

# 5

## Baseline Submissions

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<b>5.0 Baseline Submissions Introduction:</b> .....	<b>5-2</b>
<b>5.1 Creating a Baseline Submission</b> .....	<b>5-4</b>
<b>5.1.1 Adding Principles to Organization Structure</b> .....	<b>5-8</b>
<b>5.1.2 Editing Principals</b> .....	<b>5-15</b>
<b>5.1.3 Removing Principal</b> .....	<b>5-18</b>
<b>5.2 Previous Participation</b> .....	<b>5-20</b>
<b>5.2.1 Establishing Previous Participation</b> .....	<b>5-21</b>
<b>5.2.2 Editing Previous Participation</b> .....	<b>5-29</b>
<b>5.3 Adding Comments</b> .....	<b>5-33</b>

**Revision Sheet**

<b>Revision No.</b>	<b>Date</b>	<b>Revision Description</b>
Rev.1	10/30/09	Previous Participation List page and the Step.3 Edit Previous Participation page has been modified to no longer display Inherited previous participation information.
Rev.2	7/3/10	The N/A (not applicable) option was added to the Loan Status drop down list on the previous participation detail page. There was also a “check if current” selection box added to the loan status information section.

## 5.0 Baseline Submissions Introduction:

A **Baseline Submission** will be the first submission that an organization enters in APPS. Through this submission an organization will establish its Baseline Organization Structure and Previous Participation. Baseline Submissions will not require HUD review - they are simply a means for Industry to set up their 2530-related information in APPS. In order to submit a Baseline:

- The Applicant must be an organization and must have a Participant record in APPS or REMS. *(If you need to submit information as an individual use the Edit Previous Participation option from the APPS Home Page to update your Previous Participation information if any. Then proceed to create a submission which will take you to the What submission would you like to create screen, select the appropriate submission and follow the wizard process to submit your submission to HUD)*
- If the principal being added into the applicant's organization is an organization, that organization being added must have completed a Baseline submission in APPS. If the principal being added is an individual, that individual must be registered in the system.
- There are currently four types of submission: Baseline, Property, Organization Change, and Identity Change.

 *Note: You must add at least one individual principal to the Organization Structure in order to submit a Baseline. Note: You can only modify principals within the applicant's first tier.*

 *Note: Organizations added as principals must have previously submitted a Baseline Submission in APPS.*

## 5.1 Creating a Baseline Submission

1. The Baseline Submission Process is a Wizard process that will take you through each of the steps. On the APPS home page select “Create Submission” from the *Submission Processing* drop-down list.

