



CNA eTool v 3.0

FAQs on Data Transfer

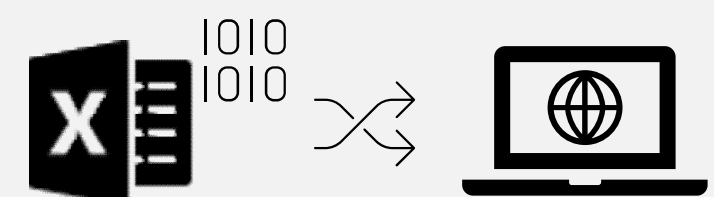
Office of Multifamily Housing Programs

August 24, 2020



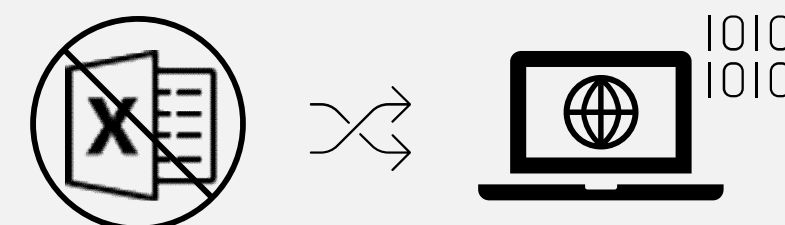
What is “Data Transfer”?

It's the method for you to transfer data entered in an unfinished legacy CNA e-Tool **Assessment Tool Excel file** to the new web-app CNA e-Tool (v3.0) automatically through our Database conversion.



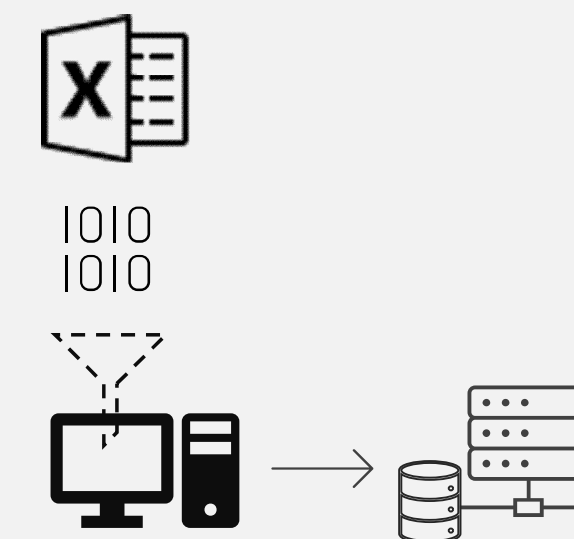
Why do I need to do “Data Transfer”?

The Excel Assessment Tool will be replaced by a new web application and no longer be useable when v3.0 goes live. After that point, you will have to manually reenter the data from any Assessment Tool into v.3.0 using the web-app.



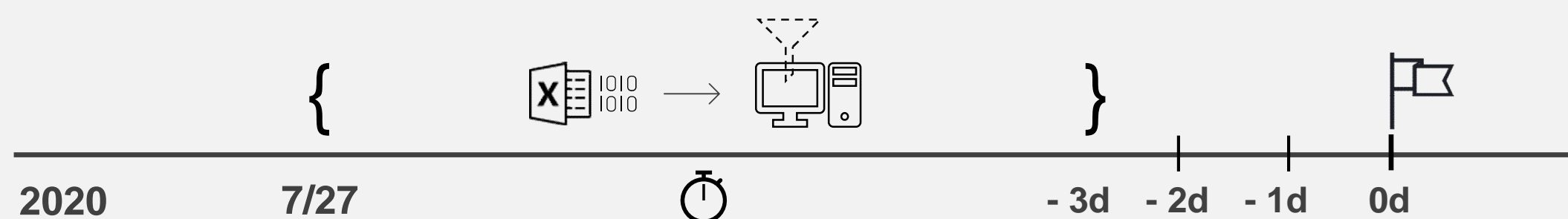
How do I “Data Transfer”?

Upload the data from your **Assessment Tool** into HUD’s **Database** during the Data Transfer Period before v3.0 goes live. Do this by **‘Validating’** the Excel file in the **legacy Submission Portal**. HUD will convert the entire Database to the new v3.0 during the 3-day “Blackout” period preceding the v3.0 launch date (TBD).



