

Capital Needs Assessment (C.N.A.) Provider Certifications

1. C.N.A. Provider to be a Professional, Properly Licensed in Oregon:
 - A. The C.N.A. Provider may be an Architect (licensed by the State Board of Architects Examiners), a registered professional Engineer (licensed by the State Board of Examiners for Engineering and Land Surveying), a Contractor or Home Inspector (licensed by the Construction Contractors Board with the appropriate endorsement(s) as required to be a certified Home Inspector).
 - B. The C.N.A. Provider must possess valid and current licenses and certifications necessary to complete the C.N.A. in accordance with all applicable state, county, and/or local laws and ordinances.
2. C.N.A. Provider must be an Experienced C.N.A. Provider:
 - A. The C.N.A. Provider and any provider personnel who will have actual responsibility for property inspection and preparation of the C.N.A. shall have three (3) years prior professional experience preparing and providing C.N.A.'s for multifamily housing properties similar in scope and operation to the current project, be it a low-rise garden style wood framed apartment complex or a multi-story steel and concrete elevator/corridor style apartment building.
 - B. The C.N.A. Provider shall provide the Project Sponsor with their professional opinion of a property's current overall physical condition. This includes the identification of significant deferred maintenance, existing deficiencies, and material building code violations that affect the property's use and its structural or mechanical integrity. (For a full description of what is required in the Capital Needs Assessment (C.N.A.), see the 2010 CFC Application, Section 5, Architectural Standards for New Construction and Rehabilitation – pages 12 – 14.)
3. C.N.A Provider shall be an Independent 3rd Party Consultant:
 - A. The Capital Needs Assessment (C.N.A.) report must be prepared by an independent 3rd party consultant, someone who has no financial interest in the project or identity interest with anyone involved with the project.
4. C.N.A. Provider shall be Acceptable to all Funding Partners:
 - A. C.N.A. Providers on jointly funded projects will need to be jointly approved by the funding partners which may include OHCS, USDA-RD and / or HUD. For example, on USDA-RD funded projects in which an Architectural Firm is the C.N.A. provider, USDA-RD will not allow the same Architectural Firm to provide further architectural services on that project due to a perceived conflict of interest.