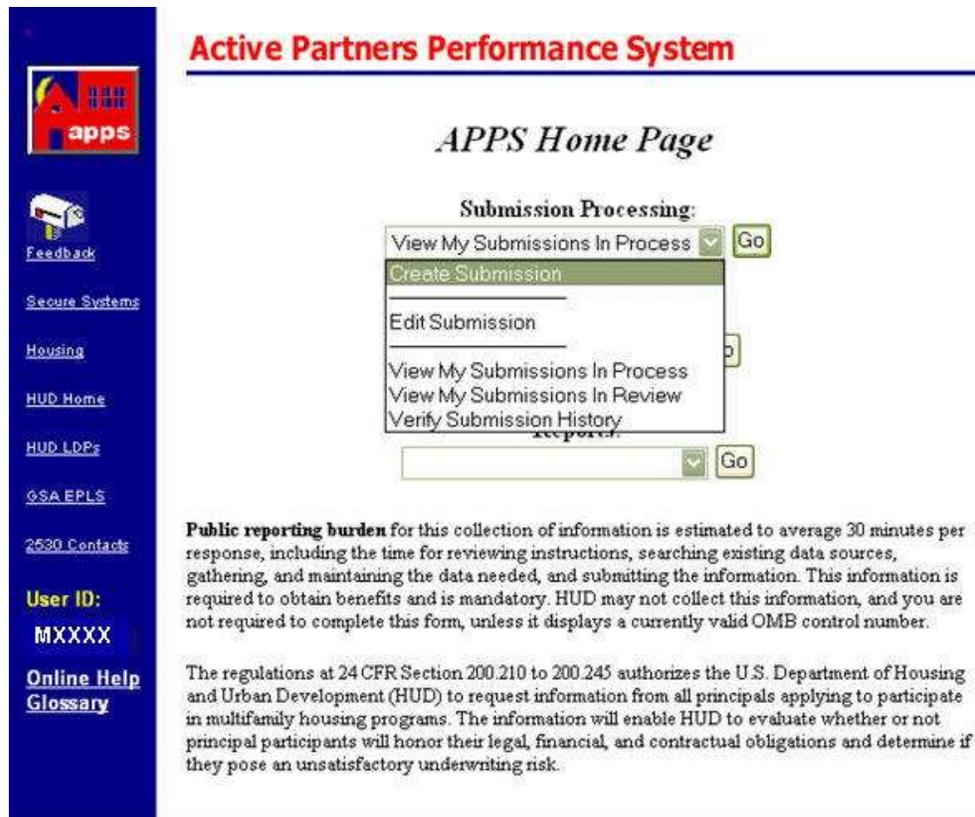


Figure 5-1: APPS Home Page

2. Click . The “Create Submission” screen displays.

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with the 'apps' logo and several navigation links: 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: M11125', 'Online Help', and 'Glossary'. The main content area has a red title 'Active Partners Performance System' and a subtitle 'Create Submission'. Below the subtitle is a form with two input fields: 'TIN: [input] (no dashes)' and 'SSN: [input] (no dashes)', with 'or' between them. A 'Submit' button is located below the form. At the bottom of the main area, there is a link '[APPS Home Page]' and the text 'Last Updated: May 12, 2004'.

Figure 5-2: Create Submission Screen

3. Enter the applicant's TIN.
4. Click . The 2530 Submission, Step 1. Edit Contact Information screen will display.

Figure 5-3: 2530 Submission Step 1 Edit Contact Information Screen

<i>Data Element</i>	<i>Description</i>
<b>2530 SUBMISSION</b>	
Submission ID	A system generated number used to track submissions throughout APPS
Current Status	Describes the current status of the submission
<b>APPLICANT</b>	
Select	Radio buttons by which Users select an applicant and/or participant
Name	Organization Name
TIN/SSN	The applicant's and/or participant's TIN or SSN
Direct Previous Participation	Indicates whether the applicant has had any direct previous participation with a property

<i>Data Element</i>	<i>Description</i>
Certified	Indicates whether the applicant has completed previous participation certification   <i>APPS will not process a submission until all applicants have certified.</i>
Select Participant Processing	A drop-down list containing participant process options
<b>CONTACT INFORMATION</b>	
* Name	Contact name
* Phone	Contact telephone number
Fax	Contact fax number
Email	Contact e-mail address
Pager	Contact pager number
Applicant Comments	A field in which the applicant can enter comments
Current Submission Status	Describes the current status of the submission
Select Query	A drop-down list containing various queries and reports that the applicant can request about the submission.

5. Enter the Contact Information. (Note that the Fields marked with an asterisk are mandatory.) Click on .

6. The 2530 Submission, Step 2. Edit Organization Structure screen will display

**Active Partners Performance System**

**2530 Submission**  
**Step 2. Edit Organization Structure**

Submission ID: 11633      Reason: Baseline Organization Definition

Applicant: Test Organization (444555666)      Current Status: In Process, 04/10/2006

Parent Participant: Test Organization (444555666), Fairfax, VIRGINIA

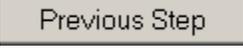
Select	Name	Type	Role	Ownership Percent	Begin Date in Organization
No principals within this organization.					

You must add an individual to your organization structure before moving to the next step.