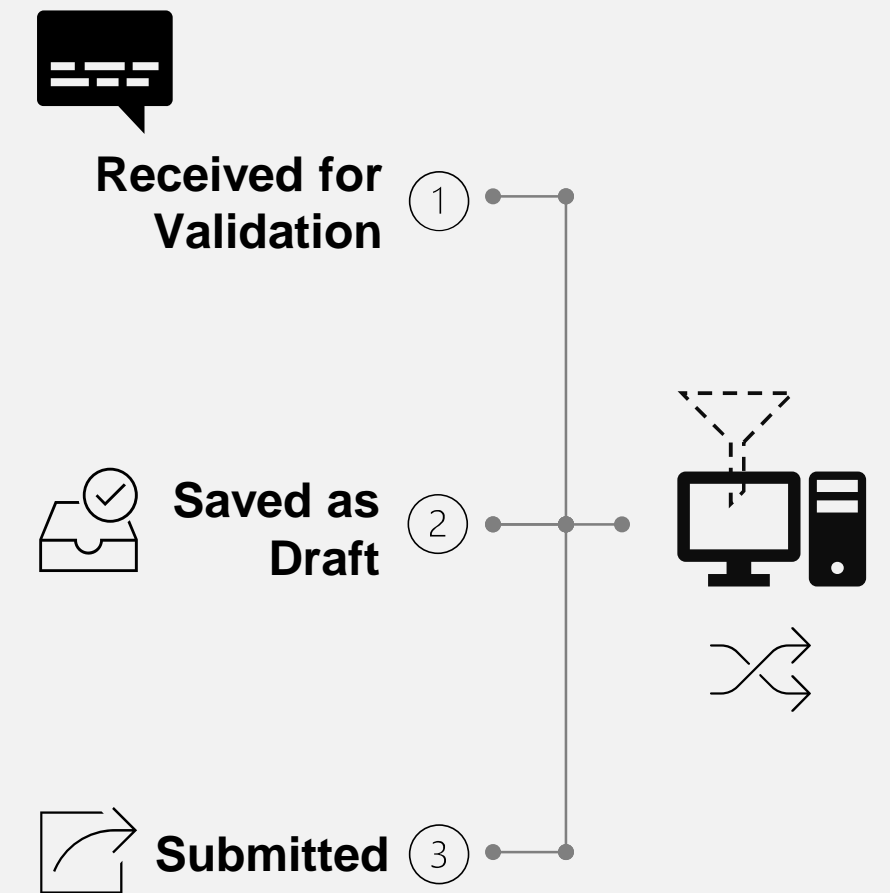
When do I “Data Transfer”?

Any draft Assessment Tools ‘Validated’ in the Submission Portal starting **7/27/20 to 3 days before the v3.0 launch date** (TBD) will be converted to v3.0 CNAs. This Data Transfer period will be followed by a 3-day “Blackout” period where all the CNA data in the Database will be converted.



