

CNA e-Tool v 3.0

How To: Resubmit Returned CNAs

Office of Multifamily Housing Programs

March 30, 2021




What do I need to know?

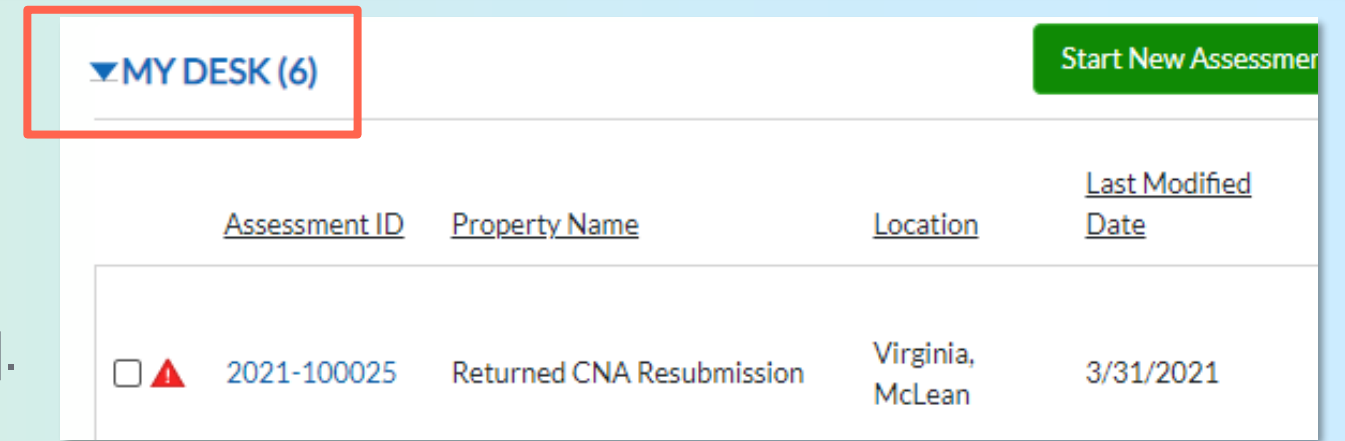
When a CNA is returned by HUD in CNA e-Tool, the returned CNA and its data become a permanent record in the database. Practically speaking, that means that returned version (indicated by the CNA's particular Assessment ID) cannot be edited.


In order to make any revisions or edits, a new version must be created. The following pages provide instructions on:

1. How to create a new version of the returned CNA;
2. How to manage previously entered Flag response comments;
3. How to quickly re-upload previous attachment files.

Where do I find Returned CNAs?

“Returned” CNA is sent to the original Submitter and will appear in the Submitter’s Dashboard, “My Desk”. It will be marked with the red warning icon [].

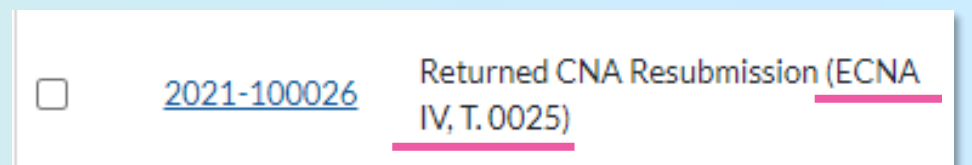
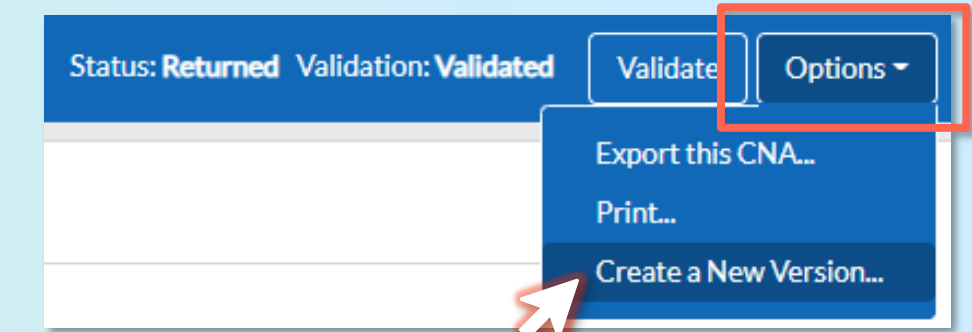


Assessment ID	Property Name	Location	Last Modified Date
<input type="checkbox"/> 	2021-100025	Returned CNA Resubmission	Virginia, McLean 3/31/2021

How do I make edits?

A returned CNA cannot be edited directly. A new version of it must be created in order to edit the data.