[\[APPS Home Page\]](#)

**Figure 5-4: 2530 Submission Step 2 Edit Organization Structure Screen**

### 5.1.1 Adding Principals to Organization Structure

- On the 2530 Submission, Step 2. Edit Organization Structure screen you can add Principals to your organization structure by selecting the  button. (You can go back to the previous screen at any time by selecting  if you need to change any information during the baseline submission process.)
- The Participant Search Screen will display.

**Active Partners Performance System**

*Participant Search*

TIN:  (no dashes)  
or  
SSN:  (no dashes)

Search

Organization Structure

[\[APPS Home Page\]](#)  
Last Updated: August 17, 2004

**Figure 5-5: Participant Search Screen**

3. Enter the principals TIN or SSN.

 *Please note that the TIN or SSN numbers should have a record in APPS before you can add a participant to the organization structure. If the participant does not exist you would need to register the participant in APPS and complete requesting necessary authorizations. Please refer to Chapter 3 for information on the Registration Process.*

4. Select Search, the Add Principal within Organization screen will display

**Active Partners Performance System**

*Add Principal to Organization*

Prefix:

\* First Name:

Middle:

\* Last Name:

Suffix:

\* SSN:

**Physical delivery address**

\* Address:

\* City:

\* State:

\* Zip Code:  -

\* Country:

**If country not United States**

Territory:

\* Postal Code:

\* Phone:

Fax:

E-mail:

Pager:

Parent Participant:

\* Role in Entity:

Role Comment:

\* Percent Ownership in Entity:  % (100.00)

\* Starting Date in Entity:  -  -  (mm-dd-yyyy)

Figure 5-6: Add Principal to Organization Screen

<i>Data Element</i>	<i>Description</i>
<b>INDIVIDUAL</b>	
Prefix	Select a prefix from the drop-down list, if applicable.
* First Name	Principal's first name
Middle	Principal's middle name
* Last Name	Principal's last name
Suffix	Select a suffix from the drop-down list, if applicable
SSN	Principal's Social Security Number (pre-populated from the <b>Participant Search</b> screen)
* Address	The parent organization's street address (pre-populated from the organization's data in APPS; this information can be edited)
* City	The participant's city (pre-populated from the organization's data in APPS this information can be edited)
* State	A drop-down list displays a list of states (pre-populated from the organization's data in APPS this information can be edited)
* Zip Code	The participant's zip code (pre-populated from the organization's data in APPS this information can be edited)
* Country	A drop-down list displays a list of counties (pre-populated from the organization's data in APPS this information can be edited)
Foreign Territory	The foreign territory, if applicable (pre-populated from the organization's data in APPS this information can be edited)
* Foreign Postal Code	The foreign postal code, if applicable (pre-populated from the organization's data in APPS this information can be edited)
* Phone	The organization's telephone number (pre-populated from the organization's data in APPS this information can be edited)
Fax	The organization's fax number (pre-populated from the organization's data in APPS this information can be edited)
E-mail	The organization's e-mail address (pre-populated from the organization's data in APPS this information can be edited)

<i>Data Element</i>	<i>Description</i>
Pager	An organization's contact pager number (pre-populated from the organization's data in APPS this information can be edited)
Parent Participant	A pre-populated field displaying the name of the parent participant
* Role in Entity	A drop-down list displaying roles
Role Comment	A field for any comments about the role
* Percent Ownership in Entity	Percent of the organization that the participant owns
* Starting Date in Entity	Date the participant became associate with the organization
<b>ORGANIZATION</b>	
* Name	Current name of the organization.
TIN	The organization's Tax Identification Number (pre-populated from the <b>Participant Search</b> screen)
Legal Structure	A drop-down list displays a list of legal structure types.
Type of Ownership	A drop-down list displays a list of ownership types.
* Address	The participant's street address
* City	The participant's city
* State	A drop-down list displays a list of states
* Zip Code	The participant's zip code
* Country	A drop-down list displays a list of countries.
Foreign Territory	Enter the foreign territory if applicable.
* Foreign Postal Code	Enter the foreign postal code if applicable.
* Phone	The organization's telephone number
Fax	The organization's fax number
E-mail	The organization's e-mail address
Pager	An organization's contact pager number
Parent Participant	A pre-populated field displaying the name of the parent participant

