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 [ ].

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.

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.

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”