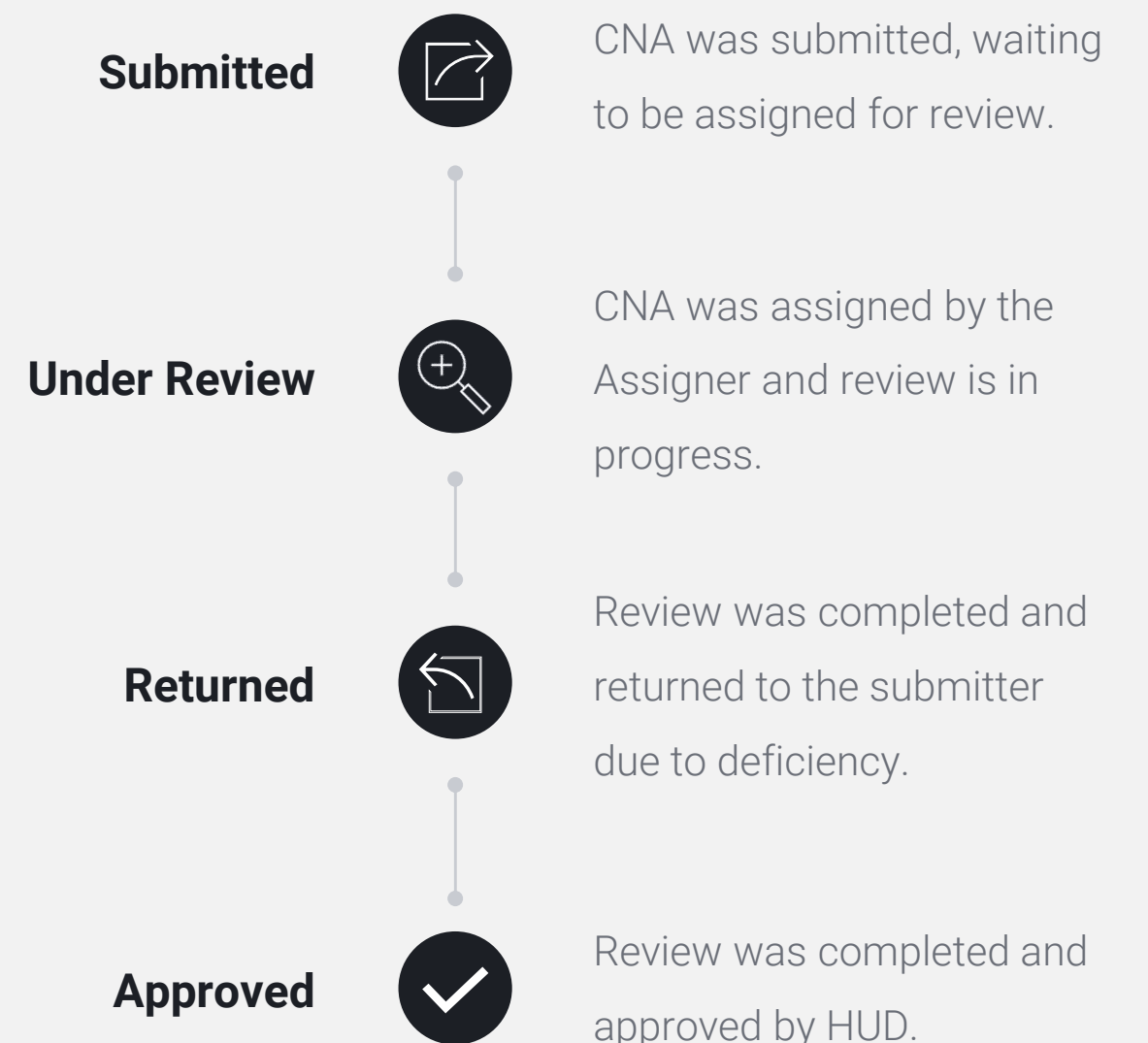
**To “Data Transfer,” all I need to do is ‘Validate’?
Or, do I need to ‘Submit’?**

If you have a less than 100% complete Assessment Tool, **‘Validate’** is all you need do. In the legacy Submission Portal, **‘Received for Validation’ (Validated), ‘Saved as Draft’** and **‘Submitted’** are 3 distinct steps, where ‘Validate’ is the first step. CNAs in those 3 statuses will Data Transfer so you do not need to go beyond ‘Validate,’ though you may choose to do so.



What about the CNAs that I submitted already?

CNAs that are fully **‘Submitted’** at any point all the way up to 3 days prior to the launch of v3.0 (TBD) will be Data Transferred. In addition, any CNAs in the current legacy system with **these statuses** are already stored in the Database and will be converted automatically to be retrievable in v3.0.

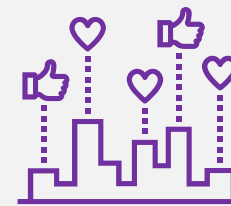


Who should do the “Data Transfer”?

It all depends on who will eventually submit the CNA when it is completed. The basic idea is that the user entity that will be submitting the CNA to HUD has to be the one to ‘Validate’ to do the Data Transfer. There are 3 user types that will be submitting CNAs to HUD in v3.0.



Lenders



PHA/PAE



Needs Assessors

I’m a Lender. What should I do for “Data Transfer”?



If you hired a **Needs Assessor** to prepare a CNA for one of the following HUD loan programs or occasions, you will be the one to eventually **‘Submit’** that CNA to HUD in v3.0. That means **you as the “Submitter” must do “Data Transfer”** now.

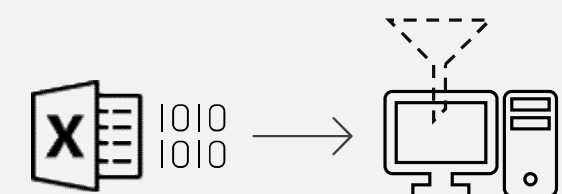
- So, tell your assessor to email you the latest draft Excel Assessment Tool file for the project.
- Login to the current [legacy Submission Portal](#), and ‘Validate.’ When v3.0 goes live, you can retrieve that draft CNA and ‘Send’ back to your assessor to complete it, now using v3.0.