<i>Data Element</i>	<i>Description</i>
* Role in Entity	A drop-down list displaying roles
Role Comment	A field for any comments about the role
* Percent Ownership in Entity	Percent of the organization that the participant owns
* Starting Date in Entity	Date the participant became associate with the organization

5. Enter the following principal's information: Role in Entity, Percent ownership in entity and Starting Date in Entity. (Fields marked with an asterisk are required).

 *If the role is "Other" you must enter comments.*

- Click  . The screen refreshes with the message, “Principal has been added successfully.”



**Figure 5-7 – 2530 Submission Step 2 Edit Organization Structure Screen**

- To add another principal repeat this process.
- If the information was added incorrectly, you may modify the principal’s information by selecting the principal and clicking on modify the principal’s information, select the principal and click  . OR to remove the principal click on  . You can also cancel the submission at any time by selecting  .
- Select  .

**\*Please note you must have one individual in your organization structure before you can move to the next step.**

### **5.1.2 Editing Principals**

1. To edit a principal from the 2530 Submission Step. 2 Edit Organization Structure screen; select the principal to be edited by clicking on the radio button next to TIN/SSN.
2. The Edit Principal within Organization Structure Screen will display.

**Active Partners Performance System**

*Edit Principal within Organization*

Prefix:

\* First Name:

Middle:

\* Last Name:

Suffix:

\* SSN:

**Physical delivery address**

\* Address:

\* City:

\* State:

\* Zip Code:  -

\* Country:

**If country not United States**

Territory:

\* Postal Code:

\* Phone:

Fax:

E-mail:

Pager:

Parent Participant:

\* Role in Entity:

Role Comment:

\* Percent Ownership in Entity:  % (100.00)

\* Starting Date in Entity:  -  -  (mm-dd-yyyy)

[\[APPS Home Page\]](#)

Figure 5-8: Edit Principal within Organization Screen

3. Edit the principal's information. (Fields marked with an asterisk are required)

- Click . The Edit Principal within Organization screen refreshes with the message, “Save was successful.”

**Active Partners Performance System**

*Edit Principal within Organization*

Save was successful.

Prefix:

\* First Name:

Middle:

\* Last Name:

Suffix:

\* SSN:

**Physical delivery address**

\* Address:

\* City:

\* State:

\* Zip Code:  -

\* Country:

**If country not United States**

Territory:

\* Postal Code:

\* Phone:

Fax:

E-mail:

Pager:

Parent Participant:

\* Role in Entity:

Role Comment:

\* Percent Ownership in Entity:  % (100.00)

\* Starting Date in Entity:  -  -  (mm-dd-yyyy)

Parent Organization Structure

Figure 5-9: Edit Principal within Organization Screen

### 5.1.3 Removing Principal

1. To remove a principal, from the 2530 Submission Step. 2 Edit Organization Structure screen; select the principal to be removed by clicking on the radio button next to TIN/SSN.



Figure 5-10: 2530 Submission Step 2 Edit Organization Structure Screen

2. Click . The Remove Principal from Organization screen displays.



[Feedback](#)

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

**User ID:**  
MXXXX

[Online Help](#)  
[Glossary](#)

### Active Partners Performance System

#### *Remove Principal from Organization*

Name:

\* TIN:

Legal Structure:

Type of Ownership:

**Physical delivery address**

Address:

City:

State:

Zip Code:

Country:

**If country not United States**

Territory:

Postal Code:

Phone:

Fax:

E-mail:

Pager:

Parent Participant:

Role in Entity:

Role Comment:

Percent Ownership in Entity:

Starting Date in Entity:  (mm-dd-yyyy)

Ending Date in Entity:  -  -  (mm-dd-yyyy)

**or**

Check here if principal originally added in error:

[\[APPS Home Page\]](#)

**Figure 5-11: Remove Principal from Organization Screen**

3. Enter the principals ending date in the entity.
4. Click . The Organization Structure screen displays with the message, “Principal has been removed successfully,” and the radio button next to the removed principal will not display.
5. You also have the option of selecting the checkbox for principal added in error. Please note that you have to have atleast one individual in your organization structure even if you select this step and remove the principals from your organization tier structure.



