
Industry User Guide

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Introduction to the Active Partners Performance System (APPS)

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1.0 Introduction to the Active Partners Performance System (APPS)

The Active Partners Performance System (APPS) was developed to automate the submission and review of the HUD Previous Participation Certification Process (Form 2530). This User guide provides the basic steps to perform necessary functions within APPS. The HUD-2530 form initiates the approval process for Industry entities who would participate in a HUD project. The HUD-2530 contains data concerning principal participants in Multifamily Housing projects, including their previous participation with HUD and other housing agencies. An approved Previous Participation Certification is a prerequisite for approval of various applications to do business with HUD. Data originating with the Previous Participation Certification process will support Housing Asset Management, Project Development activities, the Real Estate Assessment Center and Enforcement Center activities.

1.1 Background

In order for individuals or corporate entities to “participate” or play a role in a Multifamily Housing property, they must obtain HUD’s approval. Applicants may request HUD’s approval by submitting a HUD-2530 (Previous Participation Certification) form to the Field Office responsible for overseeing the specific property. Applicants must submit a 2530 when one of these conditions is met:

- An issue relevant to their participation in a property changes. For example, the entity has applied to refinance or rehabilitate the property, or has a change in their organization structure that must be disclosed to HUD.
- An entity that currently participates in a property and wants to assume an additional role.
- An entity wants to participate in a property in which they do not currently have a participating role.

The HUD-2530 form requires applicants to provide detailed information concerning their current organization makeup, their past participation, and their performance in housing projects. When describing their current organization makeup, applicants must describe the current organization structure, (i.e., the principal organizations and individuals; the applicant tier and principal tiers – those tiers that define the structure of organizations in the applicant tier,) as well as each principal's percent ownership and organization role in its parent entity. In the "History of Participation" portion of the HUD-2530, applicants must identify the HUD Multifamily and other projects that the principals have previously or are currently participating in, and note significant problems (e.g., mortgage default) as well as the results of the latest management and physical inspection reviews during their project tenure. All organizations and individuals listed on a HUD-2530, or their designee, must certify to the authenticity of the information on the form.

HUD reviews each HUD-2530 that is submitted and determines the applicant's suitability to participate in light of their record in carrying out past financial, legal and contractual obligations in a satisfactory and timely manner. HUD receives approximately 10,000 submissions annually. Most are decided at the local Field Office. The Field Office forwards HUD-2530s with significant prior participation problems, numbering about 1,000 submissions annually, to Headquarters for review and disposition.

In 1998, a housing re-engineering task group met with major Industry partners to discuss their suggestions for improving the prior 2530 process. The Active Partners Performance System is the result of these joint HUD and Industry sessions. APPS re-engineers the HUD-2530 process and is the replacement for the current Previous Participation Review System (PPRS)F19. APPS automates both the process Industry participants use to submit HUD-2530 information and the process HUD staff use to review and approve the submissions. Using the internet as the communications vehicle, the principal participants will enter their data directly into APPS. APPS will then present any possible findings to HUD staff for review.

Housing has designed APPS to satisfy four major objectives:

- **Automate the HUD-2530 processes** — APPS allows Industry Business Partners to enter submissions and to check on the status of submissions via the internet, and enables HUD staff to review these submissions on-line.
- **Reduce the significant paperwork burden and preparation time for HUD-2530s** - APPS maintains the repetitive Industry information, such as principals in each organization, and incorporates it automatically into the 2530 submissions, enabling Industry to create a submission in significantly less time.
- **Standardize the HUD-2530 processes nationwide** - APPS tracks submissions through each stage of the life cycle, checks the 2530 applicants and their principals against relevant information sources, and presents the findings automatically to the HUD reviewer.
- **Enable HUD to track Industry Business Partners that are currently participating or have sought a role in Multifamily properties** - APPS maintains a history of HUD-2530 submissions and the principals in each Industry entity.

APPS Provides:

- ***Information Tracking*** - facilitates tracking of submissions and the changes Users make to information in APPS.
- ***User Security*** - security requirements are defined for HUD and Industry users.
- ***Participant and Organization Structure Information*** - information is maintained that Industry Business Partners must supply about each entity, and the structure of their organizations.

1.2 Submissions

There are four types of HUD-2530 submissions:

- **Baseline** - allows an organization to identify their principals and Previous Participation.
- **Property** - allows an entity to seek HUD's approval to play a specific role in a particular property.
- **Organization Change** - enables an organization to add, edit, or remove principals, or to change a principal's role, ownership percentage, starting date within an entity.
- **Identity Change** - enables an individual to change their SSN, or an organization to change its TIN, legal structure, and type of ownership.

Several of the submission types have specific sub-types that constitute the reason for the submission:

- Property Submissions
 - New Application for Mortgage Insurance
 - Refinance Application for Mortgage Insurance
 - New Application for Capital Advance Grants
 - New Application for Other Subsidies
 - New Role for Property
 - Transfer of Physical Assets
 - Mark-to-Market

- Organization Change Submissions
 - Corporate Buyout
 - Major Organization Change (adding a principal, changing a principal's role within an organization, changing the percentage of ownership)
 - Court Order\Inheritance
 - Minor Organization Change (Removing a principal)

1.3 Submission Review

Certain submissions require review by HUD staff, whereas others do not.

- **Baseline Submissions** do not require a review and therefore would not go through the review process. Until a True Submission is submitted. True Submissions are proper Organization Changes, Identity Changes, Corporate Buyouts and Major Organization Changes and Property Submissions.)
- **Property Submissions** do require a review in order to be approved. The Field Office must first review Property Submissions.
- **Organization Change Submissions** Major Organization Change and Corporate Buyout require a Headquarters review. Other Organization Change Submissions (Court Order\ Inheritance and Minor Organization Changes) do not require a review. The system identifies whether the organization change is major or minor.
- **Identity Change Submissions** require a Headquarters review in order to be approved.

2

Getting Started Introduction

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2.0 Getting Started Introduction

Industry access to the Active Partners Performance System (APPS) is obtained via the internet, through the website of the Department of Housing and Urban Development (HUD). APPS is an automated management tool that utilizes the advantages of internet technology so that HUD may improve communication on policy and procedural matters throughout the Department, increases its management and oversight activities with its Industry business partners, and serves as a clearinghouse for Participant information.

APPS is accessed through the Secure Connections function. All internet systems within Multifamily Housing contain sensitive information and require User IDs and passwords to be authorized to change information.

Registration is required prior to gaining access to APPS internet application. Only after registering in HUD's Secure Systems, receiving a Coordinator/User ID by mail, and being assigned a system role, can an internet User access the APPS application.

Detailed steps and explanation of the Secure Systems procedures can be found in Chapter 3: Registration Process. The following steps outline the registration process:

Step 1 - Establishing Your Organization in APPS

 *Note: A good rule of thumb is if your company has filed a financial statement, then your company should be registered and all that is needed is a Coordinator or User ID.*

-  If your company has never done business with HUD you need to register by clicking on the APPS Registration Link on the APPS Home Page at <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
- After completing this screen, you will be able to access your information the next business day before applying for your Coordinator or User ID.

Step 2 - Registering for a Coordinator/User ID for a Company or Individual

 *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Coordinator or User ID. Please refer to Step 1*

 *If you have a participant record for all Address changes some proof of the new address must be sent to HUD. This could be in the form of a memo on the company*

letterhead, a lease agreement or any other documentation that shows the correct address for the participant. Once your fax or email is received, HUD can correct the address. The information can be sent via email to the apps mailbox listed on the APPS home page or faxed, Attn PPSD Division along with a cover letter stating the details of the request to 202-708-0684.

Types of Users in Secure Systems:

- **Coordinator:** Controls access to the system and performs system administration functions, such as retrieving IDs, and assigning rights to users. For more information please refer to Chapter 3 of the Online User Guide.

Note: The system limits each Business Partner to two Coordinators. It is recommended that the Business Partner Executive Director designate two Coordinators to ensure backup of daily system administration needs.

- **User:** A User can be an employee of the Business Partner or a third party (e.g., CPA) authorized by the Business Partner's Coordinator to submit data for the Business Partner.

Note: Please use your parent company Tax ID when registering for Coordinatorship

Note: Initial Coordinator Registration will only register one company/individual.

Note: To request Coordinatorship for multiple companies/individuals, you must have first completed Steps 2 through 5 for your first Coordinatorship. You may then go directly to Step 6 to request additional Coordinatorships.

- Register for Coordinator/User ID by selecting <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
- Receiving Your Coordinator/User ID:
 - Allow two week to process the Coordinator ID request.
 - User registration applications are processed nightly. (Can only be retrieved by Coordinator)

Step 3 - Assigning yourself as a Coordinator

Once you have registered and have received your Coordinator ID, you will need to assign yourself as a Coordinator for the company/individual

- On the APPS Web Page <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>

- Click Secure Systems Login
- Enter User name (which is your M ID) and Password (The password you selected during registration.)
- Click “OK”
- On the User Login Legal prompt screen, Click “Continue”
- Select “User Maintenance”
- Enter your Coordinator ID (M ID)
- Click on “Search for User”
- Select “Maintain User Profile – Actions” from the “Choose a Function” drop down menu
- Click “Submit”
- Check “COR – Coordinator” checkbox and “UPD- Update” checkbox
- Click “Assign/Unassign Actions”
- Select “OK”. You have now assigned yourself as a Coordinator

Step 4 - Assigning yourself role and User roles

- On the “Secure Systems Main Menu”, select “User Maintenance”
- Enter your “Coordinator ID” or “User ID” (M ID)
- Select “Maintain User Roles” from the “ Choose a Function” drop down menu
- Click “Submit”
- Check “AUP– APPS Update” checkbox
- Click “Assign/Unassigned Action”
- Select “OK”. You have now assigned yourself roles

 **Note:** Please reboot your system at this point for your new assignments and roles to be activated.

Step 5 - Assigning yourself rights to Company/Companies/Individuals

- From the Secure Systems Main Menu page, select “Participant Assignment Maintenance”
- Enter your User ID (M ID)
- Select “Assign Participant” from the “Choose a Function” drop down menu
- Select “AUP - APPS Update” from the Choose a Role section
- Select the company/companies/individuals you want to assign rights to from the Participant section (You can select multiple participants by using the Control key on your keyboard)
- Click “Submit”
- Verify the list of company/companies/individuals you are requesting relationships for

- Click “Confirm”
- Click “OK”

Step 6 - Registering Coordinatorship for multiple Companies/Individuals

Note: You must complete Steps 2 through 5 before you can request Coordinatorship for multiple companies/individuals.

- From The “Secure Systems Main Menu”, select “Business Partners Maintenance”
- Enter your User ID
- Select “Request New/Delete Existing Relationships” from the “Please enter a Function” drop down menu
- Enter the Taxpayer Identification Number (TIN)/Social Security Number (SSN) for the companies/individuals you would like to assign rights to
- Click “Submit”
- Verify names and addresses (To ensure activation keys are mailed to the proper address)
- Click “Confirm”
- Click “OK”

Note: You will need to wait at least two weeks to receive your activation keys from HUD.

- To activate your relationships:
 - From the Secure Systems Main Menu page, select “Business Partners Maintenance”
 - Select “Activate Relationships” from the “Please enter a Function” drop down menu.
 - Enter Activation Keys
 - Click “Submit”
 - Verify information
 - Click “Confirm”
 - Click “OK”

Step 7- Assigning yourself rights to Company/Companies/Individuals

- Repeat Step 5

Step 8 - Assigning the User System Roles by the Coordinator

- For the Coordinator to retrieve the User ID:
 - From the Secure Systems Main Menu page, select “User Maintenance”

- Enter “First Name” and “Last Name” of the User
- Select “Search Users”
- Retrieve User ID
- To assign the User System Roles:
 - From the Secure Systems Main Menu, select “Participant Assignment Maintenance”
 - Enter the retrieved User ID (M ID), select Assign Participant from the “Choose a Function” drop down menu
 - Select “AUP/APPS Update”
 - Select the company/individual you want to assign user roles to (You can select multiple companies/individuals by using the Control key on your keyboard)
 - Click “Submit”
 - Verify information
 - Click “Confirm”
 - Click “OK”
- The User will now be able to submit data for the company/individual.

2.1 Accessing the HUD Home Page

1. Open your Internet browser. The instructions in this guide reflect the HUD standard browser, Netscape Communicator 4.7.5. As such, some screens may appear differently if you are accessing APPS via another web browser.
2. Type **http://www.hud.gov** in the Netsite or Address field and press the Enter key. The HUD home page displays.

Homes & Communities
Department of Housing
Urban Development

June 9, 2003 En español | Text only | Search/index

June is National Homeownership Month 2003

A home is more than just the symbol of the American Dream, it is the backbone of the American way of life. One reason HUD and so many of our partners celebrate National Homeownership Month is because in America, every citizen - regardless of race, creed, color, or place of birth - has the opportunity to own a home of their own. And, new homeowners can create wealth for their families for generations to come, while also helping transform neighborhoods and communities!

Learn more about **National Homeownership Month 2003** and how YOU can become a new homeowner!

Learn about **the "Homeownership Express!"** It's a special bus that the Blueprint Partners for the American Dream are using to travel across the nation, bringing information, initiatives and new tools to help millions of Americans become homeowners.

HUD Highlights

- ▶ **Jackson to urge Nation's mayors to adopt Bush Administration strategy to end chronic homelessness in ten years**
- ▶ **Bush Administration launches second annual National Homeownership Month**
- ▶ **Federal Register Technical Correction for 202/811 Program**
- ▶ **HUD's new radio and television Fair Housing Campaign**
- ▶ **Martinez honored for contract awards to women-owned businesses**
- ▶ **FY 2004 Annual Performance Plan**
- ▶ **2.3 Billion available through new HUD SuperNOFA**
- ▶ **Web Clinics for HUD Partners**
- ▶ **National calendar of events**
- ▶ **Daily message**

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- ▶ Submit **Freedom of Information Act (FOIA)** request
- ▶ Busque **información en español**
- ▶ Learn about the **President's agenda to expand homeownership**
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Content updated June 8, 2003 Back to top

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- ▶ Farmworkers/colonias
- ▶ Native Americans
- ▶ Victims of Discrimination

Housing Industry

- ▶ Lenders
- ▶ Brokers
- ▶ Housing agencies/tribes
- ▶ Multifamily industry
- ▶ Appraisers
- ▶ Health care facilities providers

Other Partners

- ▶ Grantees / non-profits
- ▶ Congress / elected officials
- ▶ Small businesses
- ▶ Fair housing
- ▶ Faith-based Organizations
- ▶ Investors
- ▶ Auditors / investigators

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First Click to the U.S. Government

Figure 2-1: HUD Internet Home Page

2.2 Accessing APPS

2.2.1 To Access the APPS Login page:

1. Select the Multifamily Industry link under the Information for Housing Industry heading on the right-hand side of the HUD home page. The **Multifamily Industry** screen displays.

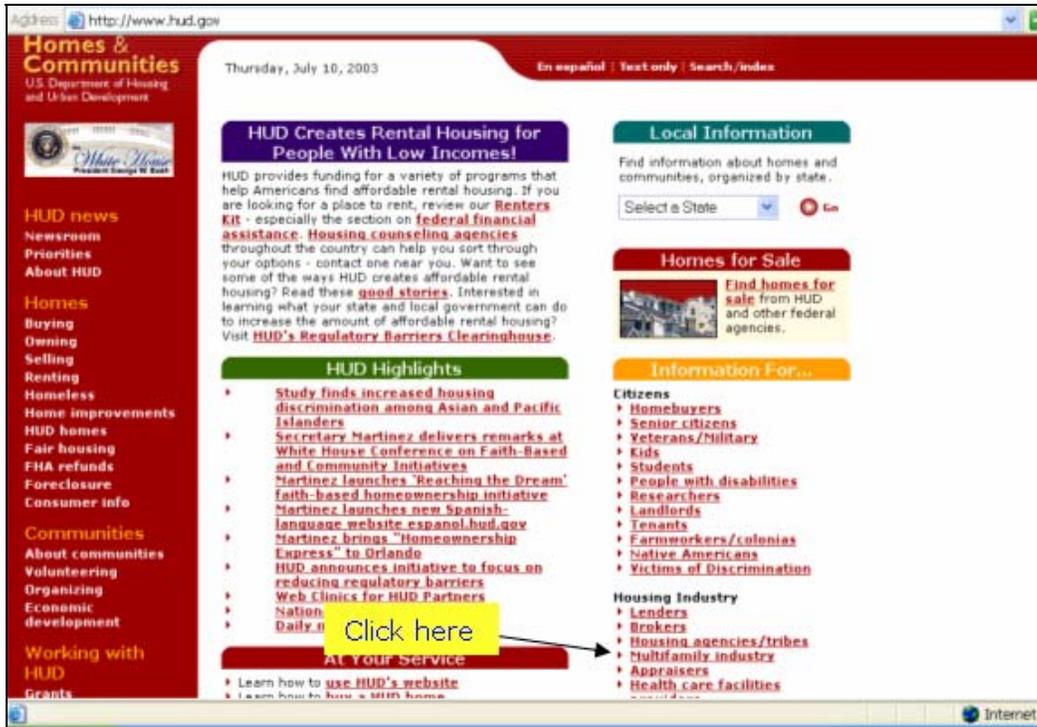


Figure 2-2: Multifamily Industry Screen

2. In the lower right-hand of the page under the Systems Just for you, select the Work Online/audience group matrix link, which will bring up the Systems for the Housing Industry screen.
3. Select the Active Partners Performance System (APPS) link. The **Active Partners Performance System (APPS)** home page displays.

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U.S. Department of Housing and Urban Development

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Active Partners Performance System (APPS)

The Active Partners Performance System (APPS) allows HUD's business partners to submit their Previous Participation Certification (form 2530) request to HUD for processing via the Internet.

Information by State
Print version

Want More Information?
For questions about APPS contact the Multifamily Housing Systems Help Desk by phone at 1-800-767-7588 or [email](#).

What's New
APPS Certification Security Enhancement. On March 2, 2007, The Active Partner Performance System (a.k.a. APPS) released a certification security enhancement, which restricts Coordinators/Users from certifying for any participants for whom they do not have a current access key code issued by HUD's Web Access Sub-System (a.k.a. WASS or Secure Systems). These standards require each individual person and company to authorize a coordinator/user (whether themselves or someone else) to load, edit, change and certify their data as true and correct.