Asset Development

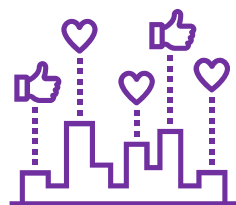
- 213 Cooperative
- 220 Redevelopment
- 221(d)(4)
- LIHTC 221(d)(4)
- 223(a)(7) Lim Refi
- 223(f) Ref-Acq.
- 223(f) Refi of 202
- 231 Elderly
- 241(a) Supplemental

Asset Management

- 10yr Update, insured
- PPC/Loan Mod, Insured
- TPA, insured



I'm a PHA or PAE. What do I need to do for "Data Transfer"?



If you hired a **Needs Assessor** to prepare a CNA for one of these HUD Office of Recapitalization programs, you will be the one to eventually **'Submit'** that CNA to HUD in v3.0 going forward. That **means you as the "Submitter" must do "Data Transfer"** now, before v3.0 goes live.

- So, tell your assessor to email you the latest draft Excel Assessment Tool file for the project.
- Next, you must **log in** to the current [legacy Submission Portal](#) to 'Validate.' You need your **"M-ID"** in order to log in, so please see CNA e-Tool [User Access Guide](#) and other resources on [HUD CNA e-Tool webpage](#) on how to **gain access**.
- When v3.0 goes live, you can continue using your "M-ID" to log in and use v3.0. You can retrieve that draft CNA that you "Data Transferred" and 'Send' it back to your assessor to complete it when v3.0 goes live.

PHAs:
Asset Recapitalization
• RAD – PH Rehab

Asset Recapitalization
• RAD – PH New Construction
• PH Sub Rehab

PAEs:
Asset Recapitalization
• M2M



I'm a Needs Assessor working on CNAs for Lenders, PHAs, and PAEs. What do I need to do for "Data Transfer"?



If you are hired to prepare a CNA for a Lender, PHA or PAE for one of the listed reasons, **you won't do the "Data Transfer"** of your draft Excel Assessment Tool files yourself, because you won't be the one who will actually 'Submit' that CNA to HUD using v3.0.

- So, please make sure to **email your latest version** of the Assessment Tool to your Lender, PHA or PAE so that **they can take action** to "Data Transfer" on your behalf.
- When v3.0 goes live, they can 'Send' the CNA back to you within v3.0 for you to complete.

Asset Development

- 213 Cooperative
- 220 Redevelopment
- 221(d)(4)
- LIHTC 221(d)(4)
- 223(a)(7) Lim Refi
- 223(f) Ref-Acq.
- 223(f) Refi of 202
- 231 Elderly
- 241(a) Supplemental

Asset Management

- 10yr Update, insured
- PPC/Loan Mod, Insured
- TPA, insured

Asset Recapitalization

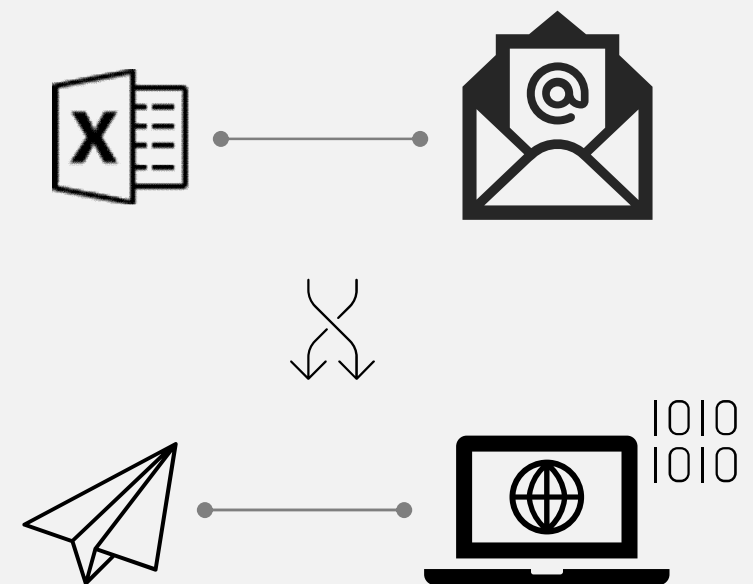
- RAD – PH Rehab

Asset Recapitalization

- RAD – PH New Construction
- PH Sub Rehab

Asset Recapitalization

- M2M



I'm a Needs Assessor hired to prepare CNAs for property owners working with HUD Asset Management. What do I need to do for "Data Transfer"?