Figure 5-12: 2530 Submission Step 2 Edit Organization Structure Screen

## 5.2 Previous Participation

 You can only add/edit Previous Participation while entering a submission and prior to sending the submission to HUD.

 *Previous Participation is accessible from the APPS Home Page in the **Participant Processing** drop-down list, the **2530 Submission** screen, the **Organization Structure** screen, and the **Submission List** screen from the **Select participant processing** drop-down list.*

### 5.2.1 Establishing Previous Participation

1. The next step in the submission process is the Previous Participation.
2. From the 2530 Submission, Step 3 Edit Previous Participation screen select .

**Active Partners Performance System**

**2530 Submission**  
**Step 3. Edit Previous Participation**

Submission ID: 11633 Reason: Baseline Organization Definition

Applicant: Test Organization (444555666)

Current Status: In Process, 04/10/2006

Select	Name	TIN/SSN	Direct Previous Participation
<input type="radio"/>	Test Organization	444555666	No

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation
<input checked="" type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/12/2005	No

Previous Participation

Previous Step   Next Step   Save & Exit   Cancel Submission

Figure 5-13: 2530 Submission Step 3 Edit Previous Participation Screen

3. The Previous Participation List screen will display


  
  
 Feedback
   
  
[Secure Systems](#)
  
  
[Housing](#)
  
  
[HUD Home](#)
  
  
[HUD LDPs](#)
  
  
[eSA EPLS](#)
  
  
[2530 Contacts](#)
  
  
**User ID:**
  

[Redacted]

  
  
[Online Help](#)
  
  
[Glossary](#)

### Active Partners Performance System

#### Previous Participation List

Submission ID:  Reason:

Applicant:

Current Status:

Participant:

---

Direct Previous Participation Records (1 - 1) of 1

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	WILLOW STREET APARTMENTS DENVER, CO	Willow Street Apartments	Yes (Denver Field Office)	Owner/ Mortgagor	06/01/1996	Current	11/16/2007	Nov 16 2007 5:09:04:440PM Mgmt From: Satisfactory 2004-08-17 00:00:00.0 HUD/Contractor  Phy Ins: Score: 82 b Ins No: 244892 2006-09-01 00:00:00.0 HUD/Contractor

**Figure 5-14: Previous Participation List Screen**

- Click on . The Previous Participation Property Search screen will display.



**Figure 5-15: Previous Participation Property Search Screen**

5. Select a Property Role (note the fields marked with an asterisk are mandatory.) Fill in the HUD Multifamily Property section or Other Property information in the fields provided.

<i>Data Element</i>	<i>Description</i>
<b>PREVIOUS PARTICIPATION PROPERTY SEARCH</b>	
Property Role	Drop Down List of Property Roles
<b>HUD MULTIFAMILY PROPERTY</b>	
Contract Number	Contract number associated with the property (Section 8, Rent Supplement, etc.)
FHA Number	Code representing a specific grant, loan, or insurance on a property.
Property ID	REMS system-generated identification number given to a property.
Property Name	Current name of property

<i>Data Element</i>	<i>Description</i>
OTHER PROPERTY	
ID	Identification number given to the property by responsible agency.
Type	A drop-down list displays types of non-HUD Multifamily properties
Name	Current name of the property
City	City in which the property exists
State	A drop-down list displays a list of states

6. Click  .
  
7. The Previous Participation Property List screen will display. If there are several properties displayed, select the property for which you want to establish Previous Participation by clicking the radio button next to the Property Name.
  