PLEASE NOTE: Effective on July 1, 2006, all participants required to apply for previous participation clearance must do so through APPS. There are no exceptions. This is explained in the updated extension [memo from FHA Commissioner on APPS Electronic Filing](#)

APPS now requires Coordinators/Users to request access for individuals within an organization structure if they are to enter or edit information for that individual. Adding individuals to a organization structure does not require access but editing the individuals information would require formal authorization. This authorization process is done the same way access is requested for Company's.

- Secure System Login**
 - APPS Participant Registration** for registering your company if it is not listed in HUD's data base. **When entering data in this system do not use punctuation in the company name.**
 - Multifamily Coordinator and User Registration** for registering as a coordinator in HUD's systems for the first time
- Secure Systems Documentation**
- APPS Industry User Guide**
 - APPS Quick Tips** **UPDATED**
 - APPS Glossary of Terms**
- APPS Industry Tutorial Program**
- Headquarters 2530 Contacts**
- Placing APPS Risk Flags and Reporting Requirements Related to Mortgage Default and Financial Relief**
- April 13, 2005 Final Rule - Active Partner Performance System Implementation**
- April 19, 2004 Proposed Rule - Active Partner Performance System Implementation**

Facts about APPS

APPS will:

- replace the current 2530 paper process
- provide a more efficient approval process
- secure and protect all data sent in by industry through an ID and password process
- automate the Field Office review process by searching for all flags after the 2530 has been submitted to the Field Office by the business partners
- allow Field Offices to view all flags found on an entity, or individual
- reduce paper work.
- allow entities to keep their personal information updated, i.e. Address, Phone Number, Fax Number, etc.

Content updated March 5, 2007

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FOIA Privacy Web Policies and Important Links Home

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[Find the address of a HUD office near you](#)

Figure 2-3: APPS Project Web Page

2.2.2 Accessing the APPS Home Page

Click on the [Active Partners Performance System](#) link on the **Secure Systems** home page. The **APPS home page** displays.

Active Partners Performance System

APPS Home Page

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.

Feedback

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

User ID:
MXXXX

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

Figure 2-4: Active Partners Performance System Home Page

The Navigation Pane (sidebar) contains several useful links:

- By clicking the  button from any screen within APPS returns you to the **Home Page**.
- By clicking the  button, you can send an e-mail to the HUD Representative/APPS System Administrator with feedback about the system.
- Secure Systems – this link returns you to the Secure Systems logon page.
- Housing – this link takes you to the Office of Housing website.
- HUD Home – this link takes you to HUD's home page.
- HUD LDPs – the link allows you to view Limited Denial of Participation. Details on viewing LDPs can be found in Chapter 18.
- GSA EPLS – the link allows you to view the GSA Excluded Party List Search. Details on viewing GSA EPLS can be found in Chapter 18.
- 2530 Contacts – the link allows you to view the HUD contact name for your servicing Field Office.
- Online Help – Provides you help when working on a specific function.
- Glossary - Provides you a glossary of terms.

3

Registration Process

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3.0 Registration Process

3.1 Establishing Your Organization in APPS

To make it easy for Industry entities to establish their identity in the HUD Multifamily system, APPS will have an internet function that will allow Industry to create the required Participant record within APPS.

 *A good rule of thumb is if your company has filed a financial statement then your company is registered and all that is needed is a Coordinator or User ID*

 *If your company has never done business with HUD you need to register by clicking on the APPS Registration Link on the APPS Home Page at <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>*

 *All companies must have their own EIN/TAX ID's. No Company should use their individual SSN as their Tax ID.*

 *Sole proprietors cannot use their Individual SSN # in APPS. They need to have a EIN/Tax ID for their sole proprietorship.*

 *For all Address changes some proof of the new address must be sent to HUD. This could be in the form of a memo on the company letterhead, a lease agreement or any other documentation that shows the correct address for the participant. Once your fax or email is received, HUD can correct the address. The information can be sent via email to the apps mailbox listed on the APPS home page or faxed, Attn PPSD Division along with a cover letter stating the details of the request to 202-708-0684.*

1. On the APPS Web Page, click the APPS Participant Registration link. The APPS Participant Registration screen displays.

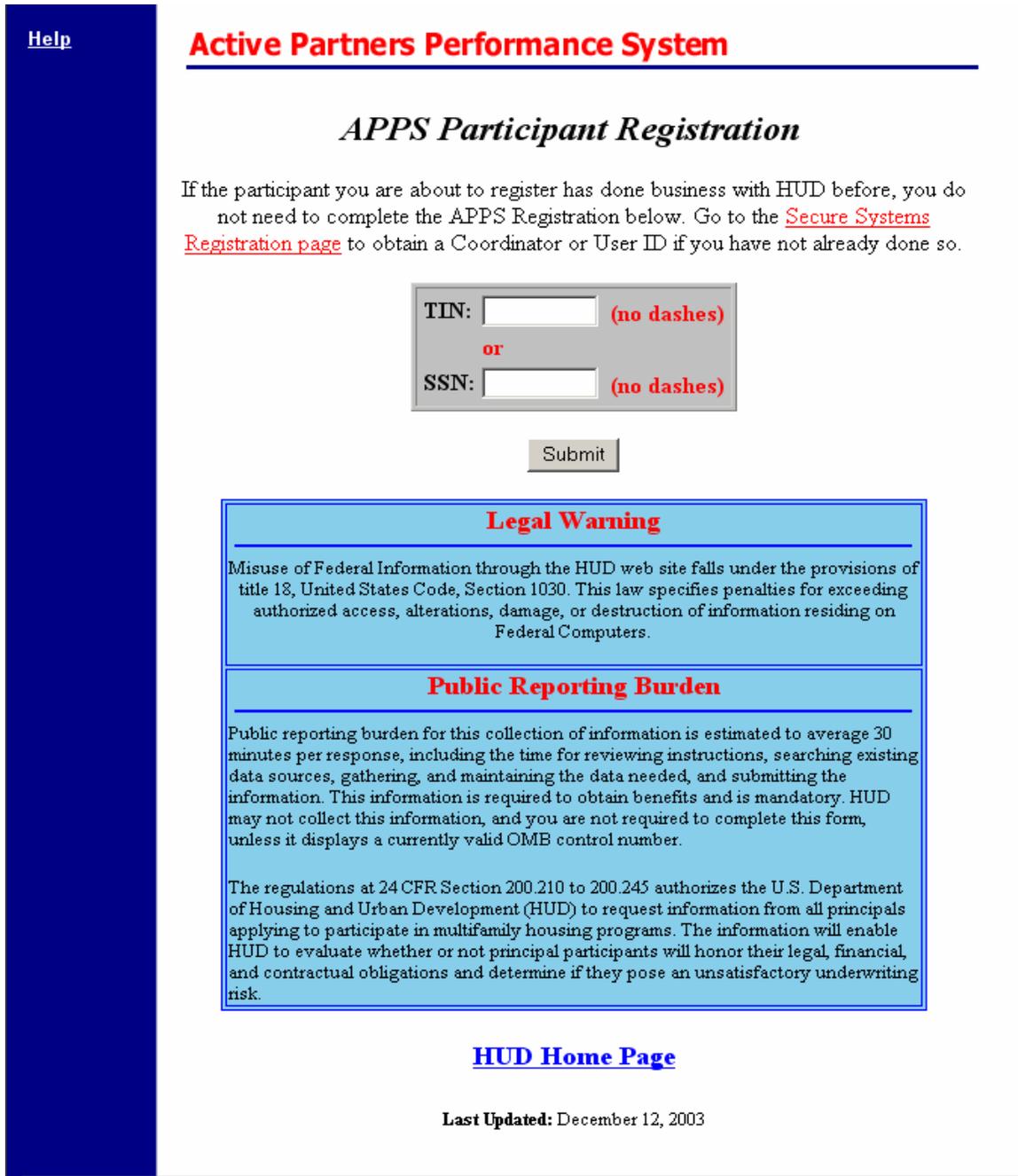


Figure 3-1: APPS Participant Registration Screen

2. Enter the participant's TIN or SSN (no dashes).
3. Click . The **Register APPS Participant** screen displays.

[Help](#)

Active Partners Performance System

Register APPS Participant

* 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:

[HUD Home Page](#)

Last Updated: December 12, 2003

Figure 3-2: Register APPS Participant Screen (for Organization)

 *Note: The screen for Organization Participants differs slightly from that for Individuals. See the following data chart for details.*

4. Using the following chart as a guide, enter the participant's information. (Fields marked with an asterisk are required)

<i>Data Element</i>	<i>Description</i>
CREATE PARTICIPANT (Organization)	
* Name	Current name of the organization.
TIN	The organization's Tax Identification Number.
* 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
CREATE PARTICIPANT (Individual)	
Prefix	Select a prefix from the drop-down list, if applicable.
* First Name	Participant's first name
Middle	Participant's middle name
* Last Name	Participant's last name
Suffix	Select a suffix from the drop-down list, if applicable.
SSN	Participant's Social Security Number

<i>Data Element</i>	<i>Description</i>
* 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	The foreign territory, if applicable.
* Foreign Postal Code	The foreign postal code, if applicable.
* Phone	The participant's telephone number
Fax	The participant's fax number
E-mail	The participant's e-mail address
Pager	An participant's contact pager number

5. Click . The **Confirm Participant** screen displays.

[Help](#)

Active Partners Performance System

Confirm Participant

Ready to create participant record.

Name:	<input type="text" value="Barrington Homes"/>
TIN:	<input type="text" value="111111333"/>
Legal Structure:	<input type="text" value="Trust"/>
Type of Ownership:	<input type="text" value="Profit Motivated"/>
Physical delivery address	
Address:	<input type="text" value="990988 Meadow Brook Lane"/>
	<input type="text"/>
City:	<input type="text" value="Dayton"/>
State:	<input type="text" value="OHIO"/>
Zip Code:	<input type="text" value="99388"/>
Country:	<input type="text" value="United States of America"/>
If country not United States	
Territory:	<input type="text"/>
Postal Code:	<input type="text"/>
Phone:	<input type="text" value="809-094-4344"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Pager:	<input type="text"/>

[Click Save to create the participant or click Edit to continue editing.](#)

Save

Edit

Registration Search

[HUD Home Page](#)

Last Updated: December 12, 2003

Figure 3-3 Confirm Participant Screen

6. Click again. The **Participant Successfully Registered** screen displays.

[Help](#)

Active Partners Performance System

Participant Successfully Registered

The participant registration will be processed overnight.

If the newly registered participant has never done business with HUD, you must apply with HUD Secure Systems to obtain a Coordinator or User ID. Go to the [Secure Systems Registration page](#).

If you already have registered as a user or coordinator for this participant you may go to the [Secure Systems page](#) to access APPS.

[Registration Search](#)

[HUD Home Page](#)

Last Updated: December 12, 2003

Figure 3-4 Participant Successfully Registered Screen

Note: After completing this screen, wait at least overnight before applying for your Coordinator or User ID

3.2 Registering for a Coordinator/User ID for a Company or Individual

 *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Coordinator or User ID.*

3.2.1 Types of Users

There are two types of Users in the Secure Systems: “Coordinators” and “Users”. A business entity or a representative of the business entity must register as a Coordinator. The Coordinator serves as the Business Partner’s Executive Director’s representative in controlling access to the system and performing other system administration functions such as retrieving IDs, and assigning rights to Users. The Coordinator then establishes other representatives as Standard Users. The Coordinator controls which Users have access to enter, view, or submit data. Although a User can enter or submit data to HUD, they cannot control access to the system. A User depends on the Coordinator for the necessary system rights to enter, view, or submit data.

A Coordinator is also responsible for forwarding information received electronically from HUD to the Business Partner Executive Director.

In order for a standard User to act on behalf of an entity in APPS, the Coordinator must associate the User to that entity through the Participant Assignment Maintenance screen of the Secure Systems.(This is how a business entity User receives access to APPS)

3.2.1.1 Coordinator

Because Coordinator/Users access HUD-sensitive information over the internet, security registration for a Coordinator/User ID is required. An internet User can access system information only after registering and receiving their Coordinator/User ID.

Each Business Partner must designate a Coordinator, typically an employee, to act as their representative in providing system access to Users. The Coordinator is then

responsible for retrieving a User ID for the User, establishing the User's role in the system.

A Coordinator can also serve as a User for the Business Partner. Therefore, if an individual will be responsible for system administration (Coordinator) and will also submit data (User), the individual should register as a Coordinator.

3.2.1.2 User

A User can be an employee of the Business Partner or a third party (e.g., CPA) authorized by the Business Partner's Coordinator to submit data for the Business Partner.

Unlike a Coordinator, registered Users cannot control system access or perform system maintenance functions. The User is dependent on the Coordinator for system access as well as updating User information (e.g., email address).

 *NOTE: The term "User" is a generic term for individuals following the instructions of this guide. If "User" (with a capital 'U') is discussed, it refers to a specific type of internet User (User v. Coordinator).*

All Coordinators and Users must submit a completed registration application to HUD to obtain a User ID. Required registration information includes name and social security number, the Business Partner's name and TIN/SSN, email address, desired password, and mother's maiden name. The registration form is available on the APPS Home Page <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm> by clicking on the Multifamily Coordinator and User Registration link.

3.2.2 Coordinator Registration

To register as a Coordinator use the following steps:

- ✍ Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Secure Systems Coordinator or User ID. Please refer to Section 3.1, Establishing Your Organization in APPS*
- ✍ Note: Please use your parent company Tax ID when registering for Coordinatorship.*
- ✍ Note: Initial Coordinator Registration will only register one company/individual.*
- ✍ Note: To request Coordinatorship for multiple companies/individuals, you must have first completed Section 3.2 through 3.5 for your first Coordinatorship. You may then go directly to Section 3.6 to request additional Coordinatorships.*
- ✍ Note: The system limits each Business Partner to two Coordinators. It is recommended that the Business Partner Executive Director designate two Coordinators to ensure backup for daily system administration needs.*

1. Enter the following URL <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm> in the address/location of your browser. The APPS Home Page will display. Select the Multifamily Coordinator and User Registration link.
2. The Multifamily Coordinator and User Registration screen will display.

Secure Systems

Secure Systems Registration

MULTIFAMILY Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type **Coordinator** **User**

First Name:

Middle Initial:

Last Name:

Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

Organization **Individual**

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, Brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Content updated April 7, 2006

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410 [Home](#) | [Privacy Statement](#)

Figure 3-5: Multifamily Coordinator and User Registration Screen

3. Select the option to designate a Coordinator.

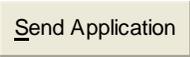


4. Enter all information into the registration form.

5. When completed, click the Print icon from your browser . You will need to save this information for future reference.

6. If you make a single error, simply click in the field and make the correction. If you would like to start over, click .

NOTE: *Be sure to review all the information for accuracy, before sending the application.*

7. Click  when completed.

8. The System Coordinator Registration Confirmation information page displays.

System Coordinator Registration

SYSTEM COORDINATOR REGISTRATION CONFIRMATION:

<i>First Name:</i>	JOHN
<i>Middle Initial:</i>	X
<i>Last Name:</i>	DOE
<i>Social Security Number:</i>	111111111
<i>Organization Name:</i>	FGH Corporation
<i>Organization ID:</i>	
<i>E-mail Address:</i>	John@email.com
<i>Mothers Maiden Name:</i>	SMITH

You are registering as a **Participant Coordinator** for the Participant **FGH CORPORATION**

Please confirm the following address for **FGH CORPORATION**

P O Box
100 Drive, XYZ
Fall Church, VA 22222

Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concerns to the REAC Customer Service Center, via the below e-mail click box at REAC_CSC. Please provide your name and daytime phone number.

Figure 3-6: System Coordinator Registration Screen

9. If all information is correct, click .

3.2.2.1 Receiving Your Coordinator ID

Once the HUD Secure Systems receives the Coordinators Registration a letter will be generated with the Coordinator ID and sent to the CEO/Owner of Company for which Coordination rights is requested. If CEO/Owner agrees to the request, they will forward the letter to the Coordinator.

Allow two weeks to receive Coordinator ID letter.

3.2.3 User Registration

To Register as a User:

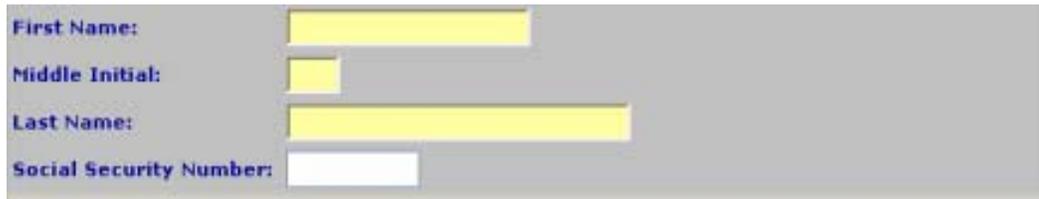
 *Note: If you do not have a Participant Record in APPS, you must establish your identity within APPS before registering for a Secure Systems Coordinator or User ID. Please refer to Section 3.1, Establishing Your Organization in APPS.*

1. Click the *User* radio button located next to the *Application Type* on the **Multifamily Coordinator and User Registration** screen.



The screenshot shows a horizontal bar with the text 'Application Type' on the left. To the right of this text are two radio buttons. The first radio button is labeled 'Coordinator' and is unselected. The second radio button is labeled 'User' and is selected, indicated by a small circle inside the button.

2. Enter your *First Name*, *Middle Initial*, *Last Name*, and *Social Security Number* in the appropriate fields.



The screenshot shows a form with four input fields. The labels are 'First Name:', 'Middle Initial:', 'Last Name:', and 'Social Security Number:'. The 'First Name', 'Middle Initial', and 'Last Name' fields are highlighted in yellow, indicating they are active or have been entered. The 'Social Security Number' field is a standard white input box.

 *NOTE: You can use the Tab key to move to the next field.*

3. Enter the name of the Business Partner in the *Organization Name* field. Enter the Business Partner's TIN in the *Organization ID* field.

