

FAQ: Why Can't I Submit my Returned CNA?

- Please see [Page 25](#) of the new [User Guide](#) for the reason why you can't send (the 'Note' under "Submit CNA" instruction).

The new [User Guide](#) can be found at our [CNA e-Tool Homepage](#):
https://www.hud.gov/program_offices/housing/mfh/cna

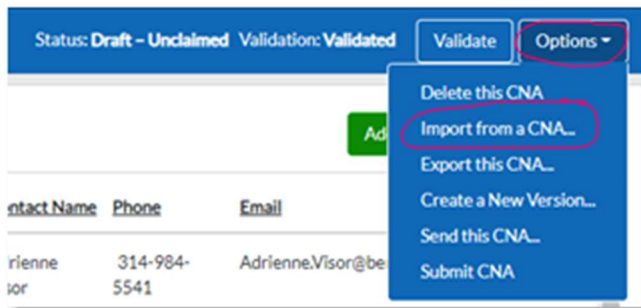
- For the full 'how to' on sending the Returned CNA, please watch a part of this brief 15-min video tutorial covering the basics of CNA e-Tool v3.0 called "[User Basics Tutorial](#)." **Minute 12:47** onward covers the exact situation you are asking about, "Create a new version of the returned CNA."

This video and other training material can also be found on our [CNA e-Tool Homepage](#) also.

TIP #1: How to quickly re-upload all the attachments from the Returned CNA to the new version using "Import from" feature.

Instructions on "Import from a CNA...":

1. Go to "Options" again, and select "Import from a CNA...":



2. In the pop-up window, search for the 'Returned' CNA by its Assessment ID or Property Name.

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:

Reset

Assessment IDX ▼ 2020-0 Search

Agency	Assessment ID	Property Name	Location
HUD	2020-0	Apartment	Illinois, Love Park

Select the data to import:

Participants Attachments

Select All

Cancel Import Data

3. Click on the CNA – it'll highlight in blue;
4. Check "Attachments"
5. Click "Import Data"

TIP #2: How to quickly add previous Flags Response using "Copy/Paste" feature

Instructions on "Import from a CNA...":

1. Go to the "Validation" Tab, then click on the Copy/Paste Icon

Assessment Entry Validation

Flags

Severe ▲ 0

Warnings ● 5

Informational ● 1

Repair Needs

FLAGS - ALL (6)

Respond to Flags

Copy Data (Out)

Paste Data (In)

Sev	ID	Instance	Description	Component Type	Cause Note
●	DU-006	1	Total Sensory Impaired Units required when		There are no Sensory Impaired Units defined for the following Unit Type on a Federally Assisted property; see Unit Type

Add

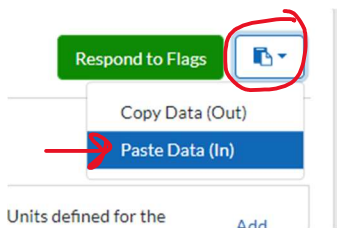
2. Select "Copy Data (Out)"
3. Open Excel and paste.
4. Enter your "Submitter Response" in the cells (i.e. Column H rows 2 and on)

	A	B	C	D	E	F	G	H
1	ID (Read Only)	Severity (Read On)	Flag ID (Read On)	Instance (Read Only)	Description (Read Only)	Component Type (Read On)	Cause Note (Read Only)	Submitter Response
2	F5B32BE8-3EBA-4B29-8C18-747FDE288980	Warning	DU-006		Total Sensory Impaired Units required when 1 Federally Assisted		There are no Sensory Impaired Units defined for the following Unit Type on a Federally Assisted property; see Unit Type	
3	C8F62A04-21BD-4ACF-9E0D-49D30E870427	Warning	DA-003		Sensory Impaired Units below 2% of Total Unit Count		The number of Sensory Impaired Units is below 2%	
4	7F2EA4E3-0E1C-45FF-B90D-0C78E223D3DF	Warning	DA-001		Mobility Accessible Units below 5% of Total Unit Count		The number of Mobility Accessible Units is below 5%	
5	C29AFE27-1396-4ACA-8CEB-163DAAC67DB2	Informational	PI-008		Public Accommodation identified on Common 1 Space		Common Public Space identified as Leasing/Marketing or Rental Space, check parking; see Site: Woodland Apartments, Building: (W11) 20 Woodland Drive, Common Space: Leasing office	
	145D5F55-6712-4B55-A6BA-				Minimum percentage of		The minimum number of units were not inspected for a Building; see Site:	

5. Copy the cells from Excel once the Responses are typed in Excel (make sure to **select the column headers as well, i.e. A1 to Hx**).

	A	B	C	D	E	F	G	H
1	ID (Read Only)	Severity (Read On)	Flag ID (Read On)	Instance (Read Only)	Description (Read Only)	Component Type (Read On)	Cause Note (Read Only)	Submitter Response
2	F5B32BE8-3EBA-4B29-8C18-747FDE288980	Warning	DU-006		Total Sensory Impaired Units required when 1 Federally Assisted		There are no Sensory Impaired Units defined for the following Unit Type on a Federally Assisted property; see Unit Type	
3	C8F62A04-21BD-4ACF-9E0D-49D30E870427	Warning	DA-003		Sensory Impaired Units below 2% of Total Unit Count		The number of Sensory Impaired Units is below 2%	
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6	145D5F55-6712-4B55-A6BA-E7FADF56265B	Warning	DU-001		Minimum percentage of Units not Inspected for a 1 Building		The minimum number of units were not inspected for a Building; see Site: Woodland Apartments, Building: (C) 300 Woodland Drive	
7	886097F2-08FA-49B2-BD4F-1240101051F1	Warning	AA-002		Utility Data Report Not 1 Attached		The EPA Portfolio Manager Report (SEDI or SEP) was not attached to the Assessment	

6. Go back to your CNA e-Tool v3.0 and click "Paste Data (In)".



7. Check data and confirm.