



RAD eCNA Reviewer Training

Office of Recapitalization

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Presenters

Host

- Greg Byrne, HUD Office of Recap

Trainers

- Robert Robinson, Federal Practice Group
- Kevin McMahan, Federal Practice Group

Learning Objectives

Learn how to review the eCNA Assessment Tool for RAD transactions:

- In a streamlined approach;
- In a consistent manner; and
- Using HUD Multifamily guidance.

Today's Agenda

- Comparing the RPCA to the eCNA
- eCNA Components
- Types of RAD eCNA Reviews
- Completeness Check
- FHA-Financed Review
- Non-FHA Review
- Non-FHA, Exempt Review
- Practice Sessions

RPCA vs. eCNA

1. Look different.
2. eCNA Flags are in separate file.
3. eCNA Flags come with Needs Assessor's comments.
4. eCNA doesn't require selection of RAD-required Green Components.
5. eCNA doesn't require comparison of RAD-required analysis of alternatives for utility-using components.

eCNA Components – 1 of 4

Files that make up the eCNA:

1. Assessment Tool

Here's what it looks like ...

eCNA Components – 2 of 4

Files that make up the eCNA:

1. Assessment Tool
2. Assessment Summary
Here's what it looks like ...

eCNA Components – 3 of 4

Files that make up the eCNA:

1. Assessment Tool
2. Assessment Summary
3. Flags with Needs Assessor's Comments
Here's what it looks like ...

eCNA Components – 4 of 4

Files that make up the eCNA:

1. Assessment Tool
2. Assessment Summary
3. Flags with Preparer's Comments
4. Narrative (may or may not be in a separate file)
Here's what the two possibilities look like ...

A Word About The Narrative

1. May or may not be in a separate file (options?)
2. Must have property photographs
3. Must have Utility Usage (options?)
4. May have an Energy Audit (non-FHA, non-FHA Exempt)

eCNA Components – Summary

Files that make up the eCNA:

1. Assessment Tool
2. Assessment Summary
3. Flags with Needs Assessor's Comments
4. Narrative

Types of eCNA Review - Overview

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
FHA	X		
NON-FHA			X
NON-FHA Exempt *		X	

* NON-FHA Exempt: New Construction, Tax Credits, Less Than 5 Yrs Old, and/or Less Than 20% Assisted

Completeness Check – Overview

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X
3. Compare the two Flags files		X	X
4. Review Flags (if “S”, if “W”)		X	X
5. Review Needs Assessor quals		X	X
6. Ensure utility usage included		X	X
7. Ensure Energy Audit included		X	
8. Review Energy Pro’s quals		X	

Completeness Check – Task 1

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X

Required Files:

1. Assessment Tool (.xlsm)
2. Assessment Summary (.pdf)
3. Flags with Needs Assessor's Comments (.xlsx or .docx)
4. Narrative (may be .pdf or may be embedded in Assessment Tool)
 - Photos
 - Utility Usage
 - Energy Audit required?

Completeness Check – Task 2

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X

Validation:

1. Go to <https://webapps.hud.gov/CNAeTool/faces/CnaValidation>
2. Insert Tool filename as requested.
3. Leave outcome open in your web browser.

Completeness Check – Task 3

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X
3. Compare the two Flags files		X	X

Flags Files Comparison:

Ensure the flags identified in the “validated” file are the same as the flags in the “submitted” file. If not, stop review and return to Owner.

Completeness Check – Task 4

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X
3. Compare the two Flags files		X	X
4. Review Flags (if “S”, if “W”)		X	X

Flag Review:

1. If there are any “S” flags, stop review, return file to Owner for correction.
2. If there are any “W” flags, ensure each has a comment from the Needs Assessor; otherwise, stop review and return file to Owner for correction.

Completeness Check – Task 5

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X
3. Compare the two Flags files		X	X
4. Review Flags (if “S”, if “W”)		X	X
5. Review Needs Assessor quals		X	X

Needs Assessor Qualifications Review:

Requirements are experience commensurate with the task

- See MAP Guide, 5-2, B.2., page 111
- See ASTM E 2018-08, Appendix X1

Completeness Check – Task 6

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X
3. Compare the two Flags files		X	X
4. Review Flags (if “S”, if “W”)		X	X
5. Review Needs Assessor quals		X	X
6. Ensure utility usage included		X	X

Utility Usage:

Look for a separate PDF or XLSX file of utility usage at the property.