 *NOTE: This must be the TIN for the Business Partner of the associated Coordinator.*

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name::

TIN/SSN:

Organization Individual

 **NOTE:** You must provide this information to receive your User ID.

4. Type your e-mail address in the *E-mail Address* field.

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example:
jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

 **NOTE:** It is important to provide your e-mail address so that HUD can communicate with you.

5. Enter your password. Your password must be six characters, and can consist of letters and/or Numbers.

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, Brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:

Re-enter Password for Verification:

 **Note: Important:** Your password is recorded EXACTLY as you type it, so remember how you enter any letters—uppercase or lowercase. Also, this password will be used each time you access the HUD's Secure System.

6. Enter your Mother's Maiden Name. This information is used for future verification (e.g., if you forget your password)

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

7. Check to ensure the information in each field is correct.
8. Click on the button to submit the application information.
A confirmation page displays.

 *Note: If you do not have a Participant Record in APPS, you will be unable to register for a User ID. Please refer to Section 3.1, Establishing Your Organization in APPS.*

Alternative Option

To correct a single entry, double-click in the field and enter the correct information. To clear all the fields, click on the button and re-enter all the information.

System User Registration

STANDARD USER REGISTRATION CONFIRMATION

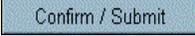
<i>First Name:</i>	JOHN
<i>Middle Initial:</i>	X
<i>Last Name:</i>	DOE
<i>Social Security Number:</i>	111111111
<i>Organization Name:</i>	FGH Corporation
<i>Organization ID:</i>	
<i>E-mail Address:</i>	John@email.com
<i>Mothers Maiden Name:</i>	SMITH

You are registering as a Participant User for the Participant FGH Corporation

Please confirm that you are registering as a Participant User and not as a Coordinator. After your registration is processed, the coordinator for FGH Corporation will disclose your ID to you.

Figure 3-7: Standard User Registration Screen

 **NOTE:** The mailing address appears only for Coordinators (not Users). **Do not proceed with the application if this mailing address is inaccurate or you will not receive your User ID.** If the Business Partner's mailing address is incorrect, contact your local HUD Field Office to have it corrected and click on the  button.

9. If the information is accurate, click on the  button to submit the application to HUD. A message displays acknowledging acceptance of the registration application for further processing.

 **Note:** Review all the information for accuracy, especially the application type and Business Partner information.



Figure -3-8: User Registration Confirmation Screen

10. If the information is accurate, click on the  button to submit the application to HUD. A message displays acknowledging acceptance of the registration application for further processing.

3.2.3.1 Receiving Your User ID

User registration applications are processed nightly. The Business Partner's information is verified and a User ID is generated.

To obtain their User ID, the User must notify the Coordinator that they have registered for a User ID. Allow at least 24 hours after registering before your User ID is posted. The Coordinator can retrieve the User's ID from the system and provide this information to the User. A User can access the system after they receive their User ID from the Coordinator and after the Coordinator assigns them system roles.

3.3 Assigning yourself as a Coordinator

✍ *Note: Some information on the screenshots like name, User ID have been blocked and may look different from your screen.*

Once you have registered and have received your Coordinator ID you need to assign yourself as a Coordinator for the company

1. To assign yourself as a Coordinator login to Secure Systems from the APPS main page using your new Coordinator ID.
2. The User Login Page will display. Click on Accept.
3. The Secure Systems Main Menu page will display

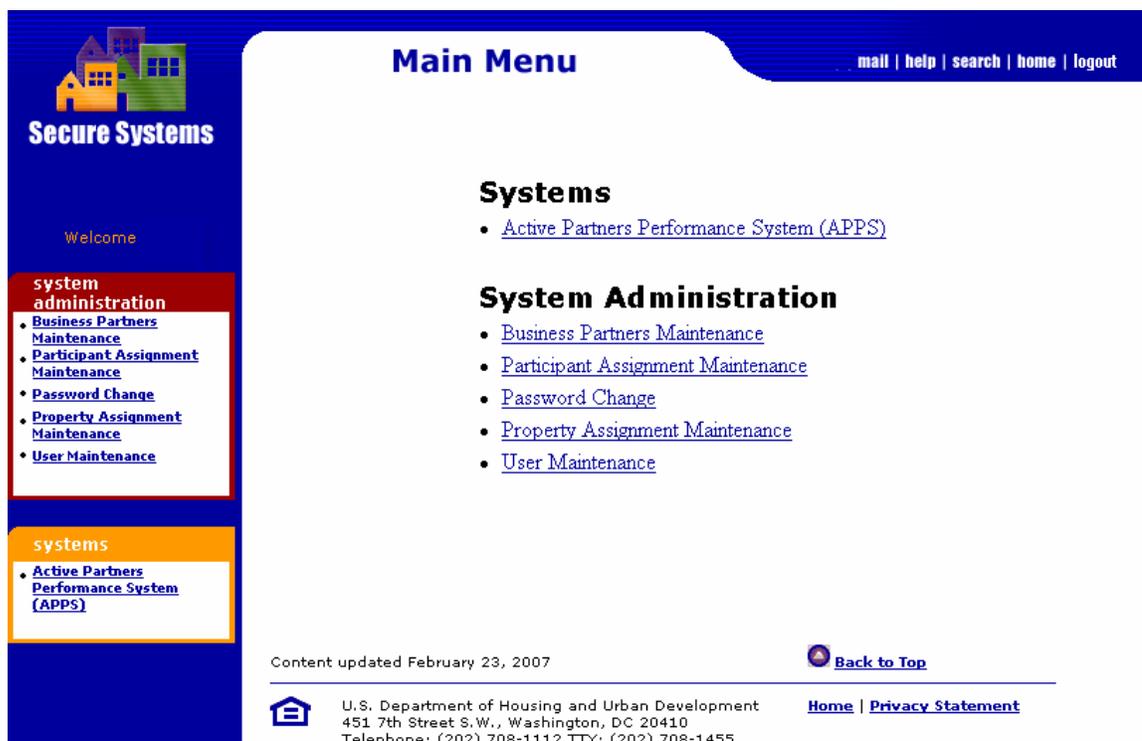


Figure 3-9: Secure Systems Main Menu Screen

4. Select the User Maintenance link from the System Administration section
5. The User Maintenance screen will display

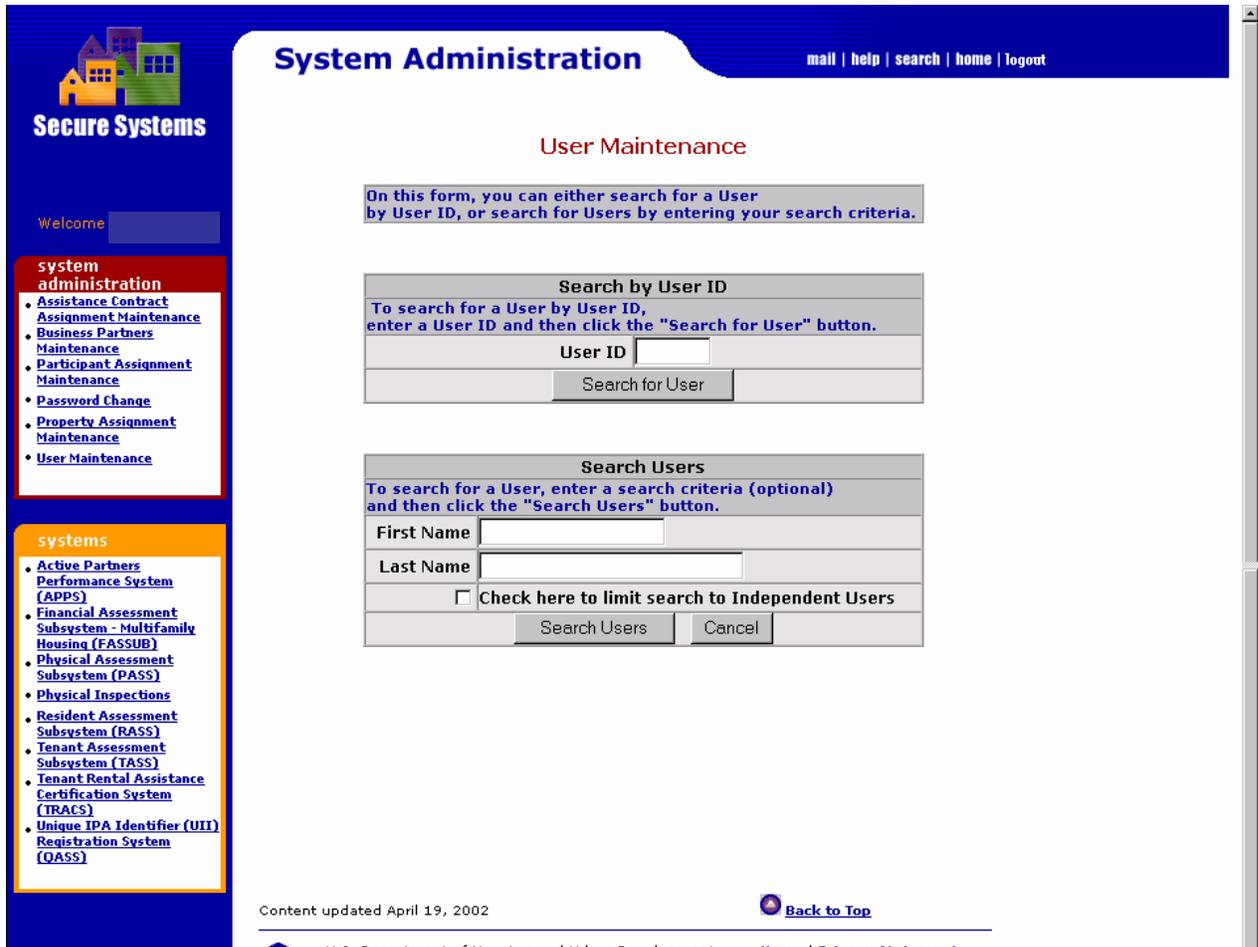


Figure 3-10: Secure Systems User Maintenance Screen

6. Enter your Coordinator ID under the *Search by User ID* section.
7. The Maintain User ID page will display.

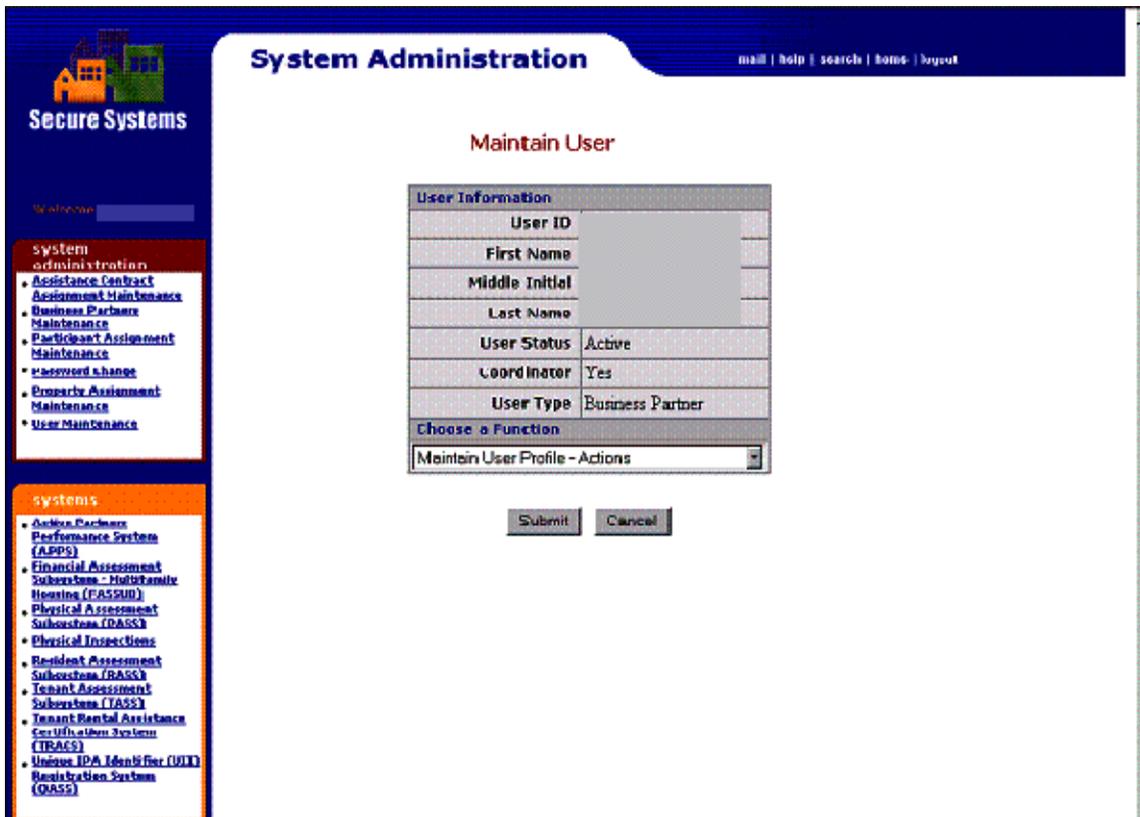


Figure 3-11: Secure Systems Maintain User ID Screen

8. *Select Maintain User Profile – Actions from the Choose a Function drop down menu.*
9. Click on .
10. *The Assign/Unassign Actions for User ID page will display*

mail | help | search | home | logout

System Administration

Secure Systems

Welcome [User Name]

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Participant Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

- Active Partners Performance System (APPS)
- Financial Assessment Subsystem - Multifamily Housing (FASSUB)
- Physical Assessment Subsystem (PASS)
- Physical Inspections
- Resident Assessment Subsystem (RASS)
- Tenant Assessment Subsystem (TASS)
- Tenant Rental Assistance Certification System (TRACS)
- Unique IDA Identifier (UID) Registration System (QASS)

Assign/Unassign Actions for User

User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign actions to the user

APPS - Active Partners Performance System	<input checked="" type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> UPD - Update
FASSUB - Financial Assessment Subsystem Submission	<input type="checkbox"/> AUC - Auditor Certification
	<input checked="" type="checkbox"/> COR - Coordinator
	<input checked="" type="checkbox"/> EXT - Extension Request Submission
	<input checked="" type="checkbox"/> RES - Resubmission Request Submission
	<input checked="" type="checkbox"/> STB - Review Request Status
	<input checked="" type="checkbox"/> SUB - Submit an AFS
	<input checked="" type="checkbox"/> VPS - View Previous Year AFS Data Subm
	<input checked="" type="checkbox"/> WAV - Waiver Request Submission
LOCCS - Line of Credit Control System	<input type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> QRY - Query
	<input type="checkbox"/> REQ - Requisition
	<input type="checkbox"/> YES - Year End Settlement
M2M - Mark-to-Market	<input type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> M2M - System User
NASSMF - Multifamily Integrated Analysis	<input type="checkbox"/> COR - Coordinator
PASS - Physical Assessment Subsystem	<input checked="" type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> IVM - Inspection View - Mortgagee
	<input checked="" type="checkbox"/> RVW - Review Inspection
	<input checked="" type="checkbox"/> RPT - Review Reports
	<input type="checkbox"/> SCH - Scheduling
QASS - Quality Assurance Subsystem	<input type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> SQP - Submit QASS Profile
REMS - Real Estate Management System	<input type="checkbox"/> COR - Coordinator
TASS - Tenant Assessment Subsystem	<input checked="" type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> RDO - Read Only
	<input type="checkbox"/> UP1 - Update Tenant Discrep. Resolution Info
	<input type="checkbox"/> UTR - Usage Tracking Reports
TRACS - Tenant Rental Assistance Certification P	<input checked="" type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> TVR - Over/Under Payment Resolution
VMS - Voucher Management Subsystem	<input type="checkbox"/> COR - Coordinator
	<input type="checkbox"/> ENT - Data Entry Authority
	<input type="checkbox"/> SUB - Submit Data Authority

Figure 3-12: Secure Systems Assign/Unassign Actions for User Screen

11. Check the *COR - Coordinator* checkbox and the *UPD- Update* checkbox under *APPS – Active Partners Performance System* section.

12. Click on **Assign/Unassign Actions** button.

13. The Successful Transaction page will display.

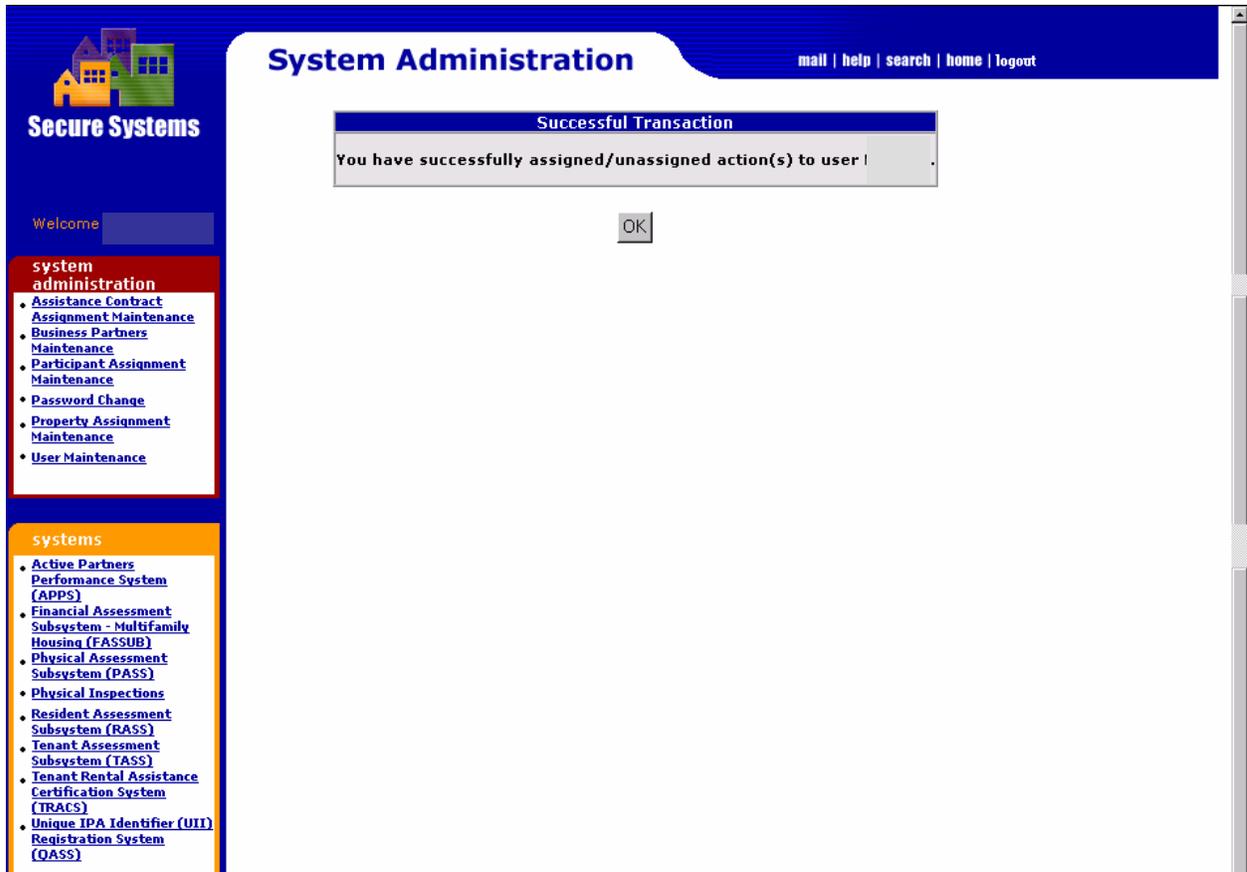


Figure 3-13: Secure Systems Successful Transaction Screen

14. Select OK. You have now assigned yourself as a Coordinator

3.4 Assigning yourself role and User roles

⚡ *Note: Some information on the screenshots like name, User ID have been blocked and may look different from your screen.*

1. To assign yourself a role, login to Secure Systems from the APPS main page using your new Coordinator ID.
2. The Secure Systems Main Menu page will display.