8. Click  . The Previous Participation Detail screen displays.

 **Note: for Other Properties**, using the above chart as a guide, enter the appropriate data.

 Please ensure that the following mandatory fields have information in them before you click save on this page; The “From” and “To” dates, the “Loan Status”, “As of date” and “Was Loan in default”

*If you did not receive a physical inspection or a management review score during the time you were part of the property, you may enter comments in the comments field as to why no score was received.*

 **Note: Inherited Previous Participation information is no longer available.**



- Feedback
- Secure Ratings
- Hotlinks
- HUD Home
- HUD LPA
- OSD RPLS
- 2008 Contacts
- User ID:
- Online Help
- Glossary

## Active Partners Performance System

### Previous Participation Detail

---

**PARTICIPANT:**

**PROPERTY NAME:** PARADISE CORNER APARTMENTS

**PROPERTY ID:** 880000056

**PROPERTY TYPE:** Multifamily

**CONTRACT NO(S):**

**CONTRACT AMOUNT:**

**LOAN AMOUNT:** \$0.00

**FHA NO(S):**

**Agency/Role Information**

\*Agency: HUD      \*Project Role: Member

\*From Date: (mm/dd/yyyy)      \*To Date: (mm/dd/yyyy) (check if current)

Affiliation Comments:

**Loan Status Information**

[Default or Delinquency Status: N/A ]

Loan #	Loan Status	As of Date (mm/dd/yyyy)	Loan Status Comment	Was Project in Default during your participation	Explanation for Project default
1				<input type="radio"/> Yes <input checked="" type="radio"/> No	

Add    Clear

**Last Physical Inspection**       No scores received

Inspection Number:      Inspection Date: (mm/dd/yyyy)

REAC Score:      Rating:

Performed By:

Explanation for Rating:

Physical Inspection Information retrieved from HUD's Database       I agree to this score

Inspection Number:      Inspection Date: (mm/dd/yyyy)

REAC Score:      Rating:

Performed By:

**Last Management Review**       No scores received

Rating:      Review Date: (mm/dd/yyyy)

Performed By:

Explanation for Rating:

Management Review Information retrieved from HUD's Database       I agree to this score

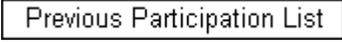
Rating: Satisfactory      Review Date: (mm/dd/yyyy)

Performed By: HUD/Contractor

Figure 5-16: Previous Participation Detail Screen

<i>Data Element</i>	<i>Description</i>
<b>PREVIOUS PARTICIPATION DETAIL</b>	
Submission ID	System-generated identification number given to a submission
Participant	Name of the participant (pre-populated from the 2530 Submission screen)
Reason	Reason for the submission (pre-populated from the 2530 Submission screen)
Applicant	Name of the applicant (pre-populated from the 2530 Submission screen)
Current Status	Current Status the submission is in
Property Name	Pre-populated field displaying the current property name
Participation Property ID	Pre-populated field displaying the REMS property ID.
Property Type	Multifamily or Other property
Contract No(s):	Contract number associated with the property (Section 8, Rent Supplement, etc.)
FHA No(s):	Pre-populated code representing a specific grant, loan, or insurance on a property
<b>AGENCY/ROLE INFORMATION</b>	
Agency:	Select the agency with which the previous participation was associated from the drop-down list   <i>Note: Agencies for HUD properties and Non HUD properties differ. See the descriptions in the Drop-down lists at the end of the chapter.</i>
Project Role:	Select the project role held in previous participation from the drop-down list
From Date:	The date from which the participant participated in the property
To Date:	The date until which the participant participated in the property. This field should be left blank if the “Current” field is selected.