Completeness Check – Task 7 & 8

Description	FHA-Financed	Non-FHA	Non-FHA, Exempt
1. Receive the necessary files	X	X	X
2. Validate the Tool		X	X
3. Compare the two Flags files		X	X
4. Review Flags (if “S”, if “W”)		X	X
5. Review Needs Assessor quals		X	X
6. Ensure utility usage included		X	X
7. Ensure Energy Audit included		X	
8. Review Energy Pro’s quals		X	

Energy Audit included:

Confirm that an Energy Audit is included (with the Narrative or as a separate file)

Energy Professional’s qualifications:

- MAP Guide, Appendix 5, 5.2.C, pages 111-112

Types of eCNA Review - Summary

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
FHA	X		
NON-FHA			X
NON-FHA Exempt *		X	

* NON-FHA Exempt: New Construction, Tax Credits, Less Than 5 Yrs Old, and/or Less Than 20% Assisted

FHA-Financed – Overview

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
FHA	X		

Tasks:

1. Match up rehab dollars with Sources & Uses.
2. Note IDRR and ADRR for use in Approval Memo (RAD-1) and Application Review Checklist (RAD-2).

FHA-Financed – Task 1

Tasks:

1. Match up rehab dollars with Sources & Uses.

See the validation results: Estimate Period Recap.

FHA-Financed – Task 2

Tasks:

1. Match up rehab dollars with Sources & Uses.

2. Note IDRR and ADRR for use in Approval Memo (RAD-1) and Application Review Checklist (RAD-2).

See the validation results: Financial Schedule.

FHA-Financed - Summary

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
FHA	X		

Primary Tasks:

1. Match up rehab dollars with Sources & Uses.
2. Note IDRR and ADRR for use in Approval Memo (RAD-1) and Application Review Checklist (RAD-2).

Non FHA-Financed - Overview

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

Primary Tasks:

1. Are flags addressed to your satisfaction?
2. Are RAD-required Green Components used?
3. Are RAD-required analyses of alternatives for utility-users included?
4. Is 20-Year Schedule acceptable?
5. Do rehab dollars, IDRR, and ADRR, match up with the Sources & Uses?
6. Do you have a sense of the components and of the property condition from reviewing the photos?
7. Do all components appear to be included in the Tool?
8. Are Energy Audit conclusions incorporated into the decision-making on component selection?

Non FHA-Financed – Task 1

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. Are flags addressed to your satisfaction?

See Flags file with Needs Assessor's comments

Non FHA-Financed – Task 2

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. Are flags addressed to your satisfaction?

See Flags file with Needs Assessor's comments

2. Are RAD-required Green Components used?

See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)

See Assessment Tool: Alternatives (Open Form) other Utility-Using Components



Non FHA-Financed – Task 3

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. Are flags addressed to your satisfaction?

See Flags file with Needs Assessor’s comments

2. Are RAD-required Green Components used?

See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)

See Assessment Tool: Alternatives (Open Form) other Utility-Using Components

3. Are RAD-required analyses of alternatives for utility-users included and financially prudent decisions made?

See Assessment Tool: Alternatives (Open Form), utility-using components (one by one)



Non FHA-Financed – Task 4

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

- 1. Are flags addressed to your satisfaction?**
See Flags file with Needs Assessor's comments
- 2. Are RAD-required Green Components used?**
See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)
See Assessment Tool: Alternatives (Open Form) other Utility-Using Components
- 3. Are RAD-required analyses of alternatives for utility-users included and financially prudent decisions made?**
See Assessment Tool: Alternatives (Open Form), utility-using components (one by one)
- 4. Is 20-Year Schedule acceptable?**
See Financial Schedule from Validation Results (totals) and Component Schedule Summary from the same Validation Results (component)

Non FHA-Financed – Task 5

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. **Are flags addressed to your satisfaction?**
See Flags file with Needs Assessor’s comments
2. **Are RAD-required Green Components used?**
See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)
See Assessment Tool: Alternatives (Open Form) other Utility-Using Components
3. **Are RAD-required analyses of alternatives for utility-users included and financially prudent decisions made?**
See Assessment Tool: Alternatives (Open Form), utility-using components (one by one)
4. **Is 20-Year Schedule acceptable?**
See Financial Schedule from Validation Results (totals) and Component Schedule Summary from the same Validation Results (component)
5. **Do rehab dollars, IDRR, and ADRR, match up with the Sources & Uses?**
See Estimate Period Recap and Financial Schedule from Validation Results