Figure 3-14: Secure Systems Main Menu Screen

3. Select the User Maintenance link from the System Administration section.
4. The User Maintenance screen will display.

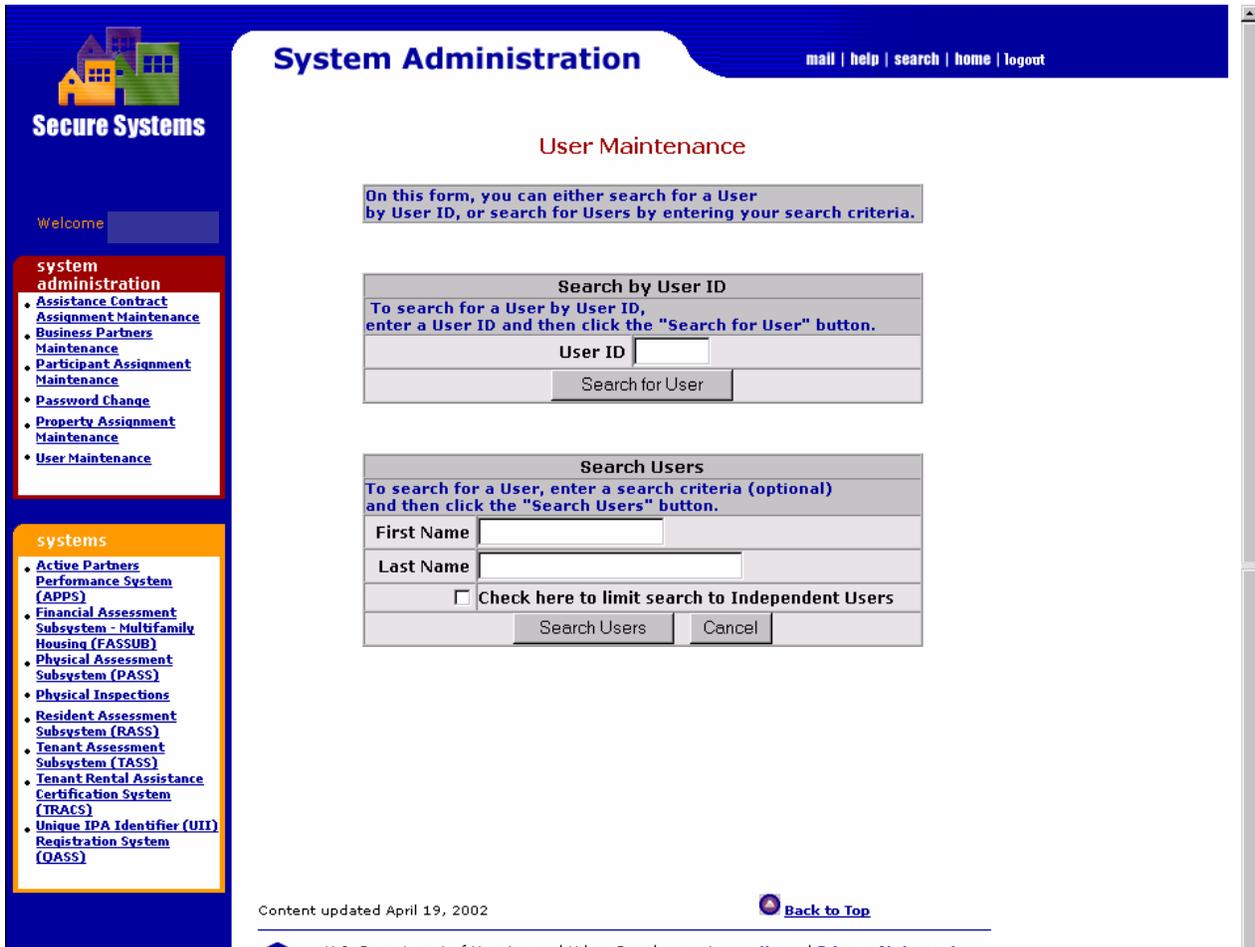


Figure 3-15: Secure Systems User Maintenance Screen

5. Enter your Coordinator ID under the Search by User ID section.
6. The Maintain User ID page will display.

Secure Systems

System Administration [mail](#) | [help](#) | [search](#) | [home](#) | [logout](#)

Welcome []

system administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Active Partners](#)
- [Performance System \(APPS\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Physical Inspections](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)

Maintain User

User Information	
User ID	
First Name	
Middle Initial	
Last Name	
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

Maintain User Roles

8. Click on .
9. The Assign/Unassign Roles for User ID page will display.



Figure 3-17: Secure Systems Assign/Unassign Roles for User ID Screen

10. Check the *AUP – APPS Update* checkbox under APPS – Active Partners Performance System section.

11. Click the  button.

12. The Successful Transaction page will display.

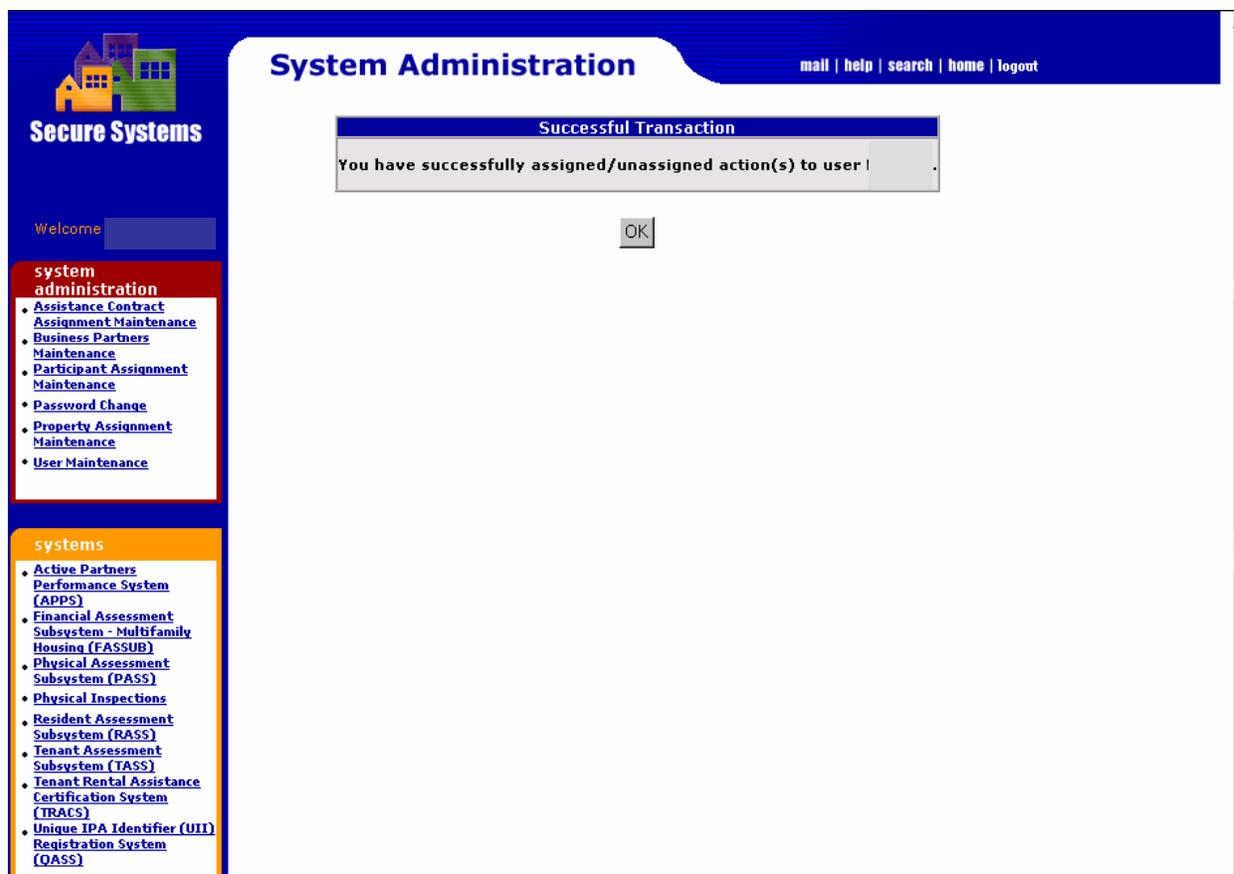


Figure 3-18: Secure Systems Successful Transaction Screen

13. Select OK. You have now assigned yourself roles.

14. **Please reboot your system at this point for your new assignments and roles to be activated.**

Note: When you logon to the Secure Systems Main Menu screen, the Active Partners Performance System (APPS) under the Systems section and Participant Assignment Maintenance and Property Assignment Maintenance under the System Administration section will now be accessible.

3.5 Assigning yourself rights to Company/Companies/Individuals

After you have registered as a coordinator for multiple companies you need to assign yourself rights to those companies.

1. From the Secure Systems Main Menu page Select the *Participant Assignment Maintenance* link under the *System Administration* section



Figure 3-19: Secure Systems Main Menu Screen

2. The *Participant Assignment Maintenance* screen will display

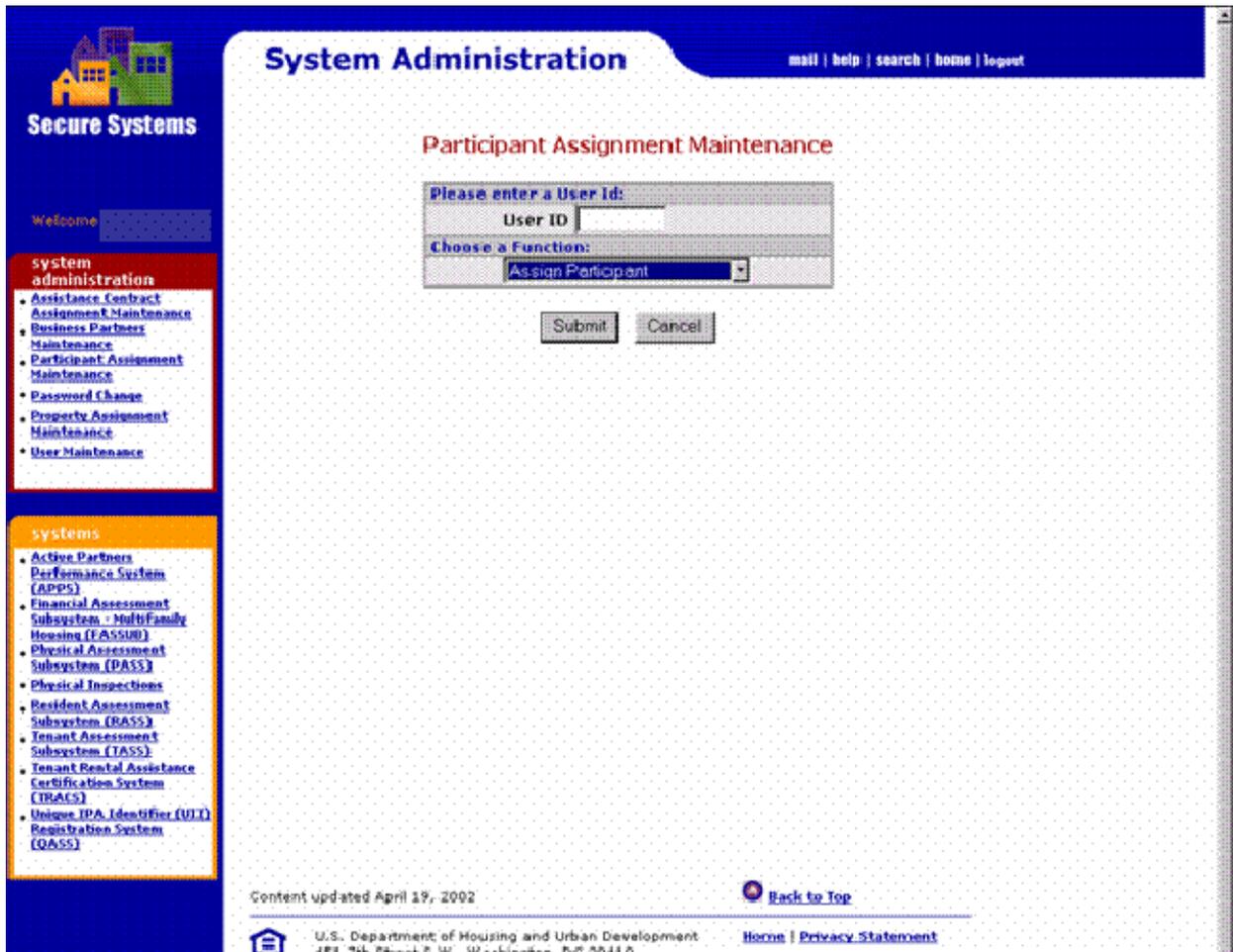


Figure 3-20: Secure Systems Participant Assignment Maintenance Screen

3. Enter your User ID and select *Assign Participant* from the *Choose a Function* drop down menu
4. The Assign Participant for User screen will display

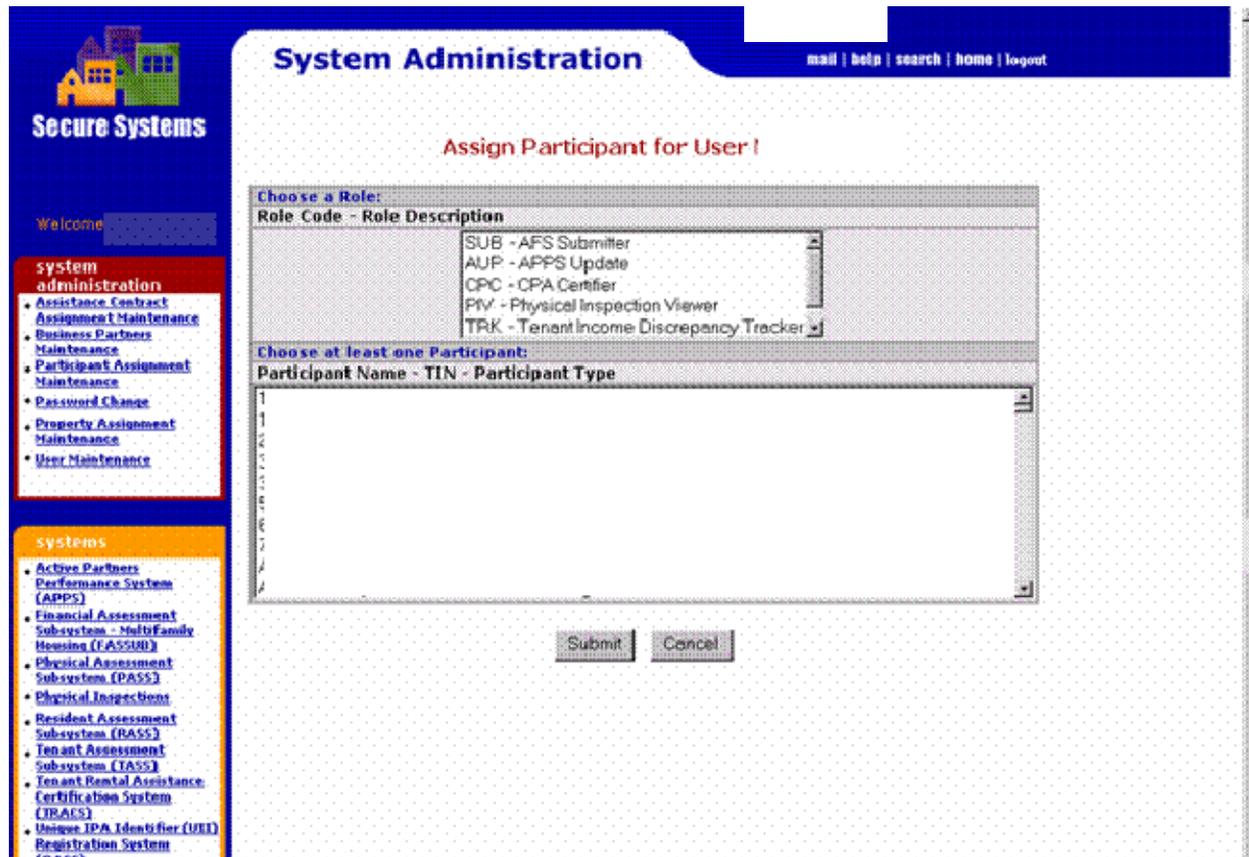


Figure 3-21: Secure Systems Assign Participant for User Screen

5. Select *AUP – APPS Update* from the *Role Code – Role Description* section and select the participant you want to assign rights to, from the *Participant Name – TIN – Participant Type* Section.
6. Click on
7. The *Assign Participant Confirmation* for User screen will display