<i>Data Element</i>	<i>Description</i>
Affiliation Comments:	Text field for any comments related to affiliation
<b>LOAN STATUS INFORMATION</b>	
Loan Status	A drop-down list displays loan statuses
As of Date:	The date as of which the loan was at the above status. The date must fall between the “From” and “To” dates.
Loan Status Comment	Text field for comments related to the loan status
Was Project in default during your participation?	Radio button indication Yes or No
Explanation For Project Default(s):	Text field for explanation for project defaults
<b>LAST PHYSICAL INSPECTION</b>	
REAC Score:	The first field is for the numbered score. Select the letter score from the drop-down list. Both fields must be completed.
Inspection Number:	Unique identifier for physical inspections from PASS.
Rating:	A drop-down list displays ratings
Performed By:	A drop-down list displays groups that perform inspections
Inspection Date:	Date inspection took place
Explanation for Rating:	Text field for explanation for rating (required if below average or less)
<b>LAST MANAGEMENT REVIEW</b>	
Rating:	A drop-down list displays ratings
Performed By:	A drop-down list displays groups that perform reviews
Review Date:	Date review took place
Explanation for Rating:	Text field for explanation for rating (required if below average or less)

9. When all required information has been entered, click . The Screen refreshes with the message, “Save was successful.”
11. Click  to go back to the Previous Participation List screen.

### 5.2.2 Editing Previous Participation

-  *Note: APPS now **allows** previous participation to roll down to all the participants when added via the **Edit Previous Participation option**.*
-  *Note: Please ensure that the following mandatory fields have information in them before you click save on this page; The “From” and “To” dates, the “Loan Status”, “As of date” and “Was Loan in default”*
-  *Note: Once a Property Submission is approved by HUD please ensure that the previous participation for the new property is added to the participants in your organization structure.*

1. From the APPS home page select “Edit Previous Participation” from the *Select Participant Processing* drop-down list.

**OR**

From the 2530 Submission screen, select “Previous Participation” from the *Select participant processing* drop-down list.

2. Click . The Previous Participation Search screen or the Previous Participation List screen displays depending on where you started. (Enter Participant TIN or SSN if at Search page and Previous Participation List screen will display)

**Active Partners Performance System**

*Previous Participation List*

Submission ID: 67451 Reason: Organization Change (Major)

Applicant: Willow Street Apartments

Current Status: In Process

Participant: Willow Street Apartments  
Denver, COLORADO

Direct Previous Participation Records (1 - 1) of 1

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	WILLOW STREET APARTMENTS DENVER, CO	Willow Street Apartments	Yes (Denver Field Office)	Owner/ Mortgagor	06/01/1996	Current	11/16/2007	Nov 16 2007 5:09:04:440PM Mgmt Err: Satisfactory 2004-08-17 00:00:00.0 HUD/Contractor  Phy Ins: Score: 82 b Ins No: 244892 2006-09-01 00:00:00.0 HUD/Contractor

Add Participation Edit Participation

Delete Participation

2530 Submission Edit Previous Participation

**Figure 5-17: Previous Participation List screen**

3. Select Previous Participation to edit by clicking the radio button next to the Property Name.
4. Click Edit Participation.
5. Edit the appropriate fields.



Feedback

Secure Systems

Hotels

HUD Home

HUD LGA

ORAPLS

2000 Contacts

User ID:

Online Help

Glossary

## Active Partners Performance System

### Previous Participation Detail

**PARTICIPANT:**

**PROPERTY NAME:** PARADISE CORNER APARTMENTS

**PROPERTY ID:** 800000056

**PROPERTY TYPE:** Multifamily

**CONTRACT NO(S):**

**CONTRACT AMOUNT:**

**LOAN AMOUNT:** \$0.00

**FHA NO(S):**

**Agency/Role Information**

**Agency:** HUD **Project Role:** Member

**From Date:** (mm/dd/yyyy) **To Date:** (mm/dd/yyyy) (check if current)

**Affiliation Comments:**

**Loan Status Information**

[Default or Delinquency Status: N/A]

