4 Street Address ▬▬▬ Total Saved Recomendation 40 Total Saved Utility Rates 0 City ▬▬ Total Saved Decisions 0 Total Saved Inspection Samples 28 State ● Total Saved Common Spaces 2 Total Saved Components 40 Total Saved Building Unit 19 Types
Repairs Schedules	Can you understand what is being recommended? Would you be able to certify? • Importance of Location field • Importance of Scope of Work and Comments/Notes fields Any repairs over $25,000? • Need bids for all repairs with estimated cost greater than $25,000. Time/Months to Complete makes sense? • Time/Months to Complete 0 = Prior to Closing • Time/Months to Complete 1-12 = Number of months post-closing Has the correct category been applied (Life-Safety, Accessibility, Noncritical)? Has the correct Action been selected?
Duration	**Replacement Cycle = Duration + Start Year + Duration** | Duration	Cycle Length
0	1
1	3
2	5
3	7
4	9
5	11 | Replacement Cycle must be no greater than the total useful life of a component, but only odd-numbered cycle lengths. • If EUL of Carpet is 6, maximum cycle length 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.
Build-up of costs in Year 1 or Year 20	When portions of the replacement cycle fall outside the 20-year period, the portal still includes those extra costs in the total 20-year needs, lumping them into Year 1 or Year 20. It's hard to avoid this in year 20, but to avoid this in year 1, make sure the start year of the cycle (based on the calculated or assessed RUL) is at least equal to the duration + 1. If the start year cannot be adjusted, reduce the duration.

Age (Year installed)	Is the component original?	Year installed = Year built	
	Borrower / needs assessor is not sure when a component was installed	Year installed estimated based on observed condition	
	Year installed varies widely because items are replaced as needed	Year installed estimated so that the start year for replacement cycle is in the mid-year of the total EUL and duration spread the replacement out over the total EUL.	
Financial Factors Worksheet	It is the lender's responsibility to fill this in, not the needs assessor's; however, something must be filled in to generate a financial schedule that will work with HUD's R4R Financial Factors Tool. Generally, start with initial assumptions, then check to see whether it needs adjustment.		

What each Flag type requires	Flag Severity			
	Severe (S)	Warning (W)	Informational (I)	
	Must be cleared; will prevent submission.	If cannot be cleared, must be mitigated; lender response required at submission.	No response or action required, but you may want to review, because the flag highlights something that might be an error.	

Common Flags	The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment	This happens on every eTool. If the property is applying for Green MIP, make sure the SEDI / SEP is attached. If not, respond that this requirement is not applicable.	
	Annual Ending Balance per Unit falls below Allowable Minimum Balance in year	This happens on every eTool. If you have verified the deposits are sufficient using the R4R Financial Factors Analysis Tool, cite that in the lender response. As of the 1-26-2018 bulletin, the R4R Financial Factors Tool does not need to be uploaded as an attachment.	
	Accessibility accommodations are insufficient (e.g., not enough accessible parking)	Did the analyst include recommendations to correct it in the immediate repairs? If not, why not?	
	Participant contact information missing	Provide the needs assessor with complete and correct information prior to submission.	

Confirmation of Submission	HUD staff are not notified by email when a CNA eTool has been submitted or assigned to them. For that reason it's a good idea to include a copy of the submission confirmation, including assessment ID, in the application submission or forward the email to the HUD underwriter.
Status Post-Submission	• Login to Submission Portal using FHA Connection user ID and password. • Click on Locate CNA tab on the submission portal landing page. • Near the bottom of the Locate CNA page you should see a list of CNA eTool files that have been uploaded. Each file's current status is in the column to the right of the file's "Assessment ID". Note: You can click on the file's Assessment ID to see any HUD reviewer responses, auto-generated portal reports, etc.
How can CNA deficiencies be corrected / comments responded to?	A new CNA submission will be required every time, including all attachments, comments to the flags, etc.
Can the CNA be amended after firm commitment?	A function was added that allows HUD staff to "un-approve" a CNA eTool. This would allow the lender to resubmit the eTool even after FC issuance. Changes should be made within the CNA eTool + attachments as applicable and resubmitted.