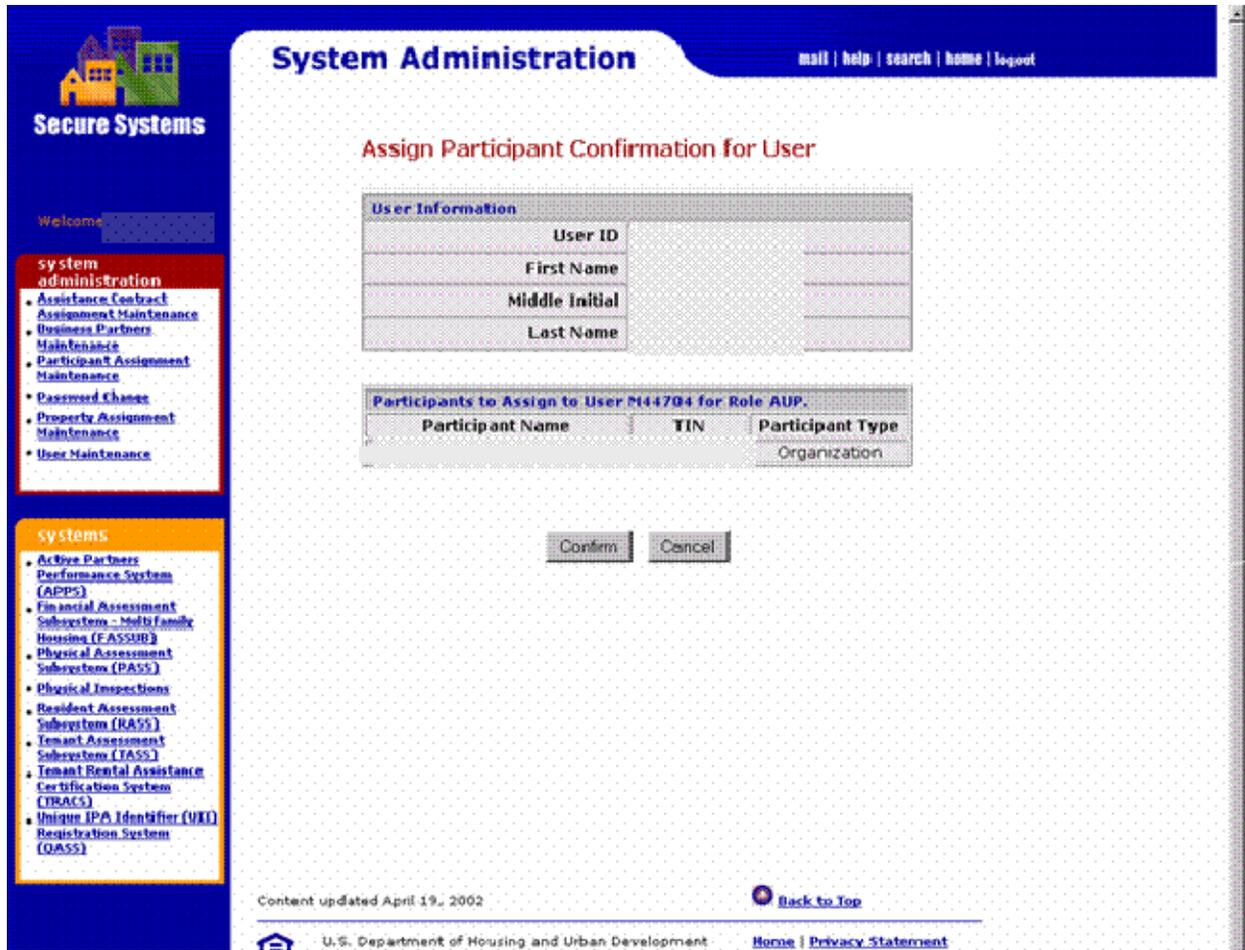


Figure 3-22: Secure Systems Assign Participant Confirmation for User Screen

- Click on . You will receive a successful transaction confirmation for your assignment.
- You have now assigned yourself Coordinator rights to the companies you have selected.

3.6 Registering Coordinatorship for multiple Companies/Individuals

Note: You must complete Steps 3.2 through 3.5 before you can request Coordinatorship for multiple companies/individuals.

1. Registering for a Coordinator lets you register for only one company. To register Coordinatorship for multiple companies: Login to Secure Systems from the APPS main page using your new Coordinator ID.
2. The Secure Systems Main Menu page will display.



Figure 3-23: Secure Systems Main Menu Screen

3. Select *Business Partners Maintenance* from the *System Administration* section
4. The Business Partner Maintenance screen will display.

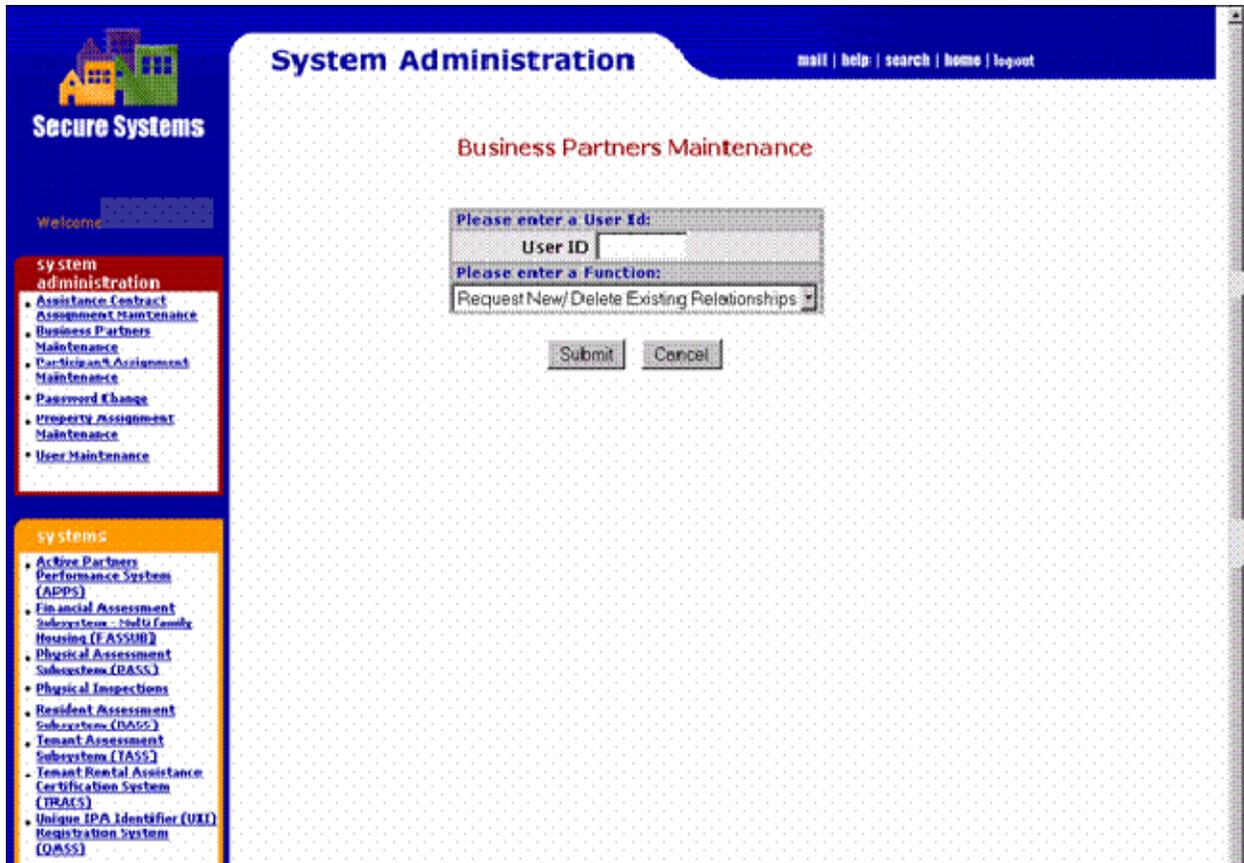


Figure 3-24: Secure Systems Business Partners Maintenance Screen

5. Enter your User ID and select *Request New/Delete Existing Relationships* from the *Please enter a Function* drop down menu.
6. The *Request/Delete Relationships* screen will display

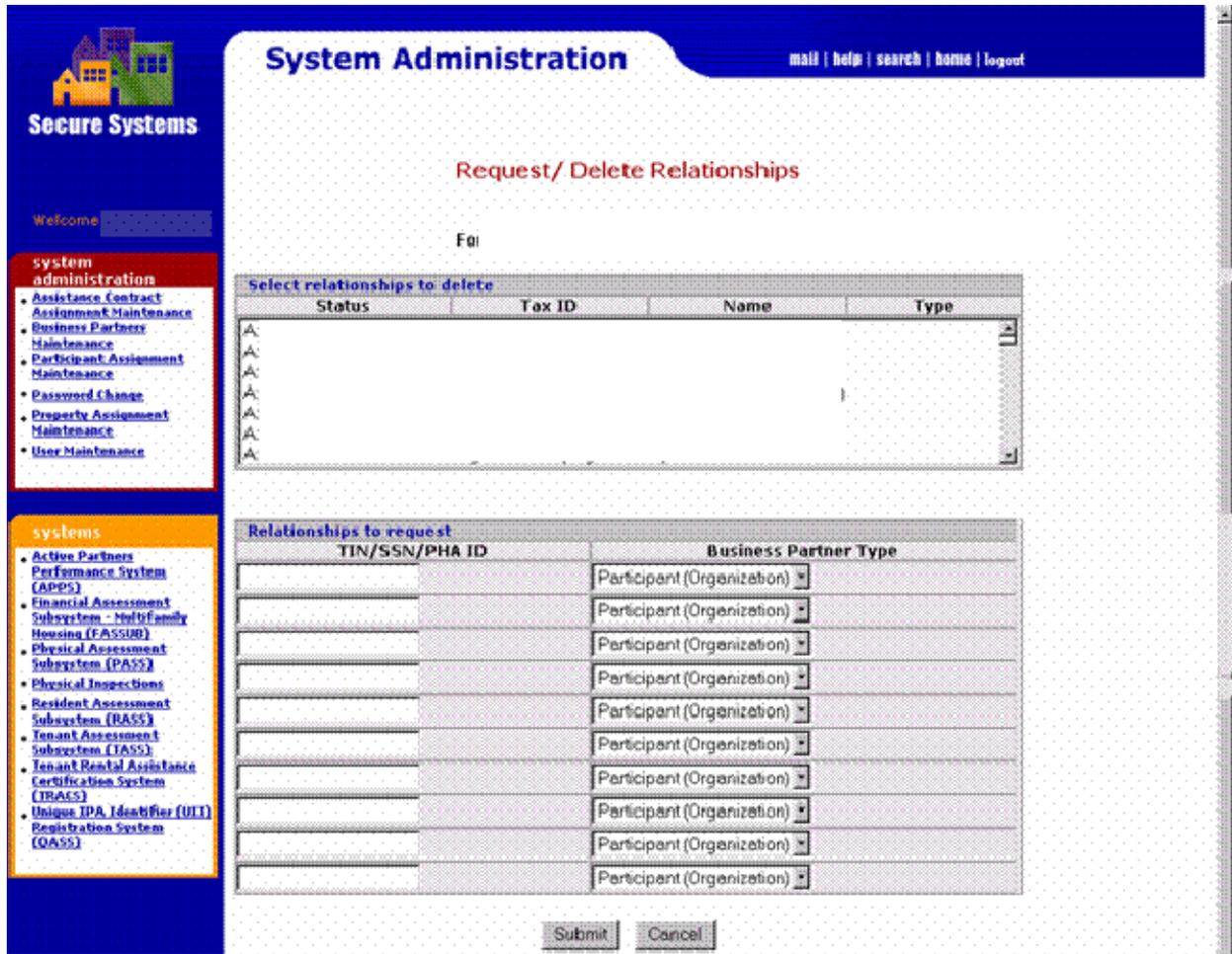


Figure 3-25: Secure Systems Request/Delete Relationships Screen

7. Enter TIN for the Companies you would like to assign rights in the *Relationships to request* subsection.
8. Select
9. The Request / Delete Relationships Confirmation screen will display.

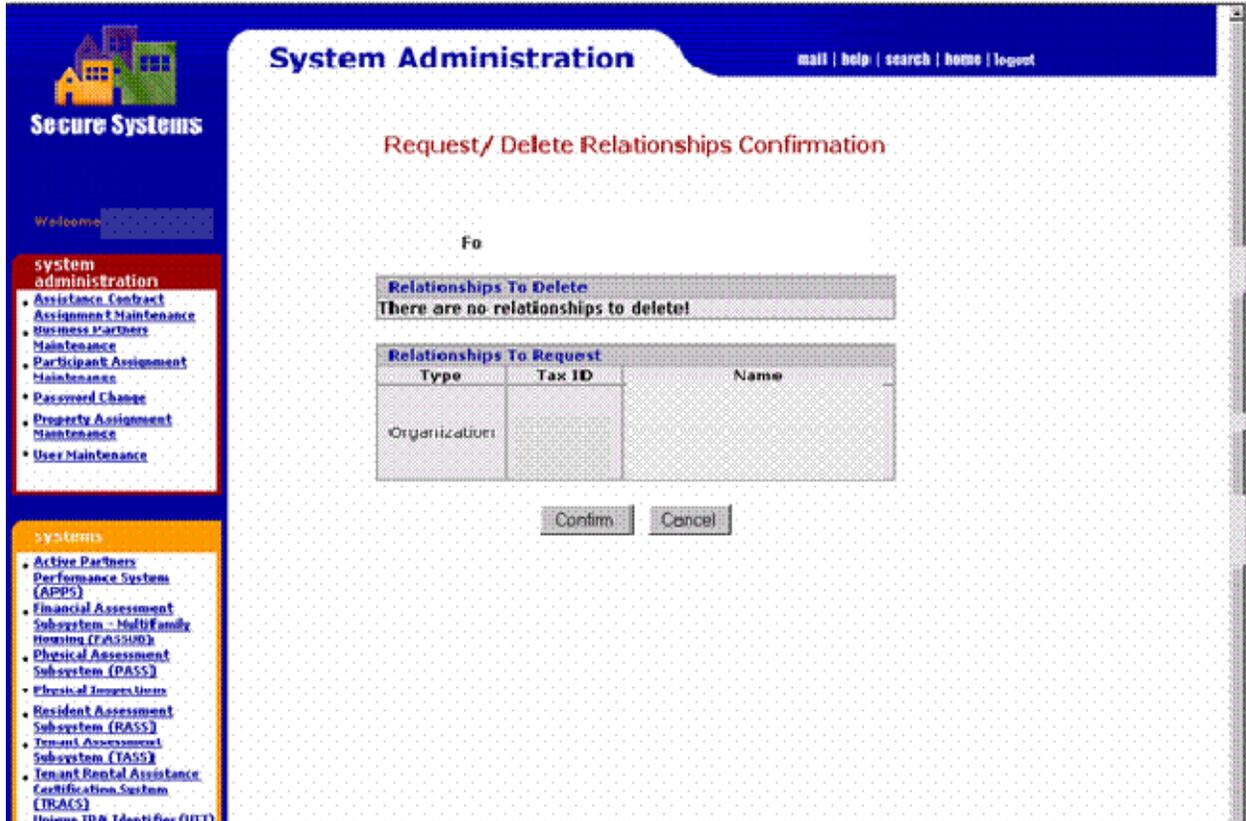


Figure 3-26: Secure Systems Request/Delete Relationships Confirmation Screen

10. Click on . You will receive a successful transaction confirmation for your request.

Note: You will need to wait for two weeks to receive your activation keys from HUD.

11. Once you have received your activation keys you must activate your relationships.

12. From the Secure Systems Main Menu page select *Business Partners Maintenance* from the *System Administration* section



Figure 3-27: Secure Systems Main Menu Screen

13. The Business Partner Maintenance screen will display.

System Administration mail | help | search

Secure Systems

Welcome []

system administration

- [Assistance Contract](#)
- [Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Active Partners Performance System \(APPS\)](#)
- [Financial Assessment Subsystem - Multifamily Housing \(FASSUB\)](#)
- [Physical Assessment Subsystem \(PASS\)](#)
- [Physical Inspections](#)
- [Resident Assessment Subsystem \(RASS\)](#)
- [Tenant Assessment Subsystem \(TASS\)](#)
- [Tenant Rental Assistance Certification System \(TRACS\)](#)
- [Unique IPA Identifier \(UII\) Registration System \(QASS\)](#)

Business Partners Maintenance

Please enter a User Id:

User ID

Please enter a Function:

Activate Relationships

Submit Cancel

Content updated April 19, 2002 [Back to Top](#)

U.S. Department of Housing and Urban Development [Home](#) | [Privacy Statement](#)

Figure 3-28: Business Partners Maintenance Screen

14. Select *Activate Relationships* from the Please enter a Function drop down menu.
15. The Activate Relationships screen will display.



Figure 3-29: Secure Systems Activate Relationships for User ID Screen

16. Enter the Activation Keys you have just received and click on Submit.

17. The Successful Transaction Screen will display.



Figure 3-30: Secure Systems Successful Transaction Screen

18. Click on OK. You have now assigned Coordinatorship.

3.7 Assigning yourself rights to Company/Companies/Individuals

- Repeat Step 3.5

3.8 Assigning the User System Roles by the Coordinator

3.8.1 Retrieving Your User ID by Coordinator

1. From the Secure Systems Main Menu page select the *User Maintenance* link under the *System Administration* section



Figure 3-31: Secure Systems Main Menu Screen

2. The User Maintenance Screen will display



Figure 3-32: Secure Systems User Maintenance Screen

3. Enter the First Name and Last Name of the User in the Search Users Section. And select
4. The User List Screen will display with the User ID.