If you are hired to prepare a CNA for a property owner who needs to submit the CNA for one of these listed HUD programs, **you will be 'Submitting' that CNA directly to HUD** on the owner's behalf. That means you will be the "Submitter" for that CNA, and so **you must do "Data Transfer"** now, before v3.0 goes live.

- So, you must **log in** to the current [legacy Submission Portal](#) to 'Validate' your Excel Assessment Tool file.
- You need your **"M-ID"** in order to log in, so please see CNA e-Tool [User Access Guide](#) and other resources on [HUD CNA e-Tool webpage](#) on how to **gain access**.
- When v3.0 goes live, you can continue using your "M-ID" to log in and use v3.0. You can retrieve that draft CNA that you "Data Transferred" and 'Submit' it to HUD once it's complete.

Asset Management

- PRACs
- HAP Renewal
- Rent Increase/HAP Amend
- Change of Ownership (uninsured)
- Other Asset Management

Asset Recapitalization

- RAD - MF
- RAD - PRAC
- Post-M2M
- Other Asset Recap



I'm a Needs Assessor. What should I do with my template Assessment Tools with a library of data that I copy from? Can I do the "Data Transfer" of these files to use them in v3.0?

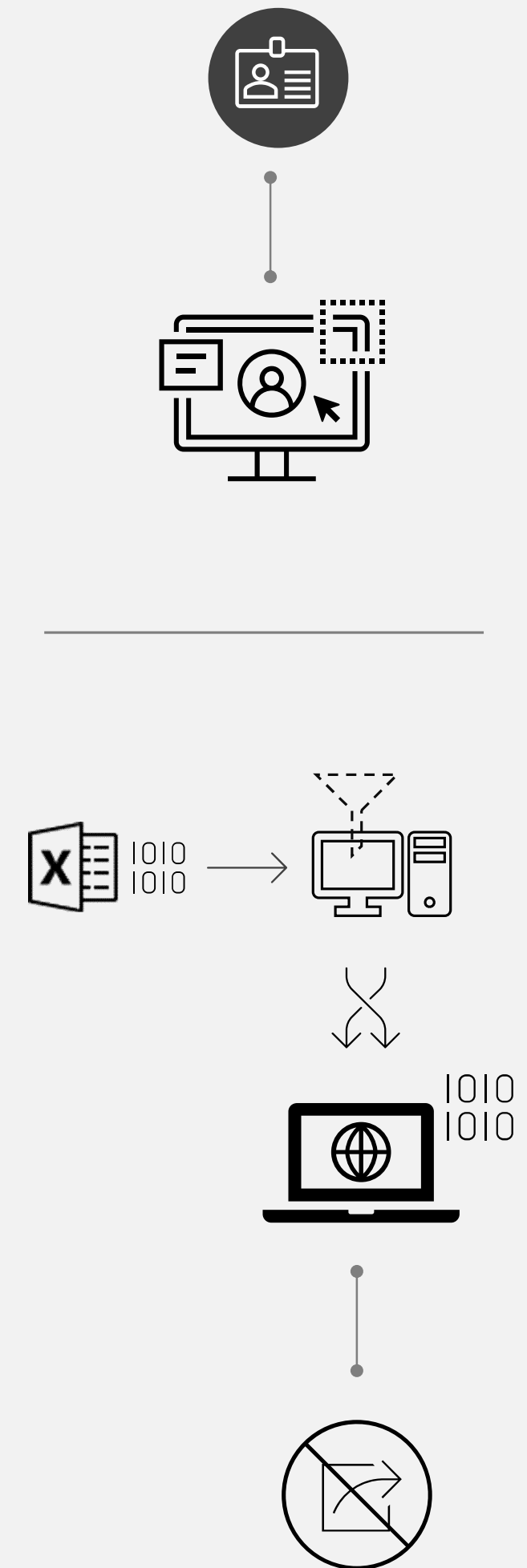


Yes. All you need to do is the following:

- You must **log in** to the current [legacy Submission Portal](#) to 'Validate' your Excel Assessment Tool files.
- You need your **"M-ID"** in order to log in, so please see CNA e-Tool [User Access Guide](#) and other resources on [HUD CNA e-Tool webpage](#) on how to **gain access**.
- When v3.0 goes live, continue using your "M-ID" to login and retrieve your library of data in these template CNAs that are created when you "Data Transferred."