Non FHA-Financed – Task 6

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. **Are flags addressed to your satisfaction?**
See Flags file with Needs Assessor’s comment
2. **Are RAD-required Green Components used?**
See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)
See Assessment Tool: Alternatives (Open Form) other Utility-Using Components
3. **Are RAD-required analyses of alternatives for utility-users included and financially prudent decisions made?**
See Assessment Tool: Alternatives (Open Form), utility-using components (one by one)
4. **Is 20-Year Schedule acceptable?**
See Financial Schedule from Validation Results (totals) and Component Schedule Summary from the same Validation Results (component)
5. **Do rehab dollars, IDRR, and ADRR, match up with the Sources & Uses?**
See Estimate Period Recap and Financial Schedule from Validation Results
6. **Do you have a sense of the components and of the property condition from reviewing the photos?**



Non FHA-Financed – Task 7

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. **Are flags addressed to your satisfaction?**
See Flags file with Needs Assessor’s comments
2. **Are RAD-required Green Components used?**
See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)
See Assessment Tool: Alternatives (Open Form) other Utility-Using Components
3. **Are RAD-required analyses of alternatives for utility-users included and financially prudent decisions made?**
See Assessment Tool: Alternatives (Open Form), utility-using components (one by one)
4. **Is 20-Year Schedule acceptable?**
See Financial Schedule from Validation Results (totals) and Component Schedule Summary from the same Validation Results (component)
5. **Do rehab dollars, IDRR, and ADRR, match up with the Sources & Uses?**
See Estimate Period Recap and Financial Schedule from Validation Results
6. **Do you have a sense of the components and of the property condition from reviewing the photos?**
7. **Do all components appear to be included in the Tool?**
See Component Schedule Summary from Validation Results



Non FHA-Financed – Task 8

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA			X

1. **Are flags addressed to your satisfaction?**
See Flags file with Needs Assessor’s comments
2. **Are RAD-required Green Components used?**
See Validation Results: Non-Critical Repair Needs (Energy Star, Water-Sense, FEMP)
See Assessment Tool: Alternatives (Open Form) other Utility-Using Components
3. **Are RAD-required analyses of alternatives for utility-users included and financially prudent decisions made?**
See Assessment Tool: Alternatives (Open Form), utility-using components (one by one)
4. **Is 20-Year Schedule acceptable?**
See Financial Schedule from Validation Results (totals) and Component Schedule Summary (component)
5. **Do rehab dollars, IDRR, and ADRR, match up with the Sources & Uses?**
See Estimate Period Recap and Financial Schedule from Validation Results
6. **Do you have a sense of the components and of the property condition from reviewing the photos?**
7. **Do all components appear to be included in the Tool?**
See Component Schedule Summary from Validation Results
8. **Are Energy Audit conclusions incorporated into the decision-making on component selection.**
See Assessment Tool: Repair Replace Decision (Open Form)

Non FHA-Financed, Exempt

FINANCING SOURCE	MF HOUSING REVIEW	TOOL REVIEW ONLY	FULL eCNA REVIEW
NON-FHA, Exempt *		X	

* NON-FHA Exempt: New Construction, Tax Credits, Less Than 5 Yrs Old, and/or Less Than 20% Assisted

Primary Tasks: (First 5 tasks in the Non-FHA review)

1. Are flags addressed to your satisfaction?
2. Are RAD-required Green Components used?
3. Are RAD-required analyses of alternatives for utility-users included?
4. Is 20-Year Schedule acceptable?
5. Do rehab dollars, IDRR, and ADRR, match up with the Sources & Uses?

PRACTICE SESSIONS

Practice Session #1

FLAGS

1. Validate the Tool.
2. Is the submitted Flags file correct?
3. Are the Flags justified to your satisfaction?

Practice Session #2

Green Components

Are RAD-required Green Components proposed for rehab?

Practice Session #3

Green Alternatives

Are alternatives included for all utility-using components and are financially prudent decisions made?

Practice Session #4

20 Year Reserve Schedule

1. What is the IDRR?
2. What is the ADRR?
3. Does the Schedule appear to be prepared in accordance with guidelines? If you need more information, what would it be?

Practice Session #5

Observations

1. Do the photos reveal anything to look for in the Tool?
2. From your quick review today, is there anything obviously missing from the list of components at the property?

Help For RAD Reviewers

Robert Robinson

robert.robinson@fedpg.com

202-789-5938

Kevin McMahan

kevin.mcmahan@fedpg.com

202-812-7583

Felicia Kiefer

felicia.kiefer@fedpg.com

202-789-5921