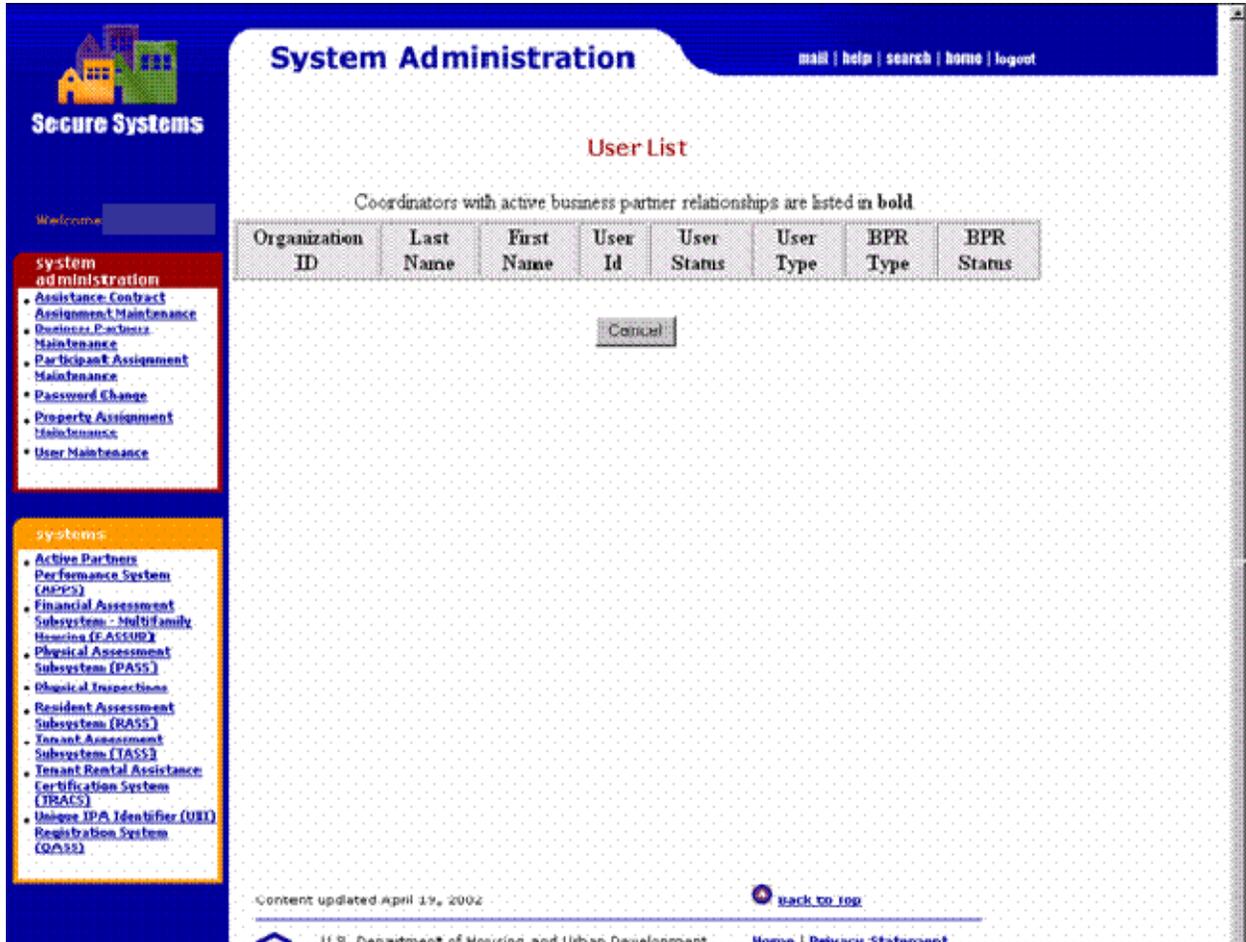


Figure 3-33: Secure Systems User List Screen

Once the Coordinator has retrieved your User ID he can assign the User System roles

1. From the Secure Systems Main Menu page select the *Participant Assignment Maintenance* link under the *System Administration* section



Figure 3-34: Secure Systems Main Menu Screen

2. The *Participant Assignment Maintenance* Screen will display

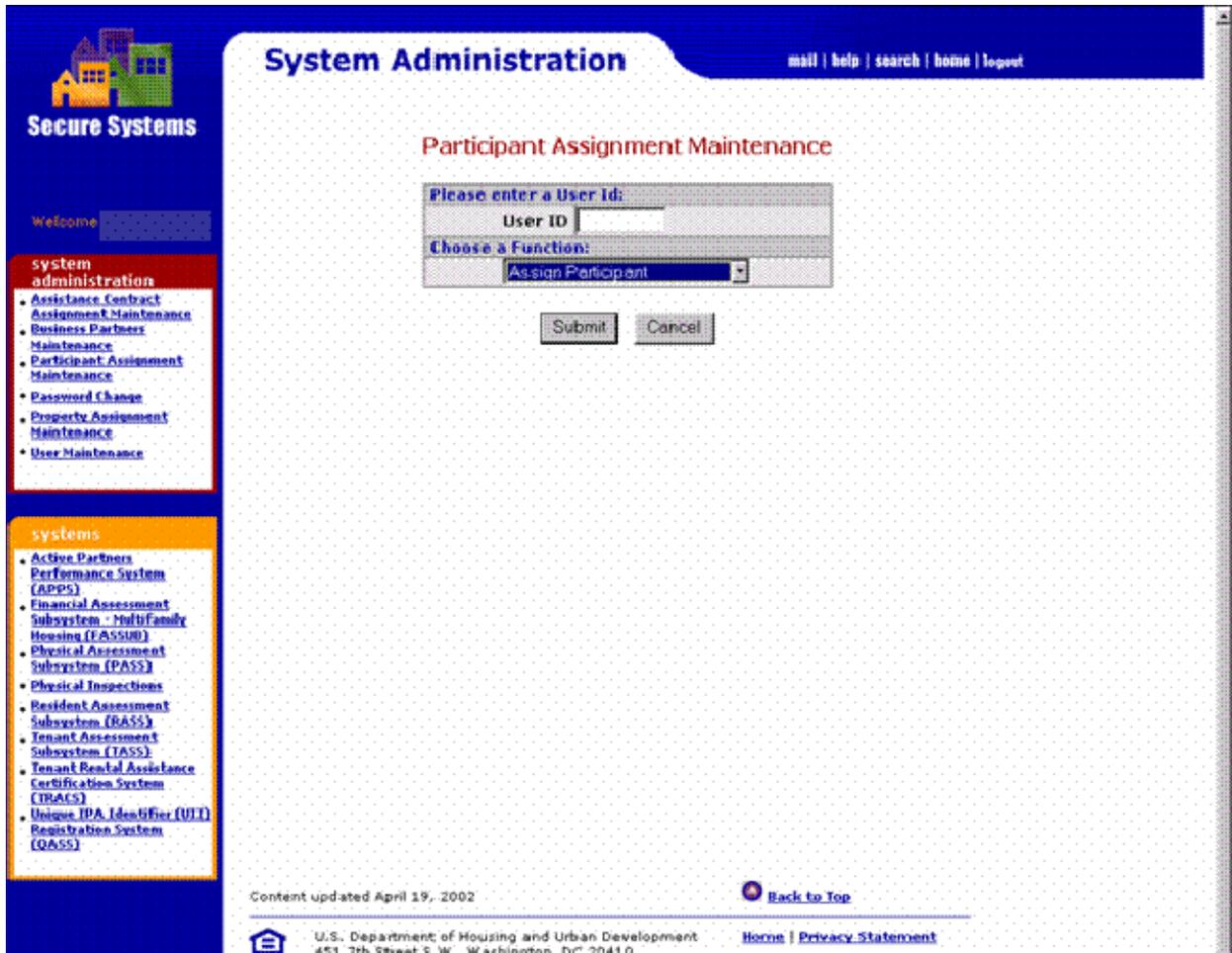


Figure 3-35: Secure Systems Participant Assignment Maintenance Screen

3. Use your User ID just retrieved and select *Assign Participant* from the *Choose a Function* drop down menu.
4. The *Assign Participant for User* screen will display

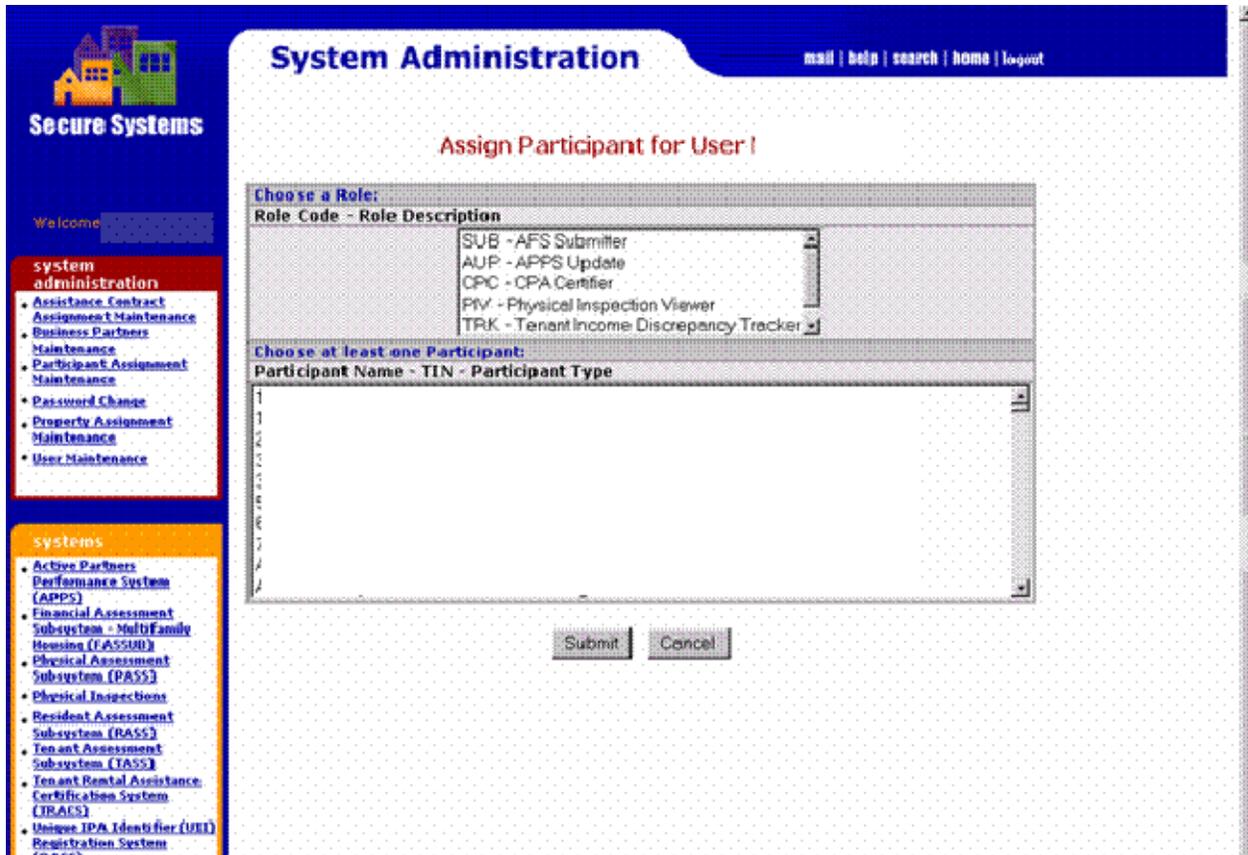


Figure 3-36: Secure Systems Assign Participant for User Screen

5. Select *AUP – APPS Update* from the Role Code – Role Description section and the participant you want to assign user roles to from the *Participant Name – TIN – Participant Type* Section
6. Click on
7. The Assign Participant Confirmation for User screen will display.

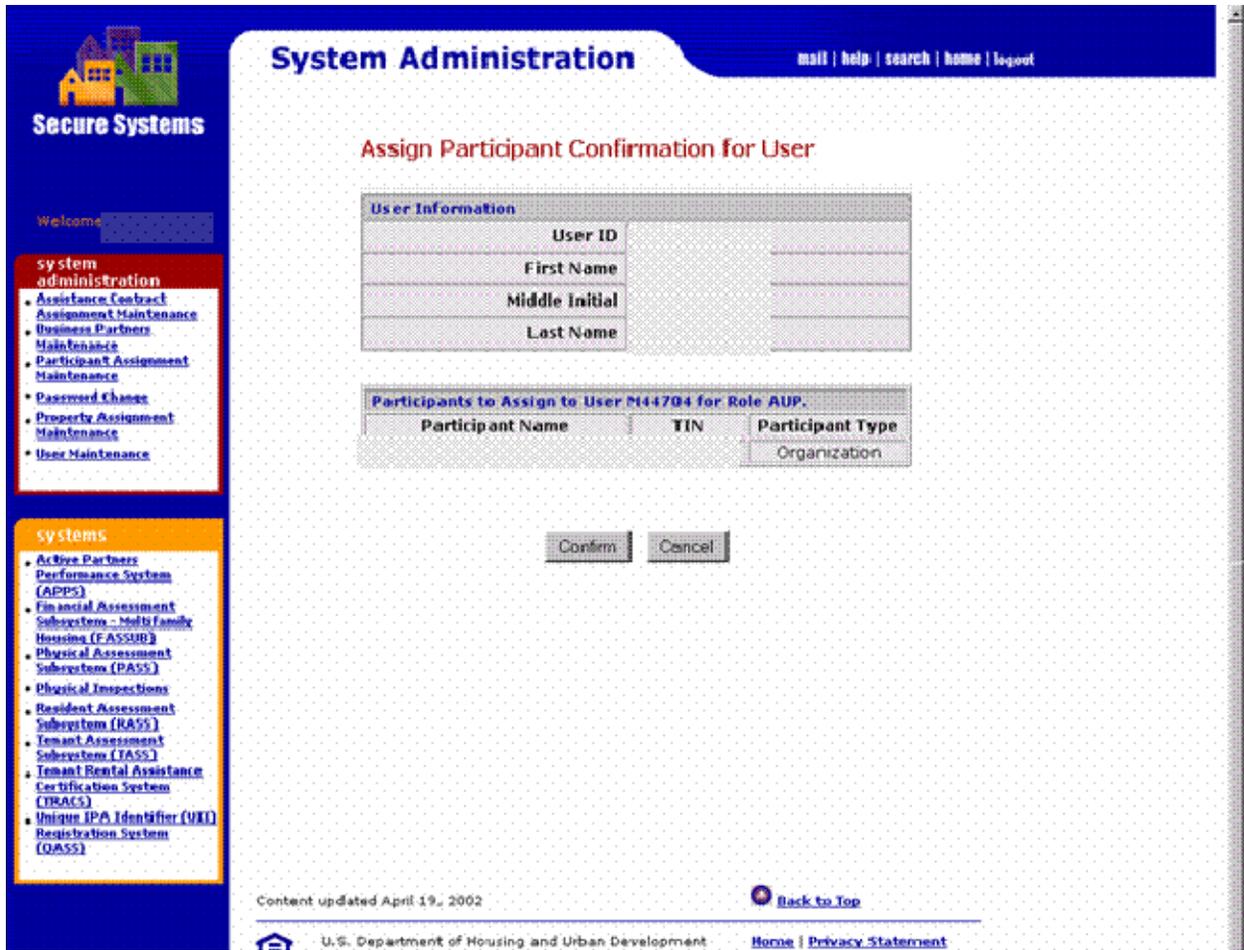


Figure 3-37: Secure Systems Assign Participant for Confirmation User Screen

8. Click on . You will receive a successful transaction confirmation for your assignment.
9. The User can now submit data for the company/individual

4

Making a Secure Connection

4.1 Accessing the System	4-2
4.2 Exiting the System	4-8
4.3 Your Password.....	4-8
4.3.1 Resetting your password	4-8
4.3.2 Password Expiration.....	4-12

4.0 Making a Secure Connection

To make a secure connection to HUD's secure systems, you must log in with your User ID and password. Because the password is case-sensitive, it must be entered exactly as you requested it on the online registration application. For example, a password entered in lowercase letters during registration must always be entered in lowercase letters upon login to successfully log in to secure systems.

4.1 Accessing the System

There are two methods of accessing APPS:

Method 1

1. Type `https://hudapps.hud.gov/HUD_Systems` into the Address of your web browser. Press the Enter key.
2. A Security Alert will display (This window may or may not display based on your browser setting.) Click 



