**CNA e-Tool Accessibility Explanation**

All screens must be considered in light of detailed instructions provided in the User Guide as well as HUD mortgage insurance specific instructions provided in the MAP Guide Chapter 5 and Appendix 5G.

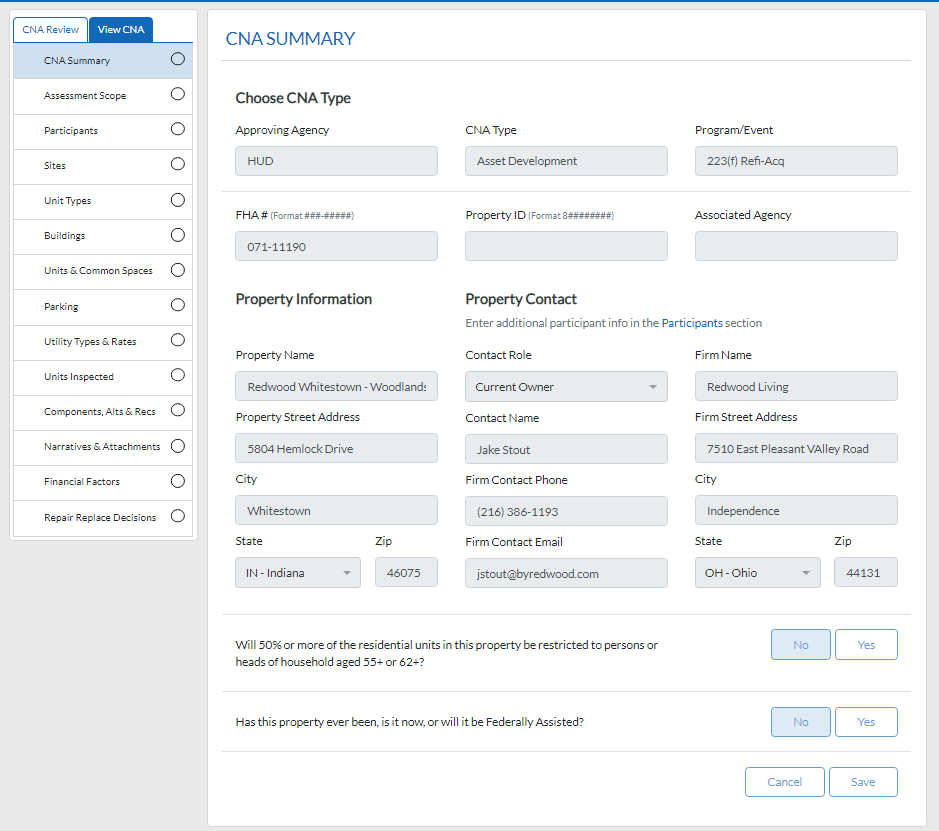
The MAP Guide Appendix 5B provides detailed guidance on accessibility in mortgage insurance programs.  This appendix is based on ML 2012-25 and both documents were the product of extensive collaboration with FHEO and OGC in 2011-12 and again in 2015.  Consult with Jeanine Worden and Kathleen Pennington on these prior deliberations.

1. Property Screen:

Approving Agency query determines which Agency rules apply for purposes of Section 504 when the Federally Assisted Indicator is “yes”.

Federally Assisted Indicator is used by the system to trigger flags alerting user to the applicability of Section 504 and a count of units labeled “Mobility Impaired” or “Sensory Impaired”.

**System – Property Information**



1. Site Information

This screen reports the needs assessor’s count of accessible parking spaces.  Flags will occur is no response is provided.