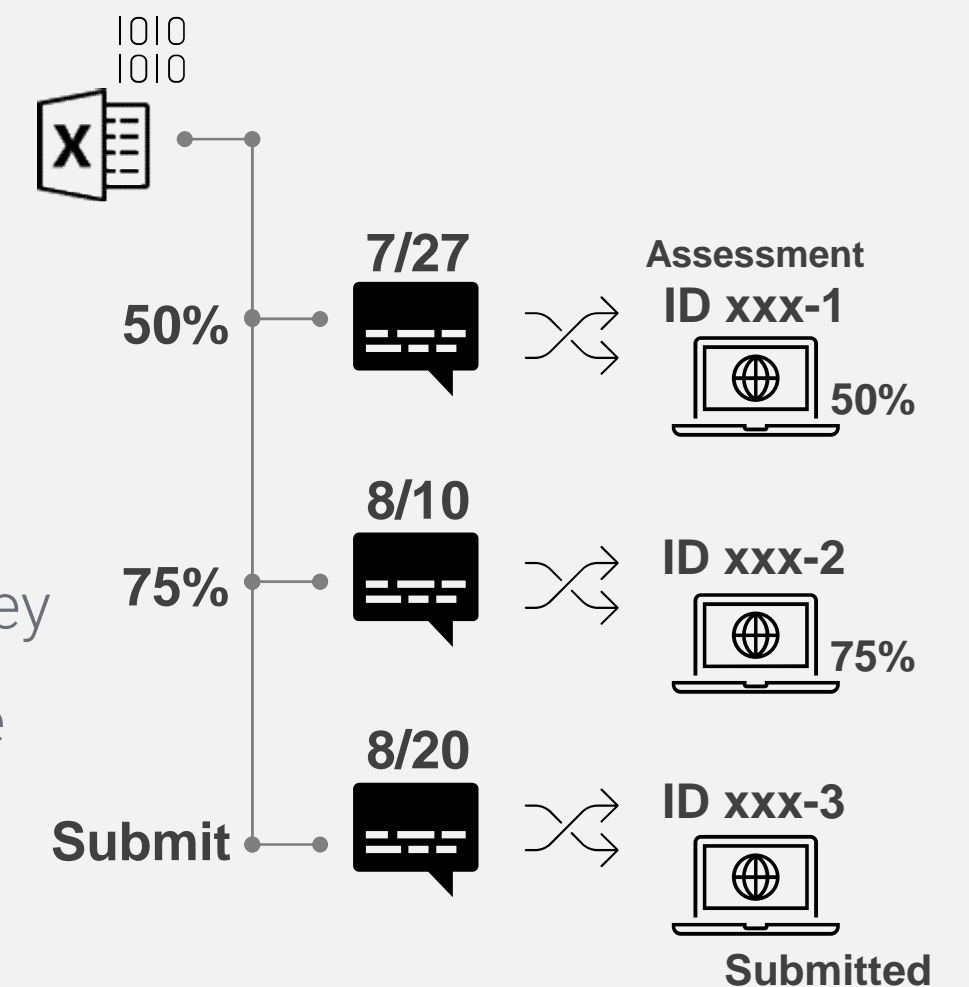
Each template Assessment Tool that you "Data Transferred" will be a separate v3.0 CNA stored in your Dashboard that you can copy data from.

Please remember, that you won't be able to directly 'Send' these CNAs that you yourself created to any partner organizations (e.g. Lender, PHAs).



Can I continue working on my Excel Assessment Tool file even after I “Data Transfer” it?

Yes. You can continue working or revising your file, and you can ‘Validate’ it again to “Data Transfer” your updated Assessment Tool. Each ‘Validation’ creates a **separate draft CNA** in the Database where each version is distinguishable by its own **Assessment ID** and a **‘Validation’ date**. They will all appear in v3.0. You can also continue working on the file to 100% completion and ‘Submit’ to HUD before v3.0 goes live. That ‘Submitted’ CNA will also appear in v3.0.



I heard that if I “Data Transfer” a CNA record, my project is “dead in the water” until v3.0 goes live. Is that true?

No, that is false. Your project is not “dead in the water” at any point just because you ‘Validated’ it to do Data Transfer. You may continue working on that project’s Assessment Tool and make further progress. The only precaution is that you re-validate in the legacy Submission Portal to transfer any incremental work you do in the Assessment Tool file. You can do it multiple times, as you progress along. Once v3.0 goes live, you can continue that CNA using v3.0.