3. The Connect to `hudapps.hud.gov` login box will display.



4. Enter your User ID and Password. Click .
5. The Secure Systems screen will display.



Figure -4-1: Secure Systems Screen

6. Click the link [Active Partners Performance System](#). The APPS Home Page will display.

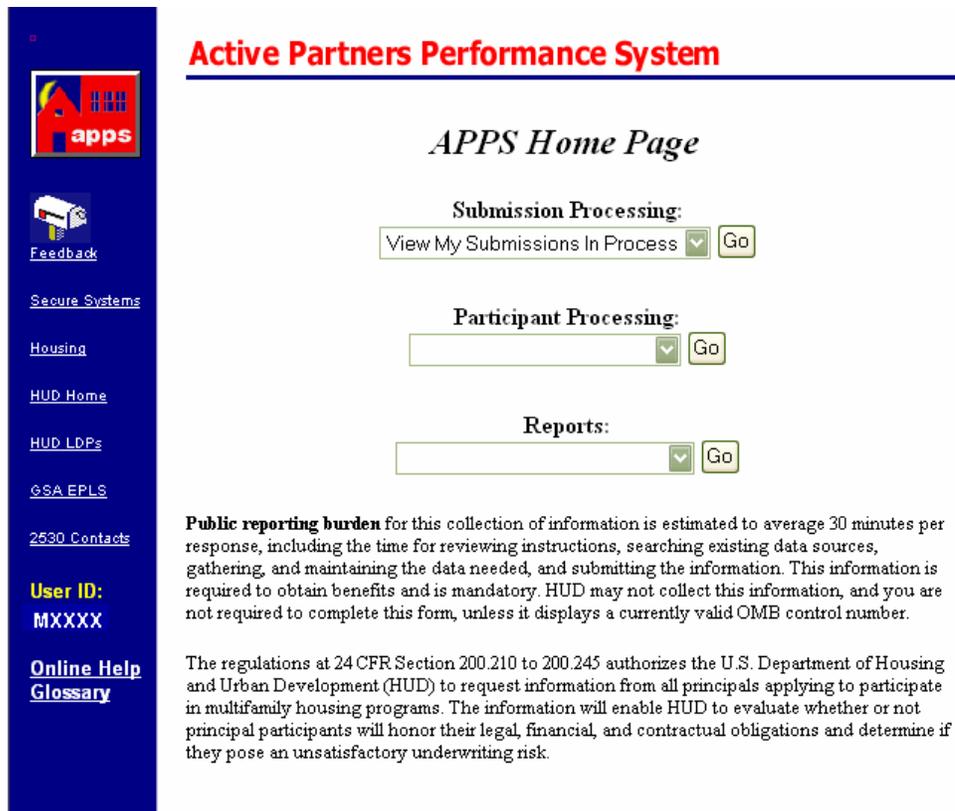


Figure -4-2: APPS Home Page Screen

Method 2

1. From the APPS web page, click the link Secure Systems Login.

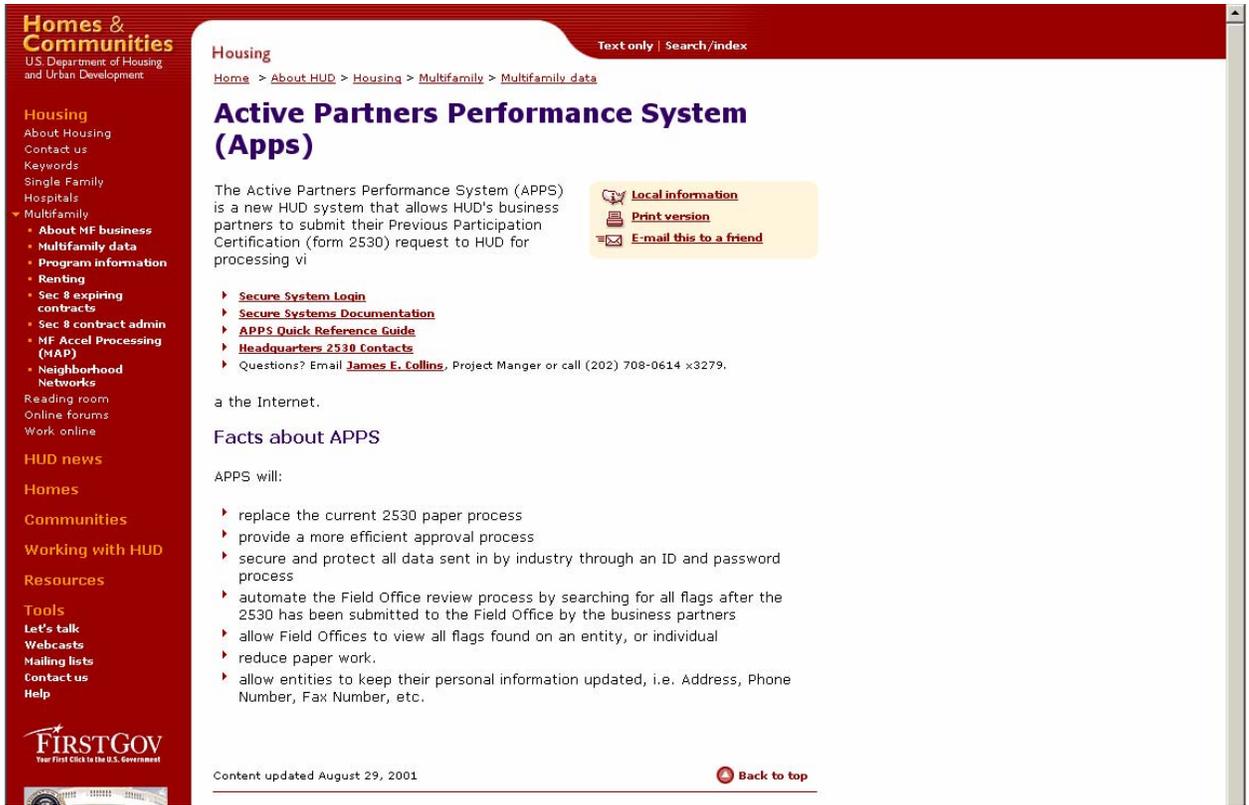


Figure -4-3: APPS login page Screen

2. A Security Alert will display (This window may or may not display based on your browser setting.) Click



3. The Connect to hudapps.hud.gov login box will display



4. Enter your User ID and Password. Click .
5. The APPS Home Page will display.

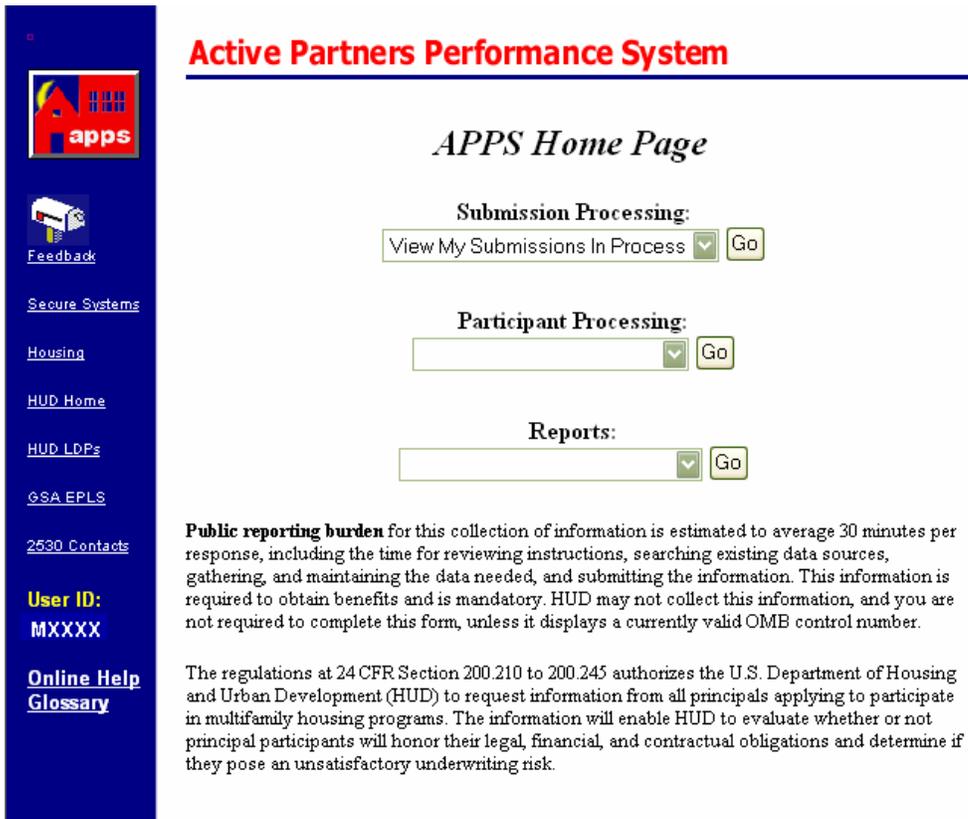


Figure 4-4: Apps Home Page

NOTE: To return to the **APPS Home Page** from any screen within **APPS**, simply click the  button from the Navigation pane on the left.

4.2 Exiting the System

You can exit and return to the Secure Systems screen at any time. Because it is a secure system containing sensitive information, you should always exit the system when leaving the computer to ensure that data security is maintained.

To exit the Secure Systems Web page:

1. Save any changes on a screen using the appropriate buttons.
2. Click on the Close  control icon in the top right corner of the screen. The application closes and the desktop displays.

4.3 Your Password

On the Secure Systems page, under System Administration, the Password Change option allows Users and Coordinators to change their own passwords.

 **NOTE:** Unlike User IDs, User passwords are not accessible to Coordinators.

4.3.1 Resetting your password

1. From the Secure Systems screen, click on the  button. The Reset Password screen displays:

Secure Systems
HUD

RESET PASSWORD

*Please note that all of the following fields are required.

User ID

First Name

Last Name

Social Security Number - -

Mother's Maiden Name

Reset Password

[Home](#) [Back to Top](#)

Last Modified: August 16, 2001

Figure 4-5: Reset Password Screen

HELP

Change Password

Please enter a new Password

User ID M11125

Old Password:

New Password:

Retype New Password:

4-6: Change Password Screen

2. Enter your old password as indicated by the appropriate field.
3. Enter your new password as indicated by the appropriate field.

4. Retype the new password to verify it.
5. Click on the **Login** button. The old password is changed to the new password and the Secure Systems screen displays.

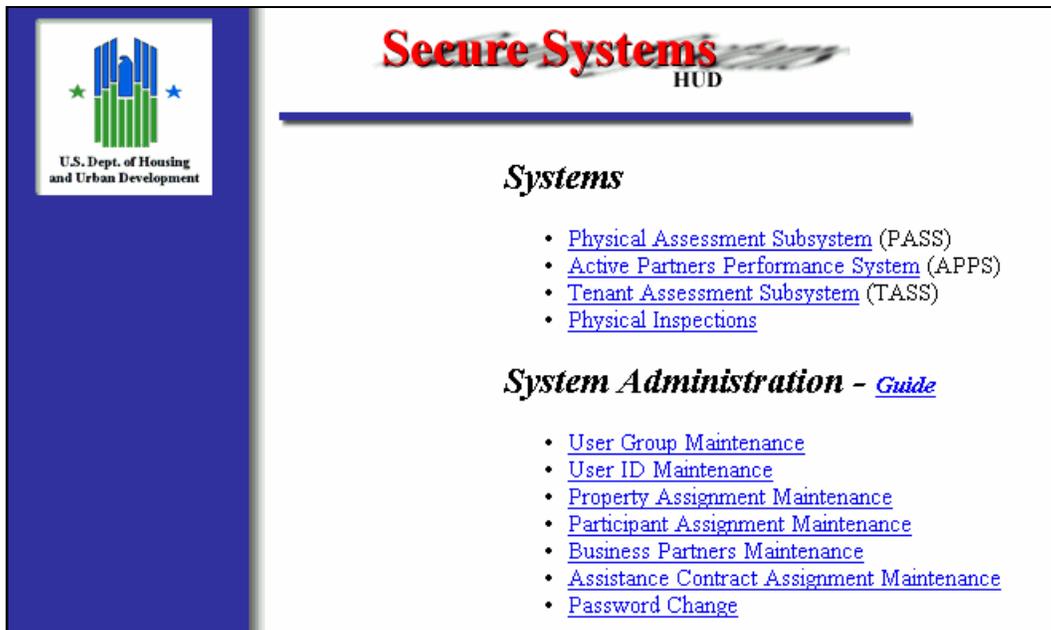


Figure -4-7: Secure Systems Screen



Figure -4-8: Secure Systems Screen

 *NOTE: The password change is not instantaneous; it may take up to 15 to 30 minutes to take effect. Your old password is valid until the new password takes effect.*

4.3.2 Password Expiration

User passwords expire every 21 calendar days. The system automatically prompts you to change your password. You must remember how you saved your new password (i.e., uppercase or lowercase).

If you have gone beyond the 21 calendar days, you will not be able to reset your password. Password resets can only be performed by Secure Systems Helpdesk, because it involves security verification of the User's SSN and mother's maiden name. For password assistance call the Secure Systems Helpdesk 202-708-0614 x3279.

The hours of operation are: 7am to 5pm EST

5

Baseline Submissions

5.0 Baseline Submissions Introduction:	5-2
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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 Baseline” from the *Submission Processing* drop-down list.

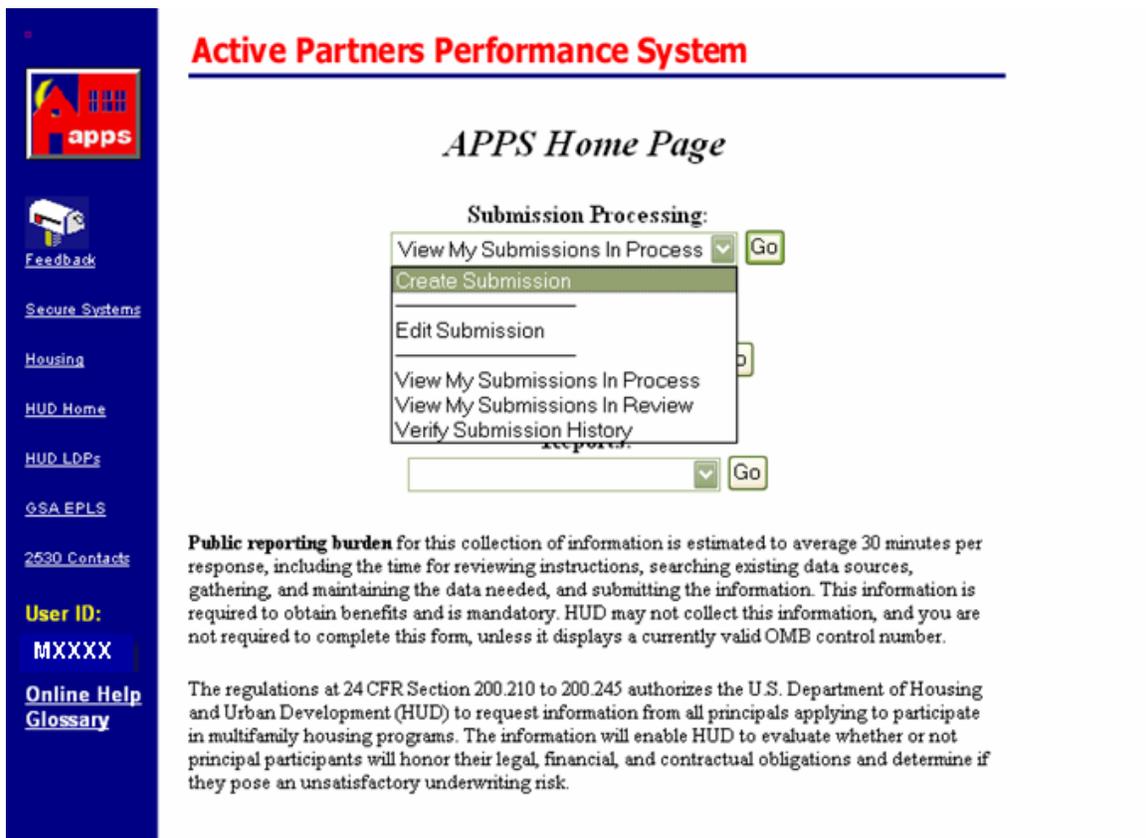


Figure 5-1: APPS Home Page

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

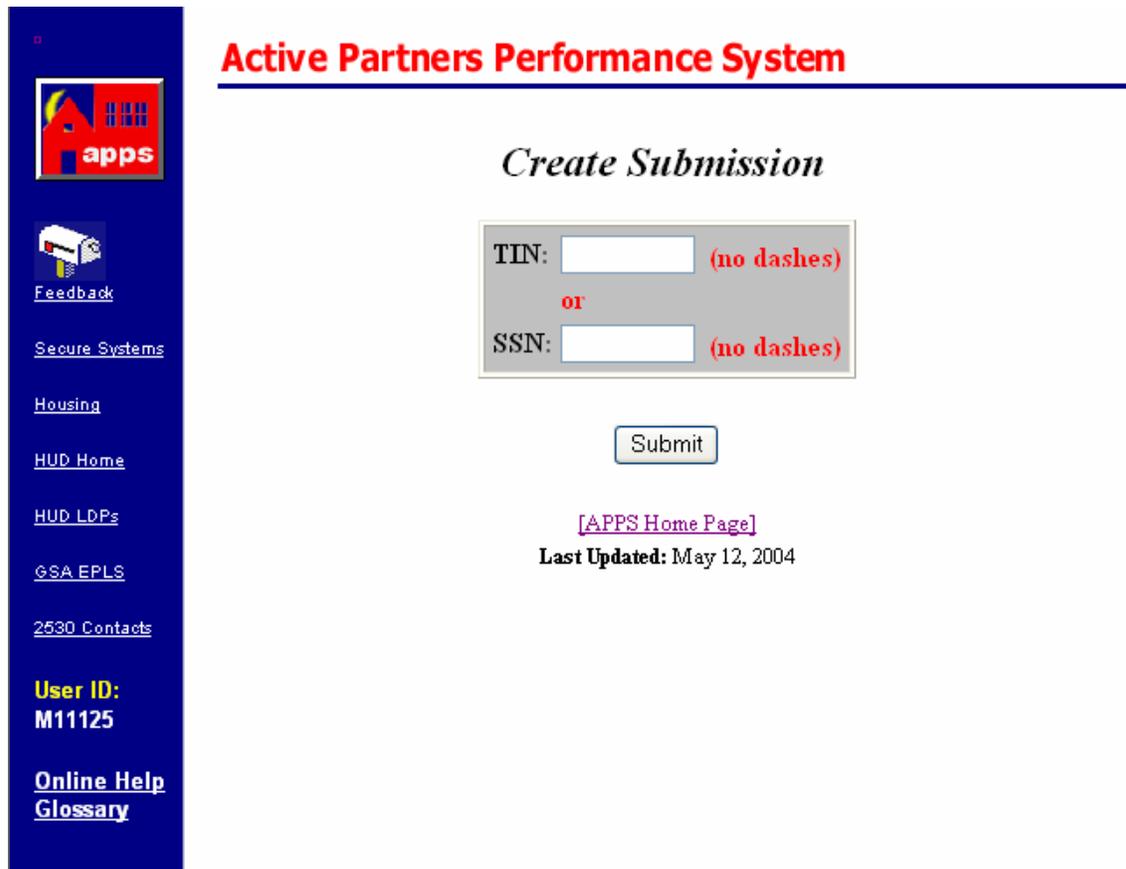


Figure 5-2: Create Submission Screen

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

The screenshot shows the 'Active Partners Performance System' interface. The main heading is '2530 Submission Step 1. Edit Contact Information'. The submission ID is 11633 and the reason is 'Baseline Organization Definition'. The applicant is 'Test Organization (444555666)' and the current status is 'In Process, 04/10/2006'. The contact information section includes fields for Name (Jane Doe), Phone (777-777-7777), Fax, Email, and Pager. Navigation buttons for 'Next Step', 'Save & Exit', and 'Cancel Submission' are at the bottom. A sidebar on the left contains various navigation links like 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: MXXXX', 'Online Help', and 'Glossary'. A link for '[APPS Home Page]' is at the bottom center.

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

<i>Data Element</i>	<i>Description</i>
2530 SUBMISSION	
Submission ID	A system generated number used to track submissions throughout APPS
Current Status	Describes the current status of the submission
APPLICANT	
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

<i>Data Element</i>	<i>Description</i>
Direct Previous Participation	Indicates whether the applicant has had any direct previous participation with a property
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
CONTACT INFORMATION	
* 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

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with navigation links: 'apps' logo, 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', 'PPRS/F19', '2530 Contacts', 'User ID: MXXXXX', and 'Online Help Glossary'. The main content area has a red title 'Active Partners Performance System' and a subtitle '2530 Submission Step 2. Edit Organization Structure'. It displays submission details: Submission ID: 11633, Reason: Baseline Organization Definition, Applicant: Test Organization (444555666), Current Status: In Process, 04/10/2006, and Parent Participant: Test Organization (444555666), Fairfax, VIRGINIA. A table header is shown with columns: Select, Name, Type, Role, Ownership Percent, and Begin Date in Organization. Below the table, it states 'No principals within this organization.' and provides buttons for 'Add Principal', 'Previous Step', 'Save & Exit', and 'Cancel Submission'. A message reads: 'You must add an individual to your organization struction before moving to the next step.' A link for '[APPS Home Page]' is at the bottom.

