CNA e-Tool, Version 3.0: Data Transfer Transcript

In this video, we walk through the process of transferring data from legacy CNAs so that it can be retrieved when version 3.0 of the CNA e-Tool web application goes live.

When the new version goes live, the old Assessment Tool Excel files will become obsolete. Both the legacy Public Validation Portal and Lender Submission Portal will no longer be available.

So, what happens to all the data saved in everyone's Assessment Tool Excel files?

Prior to the launch of the new e-Tool, any data stored in a legacy CNA Assessment Tool Excel spreadsheet can be transferred during the period specified by HUD, to be usable within the new e-Tool. The data transfer period is scheduled to begin on Monday, July 27 and end on Thursday, August 20, at 11:59 p.m. eastern.

As we'll see, in some cases, the data will transfer over to version 3.0 automatically. However, in some cases, you will need to take some action to ensure the data is transferred. We will discuss both of these scenarios.

This is a fairly simple process for the user, as the database does most of the work in the back end. Let's start by identifying what will automatically be transferred to 3.0 without you having to take any action.

For instance, any CNAs that have already been submitted to HUD are *already* in the system database and will automatically transfer over to the new system. Therefore, you don't have to take any further action for CNAs in the following statuses:

- Submitted;
- Under Review;
- Returned;
- Approved.

Once version 3.0 goes live, you will be able to locate and open these CNAs in the new system when you need to.

Therefore, you do not need to worry about the Assessment Tool files that were already validated and submitted to HUD.

Similarly, no further action is needed for CNAs that are "Saved as Draft". Even though these CNAs were not fully submitted, data from CNAs in "Saved As Draft" status is also already stored in the system Database and will be transferred automatically. You can verify the status in the Submission Portal, in the "Locate CNA" Tab.

So, now let's talk about the Assessment Tool Excel files that do require attention and action. We will first address users who have the role of Submitter. Generally, Submitters are Lenders and PHAs.

So, Lenders and PHAs, for projects that you eventually intend to submit to HUD, any Assessment Tool files that are currently being worked on by your Needs Assessors require some action on your part.

The basic rule of thumb is this: In order for the data from the Needs Assessors' Excel files to be transferred over to version 3.0, the data must be saved to the system Database.

To do that, you'll use the existing legacy Submission Portal to validate the CNA

The process is exactly the same as how you typically log into the CNA e-Tool Submission Portal and validate the Assessment Tool in the legacy system.

The process consists of two steps. The first step is to contact your Needs Assessor and get the latest working draft of the Assessment Tool Excel file for the project from which you want to transfer the data.

Second, log into the current legacy Submission Portal, select the Excel file to upload, and validate it in the "CNA Submission" Tab.

Through the validation process, the data is recorded into the system Database, and is then ready to be transferred. That's it!

There are a couple of things to note.

One, you do not need to actually submit the CNA in order for the data to be stored in the system database and transferred over to the new system. Indeed, there may be Severe Flags or other issues resulting from data saved in the Assessment Tool that is less than 100% complete, which may prevent submission. That is okay. As long as the Assessment Tool validates successfully, the data will be recorded. The "Received for Validation" status will indicate successful validation.

You may choose or want to further click 'Save as Draft,' but it is not necessary. Validation alone is sufficient to record the data into the Database.

Remember, however, that the validation must occur within the time period specified by HUD. Again, HUD will notify you about these dates. Again, the data transfer period is scheduled to begin on Monday, July 27 and end on Thursday, August 20, at 11:59 p.m. eastern.

The system will only select the Assessment Tool data validated with a time stamp that falls within the specified dates of the transfer period.

Once the CNA data has been transferred to version 3.0, only you and your organization will be able to retrieve and send it back to your Needs Assessor to keep working on it in version 3.0. And only you as a Lender or PHA will be able to submit that CNA to HUD once your Needs Assessor completes that CNA.

In summary, Lenders and PHAs, having logged into the Submission Portal, must validate these active project Assessment Tools that you will eventually submit.

Next, let's talk about the Assessment Tool files to which Needs Assessors should pay attention.

As described earlier, any draft Assessment Tool files for active projects should be sent to the Lenders or PHAs so that they may transfer the data.