- Go to “Options” and select “Create a New Version...”.
- Once confirmed, take note of the Assessment ID and locate the duplicated CNA in your Dashboard, “My Desk.”
- Note that the Property Name is auto-appended with “...(Last Name, First Initial. Last 4 digits of the original CNA Assessment ID)”.
- Please don’t forget to delete this text from the Property Name prior to submitting it to HUD

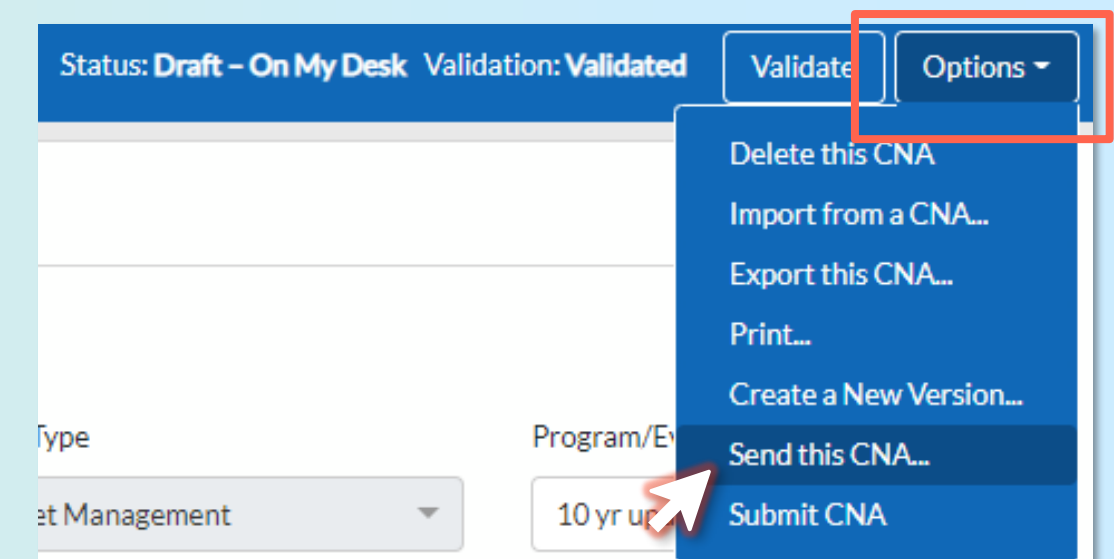


<input type="checkbox"/>	2021-100026	Returned CNA Resubmission (ECNA IV, T.0025)
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Who can edit the CNA?

A duplicated CNA will retain the same partnership (Submitter + Preparer). That means that the CNA can only be sent to the original Needs Assessor who prepared it for editing the data in the Preparer screens.

- Go to “Options” and select “Send this CNA...” to send to your Needs Assessor.



Do I need to re-enter all the previous Flag Comments?

No. With the latest improvement of the e-Tool, creating a new version of a returned CNA will now retain all the previously entered flag response comments - as long as the corresponding flags remain even after your revision. If there are new flags generated with edited data, you should of course enter your responses to those new flags.

Response Entry

ID: DV-051 Description: Cause Note:
 Instance: 1 Reserve Comments field left blank on Financial Factors Reserve Comments field has been left blank or contains an invalid value on Financial Factors

Existing Reviewer Comments: HUD's 1st round of comment.

Original comments entered.

1 of 3

Cancel Save Response

What about previously uploaded file Attachments?

Soon, you will have an option to copy over all the attached files when creating a new version of an existing CNA automatically. For now, use the “Import” feature to copy over all the files that were attached to the Returned CNA:

1. Go to “Options” and select the “Import from a CNA” option;
2. Select the CNA you want to import from;
3. Check “Attachments”;
4. Click “Import Data”

Validate Options

Delete this CNA

Import from a CNA... 1

Export this CNA...

Print...

Create a New Version...

Send this CNA...

Submit CNA

Import Data from Existing Assessment Record

Select an assessment and which sets of data you would like to import to this assessment.

Select the assessment to import from:

Select Search Type... Search

Agency	Assessment ID	Property Name	Location
HUD	2020-100201	Tes**g 1	New York, New York
HUD	2020-096942	Con***hk2	Texas, Odessa
HUD	2020-100330	Tes***y 4	Virginia, Fairfax
HUD	2020-100367	TEA**A B	Maryland, Annapolis
HUD	2021-100028	Tes***y 4 (ECNA I, T.0330)	Virginia, Fairfax

Select the data to import:

Participants Attachments

Select All

Cancel Import Data