**System – Parking Accessibility Information**

Graphical user interface, text, email

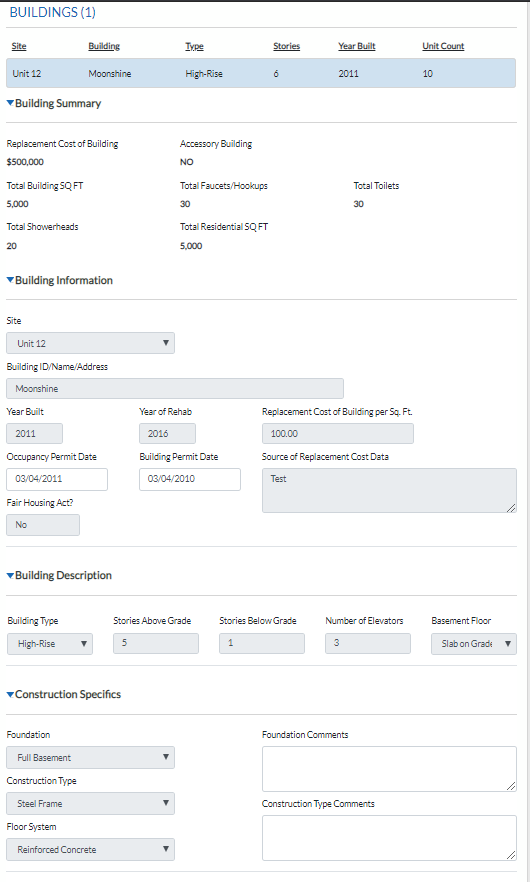
Description automatically generated

1. Building Screen

Year Built entry is used in logic to identify time window for phase in of the Fair Housing Act Amendments.  If Year built = 1990,91, 92 then Building Permit and Occupancy Permit dates must be entered whereupon system applies rule to determine whether the building is subject to the Fair Housing Act which cell is autopopulated with YES or NO.  Yes advises the user that additional rules will apply to responses on the Inspection Sample screen.

Number of stories and the # of Elevators entries are used in logic that operates on the Inspection Sample screen to determine whether individual inspected units are “covered units” per FHAA.

**System –Building Information**



1. Units and Common Spaces

Units portion of this screen reports # of Section 504 compliant units  as well as any “in unit” garage spaces that are accessible.  Number of Section 504 units is auto-calculated as a percentage of all units reported and rule applied to flag a deficiency which then requires explanation by needs assessor or lender (submitter of CNA).

**System –Units**

Graphical user interface, text, application, email

Description automatically generated

1. Commons Spaces screen

Users must identify any common space which is a “public accommodation” (and therefore subject to ADA Title III).  If answer is yes Compliance Required is auto-populated YES and response (yes or no) is required for Compliance Exists query.  Also # of accessible common garage spaces is tabulated.

**System – Common Spaces**

Graphical user interface, application

Description automatically generated

1. Inspection Sample screen

Needs assessor randomly selects units to be sampled (percentages and methods defined in MAP Guide Appendix 5G) and for each unit inspected answers requisite queries.  Based on the building in which unit is located, the system knows if building is subject to Fair Housing Act and based on response to Federally Assisted Indicator system knows if Section 504 applies.

Unit must be identified as a “Ground Floor” unit per FHAA.  System uses prior responses on whether building is “covered” and # elevators and/or “ground floor indicator” to auto-populate (yes or no) whether the particular unit is a “covered” unit.  If yes then user must answer “yes” or “no” whether unit complies with the 7 FHAA  required design and construction features.  The system auto-populates whether an “accessible path” is required for the inspected unit and if “yes” the user is obligated to answer “yes” or “no” whether such path exists.  If “Federally Assisted Indicator on Property screen is Yes then user is obligated to answer “yes” or “no” whether Section 504 UFAS compliance exists. Comments box is used to describe identified deficiencies in each inspected unit where they are observed.

Flags are applied when deficiencies exist which either require correction before the system will accept the CNA or require written explanation is flag notes or in narrative entered either on Narrative Screen (not shown) or as an attachment to CNA (attachments item on submission screen, not shown)

**System – Units Inspected**

Graphical user interface, application

Description automatically generated

1. Recommendation Screen

Users are required to specify repairs or replacements needed to meet accessibility requirements or correct related deficiencies and identify them as a remedy for an accessibility deficiency by checking the “Accessibility Indicator” yes or no.  If yes the user must specify which statute is the source of the requirement which is violated.  And then which scoping element of the reference statute or required standard is violated.  Then for each remedy (and all other repairs or replacements) a scope of the specific work must be defined in the “Scope of Required Replace/Refurbishment” text box.  Comments may also be used for this purpose.  In addition, months to complete must indicate the minimum number of month possible by which the remedy can be completed.  The operable standard for time to complete is “as soon as possible” notwithstanding owner convenience or similar arguments for delay.