However, a Needs Assessor may want to transfer data from Assessment Tool files that are used as templates or a library of commonly used components or standard unit types.

Given that Assessment Tool Excel files will become obsolete once version 3.0 goes live, transferring the data saved in Assessment Tool templates now would allow you to avoid having to rebuild the library data manually in the Version 3.0 e-Tool.

In brief, to transfer the data, you as the Needs Assessor must log into the legacy Submission Portal, upload your Assessment Tool file, and validate it.

Until now, you only had access to the Public Validation Portal which required no login. But now, in order to log into the Submission Portal like Lenders do, you must have a valid access ID for HUD Secure Systems to use the Submission Portal.

Since the Needs Assessors may not be familiar with the Legacy Submission Portal, we will review the steps for accessing it in detail.

Step 1: Navigate to the CNA e-Tool page on the HUD.gov website at the URL shown on the screen (https://www.hud.gov/program_offices/housing/mfh/cna).

Then, select the link to the Lender CNA Submission Web Portal. The screen will refresh and the Secure Systems login screen will appear.

Step 2: Log in to HUD Secure Systems

You must have an M-ID and log in to the Legacy Submission Portal. Remember, all Needs Assessors must have an M-ID prior to the launch of Version 3.0.

Step 3: Click on the “CNA Submission” tab.

Next, upload the Assessment Tool Excel file you want to transfer.

Then, select “Validate.”

This screen should look identical to the Public Validation Portal screen.

And…that’s pretty much it. As is the case with Lenders and PHAs, once you validate the Assessment Tool in the Submission Portal, the data is recorded into the Database, where it will be transferred and made available in your brand new e-Tool Version 3.0 dashboard.

Please note that in most cases, you will not be able to send to your lender or submit to HUD any CNA that you yourself transferred using the Submission Portal because your Role as a “Preparer” is registered in the system.

The CNAs you transfer will appear on your Dashboard and you can edit them, but they will only be stored within your Dashboard. Anyone within your firm or organization will have access to them as well, but they cannot be viewed or sent to anyone else within the e-Tool system. Therefore, any actual "Live" case CNAs – CNAs that will ultimately be submitted to the approving agency – must be transferred by your Lenders or PHAs as described earlier.

However, there are some exceptions.

In some instances, a Needs Assessor may also be the Submitter of the CNA directly to HUD. In the new e-Tool, Needs Assessors may submit to HUD directly any CNAs prepared for the following programs:

- Project Rental Assistance Contracts, or PRACS
- HAP Renewals when there is no insured mortgage
- Rent increases and/or amendments to HAP contracts when there is no insured mortgage
- Properties without HUD mortgage insurance
- Other, for HUD Asset Management purposes
- RAD – Multifamily
- RAD for PRACs
- Post Mark-to-Market, and
- Other Asset Recapitalizations

For such CNAs, the data transfer process is the same as noted previously. Once the Assessment Tools prepared for these programs are validated and the data is transferred, selecting one of the programs under the "CNA Type" in the new e-Tool version 3.0 entry screen will allow the user to 'Submit to HUD'.

To conclude, please note the following Data Transfer Timeline.

The Data Transfer open period will be during the dates noted on the timeline, as stated earlier in this video. Any Assessment Tools validated the day before, or the day after the designated time will not transfer.

The validation must happen using the CNA Submission Portal, not the Public Validation Portal. Any Assessment Tool files validated in the Public Validation Portal will not transfer.

Both the Needs Assessors as preparers, and the Lenders and PHAs as submitters, must have valid access IDs to log into the Submission Portal. So, it's important that you obtain your access ID before the Data Transfer period begins.

Following the transfer period, the current legacy CNA e-Tool system will go offline for a few days while the database goes through its conversion.

After the blackout period, the new Web-App CNA e-Tool version 3.0 will be online. All users will now access the Web-app using their M-IDs and be introduced to the new and improved CNA e-Tool.

For more information about data transfer from the legacy system to Version 3.0 of the CNA e-Tool, please check the CNA e-Tool page of HUD's website at
https://www.hud.gov/program_offices/housing/mfh/cna