Loan #	Loan Status	As of Date (mm/dd/yyyy)	Loan Status Comment	Was Project in Default during your participation	Explanation for Project default
1				<input type="radio"/> Yes <input checked="" type="radio"/> No	

[Add](#) [Remove](#)

**Last Physical Inspection**  No scores received

**Inspection Number:** **Inspection Date:** (mm/dd/yyyy)

**REAC Score:** **Rating:**

**Performed By:**

**Explanation for Rating:**

**Physical Inspection Information retrieved from HUD's Database**  I agree to this score

**Inspection Number:** **Inspection Date:** (mm/dd/yyyy)

**REAC Score:** **Rating:**

**Performed By:**

**Last Management Review**  No scores received

**Rating:** **Review Date:** (mm/dd/yyyy)

**Performed By:**

**Explanation for Rating:**

**Management Review Information retrieved from HUD's Database**  I agree to this score

**Rating:** Satisfactory **Review Date:** (mm/dd/yyyy)

**Performed By:** HUD/Contractor

[Save](#)

[Previous Participation List](#)

Figure 5-18: Previous Participation Detail screen

- Click . Screen displays with the message, “Save was successful.”
- When you are finished, click . The Previous Participation List screen will display with your new information.

**Active Partners Performance System**

*Previous Participation List*

Submission ID:  Reason:

Applicant:

Current Status:

Participant:

Direct Previous Participation Records (1 - 1) of 1

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	WILLOW STREET APARTMENTS DENVER, CO	Willow Street Apartments	Yes (Denver Field Office)	Owner/ Mortgagor	06/01/1996	Current	11/16/2007	Nov 16 2007 5:09:04:440PM Mgmt Row: Satisfactory 2004-08-17 00:00:00.0 HUD/Contractor  Fly In: Score: 82 b Ins No: 244892 2006-09-01 00:00:00.0 HUD/Contractor

**Figure 5-19: Previous Participation List Screen**

- Click on  to return to the 2530 Submission page.

## 5.3 Adding Comments

1. The 4th step in the Baseline submission process is the Applicant comments section. From the Edit Previous Participation screen click on **Next Step**. The 2530 Submission Step 3, Edit Applicant Comments screen will display.

The screenshot shows a web application interface. On the left is a dark blue vertical sidebar with the 'apps' logo at the top. Below the logo are several menu items: 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: MXXXXXX', and 'Online Help Glossary'. The main content area has a title 'Active Partners Performance System' in red, followed by '2530 Submission Step 4. Edit Applicant Comments' in black. Below the title are three input fields: 'Submission ID: 11633', 'Reason: Baseline Organization Definition', 'Applicant: Test Organization (444555666)', and 'Current Status: In Process, 06/02/2006'. A large text area labeled 'Applicant Comments:' is empty. At the bottom are three buttons: 'Previous Step', 'Finish', and 'Cancel Submission'.

Figure 5-20: 2530 Submission Step 4. Edit Applicant Comments screen

2. Add comments and Click on **Finish**. You will be redirected back to the APPS Home page with the message that your Baseline Submission is completed.

**Active Partners Performance System**

*APPS Home Page*

**Baseline Submission completed.**

**Submission Processing:**  
View My Submissions In Process

**Participant Processing:**

**Reports:**

**Public reporting burden** for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and submitting the information. This information is required to obtain benefits and is mandatory. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The regulations at 24 CFR Section 200.210 to 200.245 authorizes the U.S. Department of Housing and Urban Development (HUD) to request information from all principals applying to participate in multifamily housing programs. The information will enable HUD to evaluate whether or not principal participants will honor their legal, financial, and contractual obligations and determine if they pose an unsatisfactory underwriting risk.

**Navigation Menu:**  
[Feedback](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
[2530 Contacts](#)  
**User ID:** MXXXX  
[Online Help](#)  
[Glossary](#)

**Figure 5-21: APPS Home Page- Baseline Submission completed.**