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.

[Add Principal](#)

[Previous Step](#) [Save & Exit](#) [Cancel Submission](#)

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

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

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

5.1.1 Adding Principles to Organization Structure

1. 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.)
2. The Participant Search Screen will display.

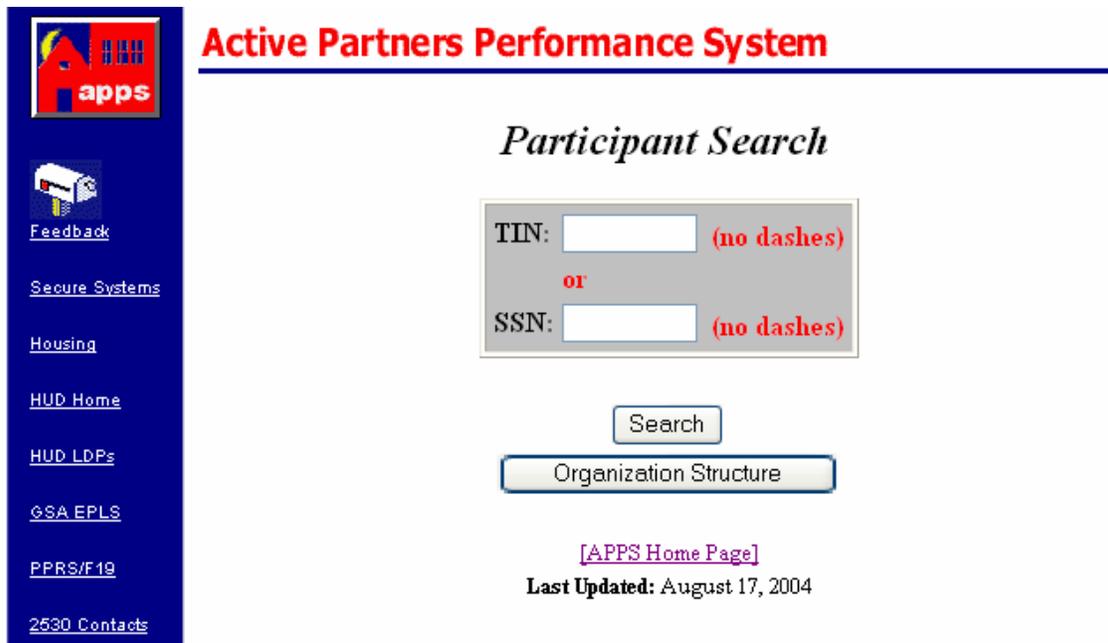


Figure 5-5: Participant Search Screen

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:** James

Middle:

* **Last Name:** Doe

Suffix:

* **SSN:** 111222666

Physical delivery address

* **Address:** 234234 King way

* **City:** Alexandria

* **State:** VIRGINIA

* **Zip Code:** 22312 -

* **Country:** USA

If country not United States

Territory:

* **Postal Code:**

* **Phone:** 234-234-2234

Fax:

E-mail:

Pager:

Parent Participant: Test Organization

* **Role in Entity:** Member

Role Comment:

* **Percent Ownership in Entity:** 0 % (100.00)

* **Starting Date in Entity:** 12 - 12 - 2005 (mm-dd-yyyy)

Figure 5-6: Add Principal to Organization Screen

<i>Data Element</i>	<i>Description</i>
INDIVIDUAL	
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 Participant Search 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)

<i>Data Element</i>	<i>Description</i>
E-mail	The organization's e-mail address (pre-populated from the organization's data in APPS this information can be edited)
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
ORGANIZATION	
* Name	Current name of the organization.
TIN	The organization's Tax Identification Number (pre-populated from the Participant Search 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

<i>Data Element</i>	<i>Description</i>
Pager	An organization's contact pager number
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

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.*

6. Click . The screen refreshes with the message, "Principal has been added successfully."

Active Partners Performance System

2530 Submission
Step 2. Edit Organization Structure

Principal has been added successfully.

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
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/12/2005

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

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)

4. 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: [Dropdown]

*** First Name:** James

Middle: [Text]

*** Last Name:** Doe

Suffix: [Dropdown]

*** SSN:** 111222666

Physical delivery address

*** Address:** 234234 King way

*** City:** Alexandria

*** State:** VIRGINIA [Dropdown]

*** Zip Code:** 22312 - [Text]

*** Country:** USA [Dropdown]

If country not United States

Territory: [Dropdown]

*** Postal Code:** [Text]

*** Phone:** 234-234-2234

Fax: [Text]

E-mail: [Text]

Pager: [Text]

Parent Participant: Test Organization

*** Role in Entity:** Member [Dropdown]

Role Comment: [Text]

*** Percent Ownership in Entity:** 0 % (100.00)

*** Starting Date in Entity:** 12 - 21 - 2005 (mm-dd-yyyy)

Save

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.

Active Partners Performance System

2530 Submission
Step 2. Edit Organization Structure

Submission ID: 11653 Reason: Baseline Organization Definition
Applicant: Test Organization (444555666) Current Status: In Process, 05/01/2006
Parent Participant: Test Organization (444555666), Fairfax, VIRGINIA

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/21/2005
<input type="radio"/>	Test 2 Corp (111222888)	Organization	Member	0	12/02/2005

Buttons: Add Principal, Edit Principal, Remove Principal, Previous Step, Next Step, Save & Exit, Cancel Submission

[APPS Home Page]

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

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

Active Partners Performance System

Remove Principal from Organization

Name: Test 2 Corp

*** TIN:** 111222888

Legal Structure: Corporation

Type of Ownership: Profit Motivated

Physical delivery address

Address: 2 Test Way

City: Springfield

State: VIRGINIA

Zip Code: 22315

Country: USA

If country not United States

Territory:

Postal Code:

Phone: 234-234-4523

Fax:

E-mail:

Pager:

Parent Participant: Test Organization

Role in Entity: Member

Role Comment:

Percent Ownership in Entity: 0%

Starting Date in Entity: 12/02/2005 (mm-dd-yyyy)

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

or

Check here if principal originally added in error:

Remove Principal

Parent Organization Structure

2530 Submission

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

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 principally 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.

Active Partners Performance System

*2530 Submission
Step 2. Edit Organization Structure*

Principal has been removed successfully.

Submission ID: 11653 **Reason:** Baseline Organization Definition

Applicant: Test Organization (444555666) **Current Status:** In Process, 05/01/2006

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

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/21/2005

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

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: Reason:

Applicant:

Current Status:

Applicant

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

Participants

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

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

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

- The Previous Participation List screen will display



 Feedback

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

User ID:
 MXXXXXX

[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	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	CURRENT APARTMENTS (0000000000) MISHAWAKA, IN	Yes (Indianapolis Field Office)	Lessee/Operator	03/14/2006	05/14/2006	06/01/2006	Mgmt. Fovw: Satisfactory May 7 2006 12:00AM HUD/Contractor

Inherited Previous Participation

Property Name	Inherited From	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
Plaza 12 Plaza (00000000) MIAMI, FL	HIJKL Select Properties, L.P.	Yes (Miami Field Office)	Owner/Mortgagor	09/30/2004	Current	03/02/2005	

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>
PREVIOUS PARTICIPATION PROPERTY SEARCH	
Property Role	Drop Down List of Property Roles
HUD MULTIFAMILY PROPERTY	
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.

<i>Data Element</i>	<i>Description</i>
Property ID	REMS system-generated identification number given to a property.
Property Name	Current name of property
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, ensure that all the field in those two sections are cleared before saving the previous participation information.

<i>Data Element</i>	<i>Description</i>
PREVIOUS PARTICIPATION DETAIL	
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
AGENCY/ROLE INFORMATION	
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
LOAN STATUS INFORMATION	
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
LAST PHYSICAL INSPECTION	
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)
LAST MANAGEMENT REVIEW	
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.

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: If you did not receive a physical inspection or a management review score during the time you were part of the property, ensure that all the fields in those two sections are cleared before saving the previous participation information.*

-  *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)



 Feedback
[Secure Systems](#)
[Housing](#)
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[2530 Contacts](#)

User ID:
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[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	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	CURRENT APARTMENTS (0000000000) MISHAWAKA, IN	Yes (Indianapolis Field Office)	Lessee/Operator	03/14/2006	05/14/2006	06/01/2006	Mgmt Fwv: Satisfactory May 7 2006 12:00AM HUD/Contractor

Inherited Previous Participation

Property Name	Inherited From	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
Plaza 12 Plaza (00000000) MIAMI, FL	HIJKL Select Properties, L.P.	Yes (Miami Field Office)	Owner/Mortgagor	09/30/2004	Current	03/02/2005	

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.

Active Partners Performance System

Previous Participation Detail

SUBMISSION ID: 11633
REASON: Baseline Organization Definition
APPLICANT: Test Organization(444555666)
CURRENT STATUS: In Process, 07/27/2006
PARTICIPANT: Current Apartments
Mishikawa, INDIANA
PROPERTY NAME:
PROPERTY ID:
PROPERTY TYPE: Non-HUD
CITY: Colorado City
STATE: CO

Agency/Role Information
Agency: Conventional Property **Project Role:** Director
From Date: 10/03/2006 **To Date:** 10/10/2006 (check if current)
Affiliation Comments:

Loan Status Information
Loan Status: **As of Date:** (mm/dd/yyyy)
Loan Status Comment:

Was project in default during your participation Yes No
Explanation For Project Default(s):

Last Physical Inspection
Inspection Number: **Inspection Date:** (mm/dd/yyyy)
REAC Score: **Rating:**
Performed By:
Explanation for Rating:

Figure 5-18: Previous Participation Detail screen

- Click . Screen displays with the message, “Save was successful.”

7. When you are finished, click . The Previous Participation List screen will display with your new information.





Feedback

[Secure Systems](#)

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[GSA EPLS](#)

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 MXXXXXX

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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	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	CURRENT APARTMENTS (0000000000) MISHAWAKA, IN	Yes (Indianapolis Field Office)	Lessee/Operator	03/14/2006	05/14/2006	06/01/2006	Mgmt. Rev: Satisfactory May 7 2006 12:00AM HUD/Contractor

Inherited Previous Participation

Property Name	Inherited From	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
Plaza 12 Plaza (00000000) MIAMI, FL	HIJKL Select Properties, L.P.	Yes (Miami Field Office)	Member	09/30/2004	Current	03/02/2005	

Figure 5-19: Previous Participation List Screen

- Click on to return to the 2530 Submission page.

5.3 Adding Comments

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

Active Partners Performance System

2530 Submission
Step 4. Edit Applicant Comments

Submission ID: Reason:

Applicant:

Current Status:

Applicant Comments:

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

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

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



The screenshot shows the APPS Home Page. 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: MXXXX, Online Help, and Glossary. The main content area has a red header 'Active Partners Performance System' and a blue horizontal line. Below this is the title 'APPS Home Page' in italics. A green message states 'Baseline Submission completed.' There are three sections with dropdown menus and 'Go' buttons: 'Submission Processing' with 'View My Submissions In Process', 'Participant Processing' with an empty dropdown, and 'Reports' with an empty dropdown. A paragraph of text follows, discussing public reporting burden and HUD regulations. The footer of the page contains the text '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.'

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

6

Editing Participants

6.0	Editing Participants Introduction:	6-2
6.1	Editing a Participant.....	6-2

6.0 Editing Participants Introduction:

APPS re-engineers the HUD 2530 submission process, automating the process Industry participants use to submit 2530 information. APPS will allow Industry Users to enter submissions and check the status of submissions via the internet.

To ensure that Industry and HUD staff can easily track and reference submissions, APPS will assign each submission a unique Submission ID. In addition, APPS will maintain a Status History to ensure changes to the status of a submission can be traced.

6.1 Editing a Participant

1. On the home page, select “Edit Participant Detail” from the *Participant Processing* drop-down list.
2. Click . The Participant Search—Participant Detail screen displays.

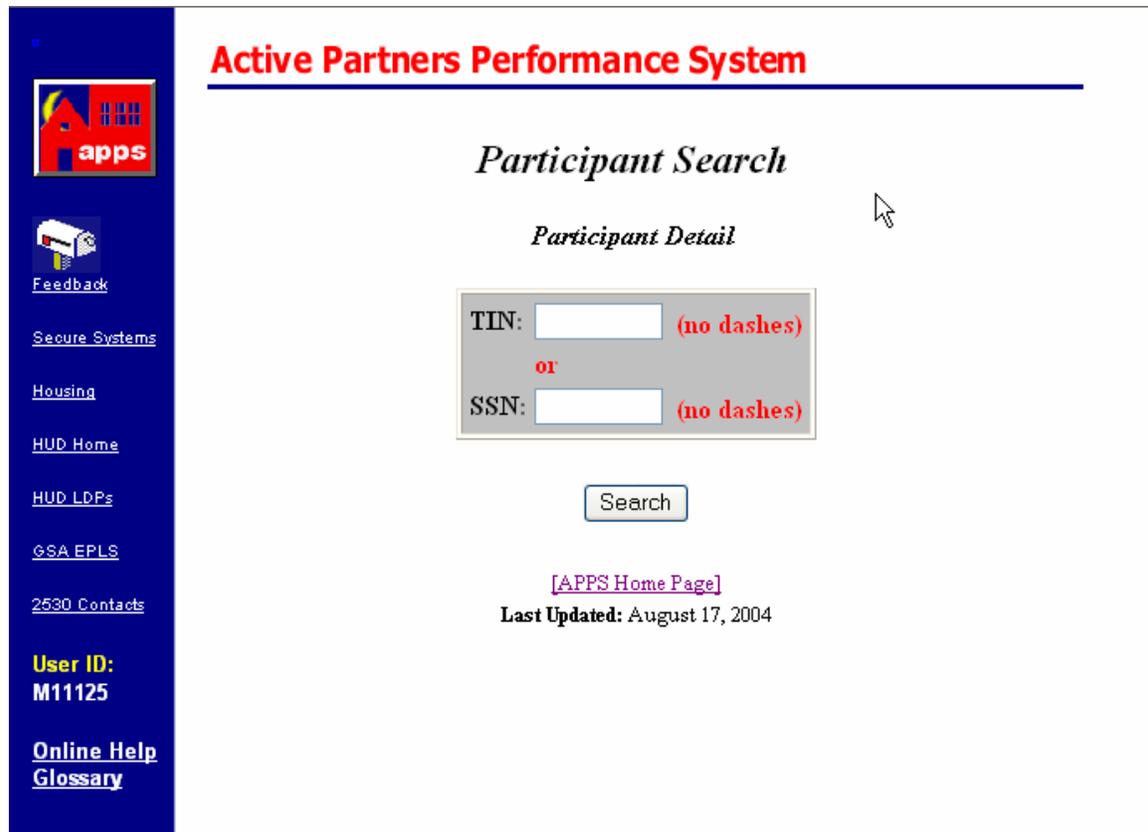


Figure 6-1: Participant Search—Participant Detail Screen

3. Enter the participant's TIN or SSN
4. Click . The Participant Detail screen displays either for the organization or for the individual.

Active Partners Performance System

Participant Detail

*** Name:** Utech

TIN: 111555333

Legal Structure: Joint Venture

Type of Ownership: Profit Motivated

Physical delivery address

*** Address:** 99035 Kingstowne Crossing

*** City:** Maui

*** State:** HAWAII

*** Zip Code:** 55214 -

*** Country:** United States of America

If country not United States

Territory:

*** Postal Code:**

*** Phone:** 889-333-0034

Fax:

E-mail:

Pager:

Save

— Select participant processing — Go

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

Last Updated: July 13, 2004

Navigation Menu:

- apps
- Feedback
- Secure Systems
- Housing
- HUD Home
- HUD LDPs
- GSA EPLS
- 2530 Contacts
- User ID: M11125
- Online Help
- Glossary

Figure 6-2: Participant Detail Screen (Organization)



[Feedback](#)
[Secure Systems](#)
[Housing](#)
[HUD Home](#)
[HUD LDPs](#)
[GSA EPLS](#)
[2530 Contacts](#)
User ID:
M11125
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Active Partners Performance System

Participant Detail

Prefix:	Mr. <input type="button" value="v"/>
* First Name:	Jim
Middle:	Liam
* Last Name:	Conners
Suffix:	Sr <input type="button" value="v"/>
SSN:	666888444
Physical delivery address	
* Address:	779 Mickey Drive
* City:	Oklahoma City
* State:	OKLAHOMA <input type="button" value="v"/>
* Zip Code:	44545 -
* Country:	United States of America <input type="button" value="v"/>
If country not United States	
Territory:	
* Postal Code:	
* Phone:	223-457-2346
Fax:	
E-mail:	
Pager:	

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

Last Updated: July 13, 2004

Figure 6-3: Participant Detail Screen (Individual)

5. Using the following chart as a guide, edit the participant's information.

<i>Data Element</i>	<i>Description</i>
PARTICIPANT DETAIL (Organization)	
Name	Current name of the organization.
TIN	The organization's Tax Identification Number (To edit these fields you need an Identity Change 2530 submission) pre-populated from the Participant Search screen)
Legal Structure	A drop-down list displays a list of legal structure types. (To edit these fields you need an Identity Change 2530 submission)
Type of Ownership	A drop-down list displays a list of ownership types. (To edit these fields you need an Identity Change 2530 submission)
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

PARTICIPANT DETAIL (Individual)	
Prefix	Select a prefix from the drop-down list, if applicable.
First Name	Participant's first name
Middle	Participant's middle name
Last Name	Participant's last name
Suffix	Select a suffix from the drop-down list, if applicable.
SSN	Participant's Social Security Number (To edit these fields you need an Identity Change 2530 Submission)
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	The foreign territory, if applicable.
Foreign Postal Code	The foreign postal code, if applicable.
Phone	The participant's telephone number
Fax	The participant's fax number
E-mail	The participant's e-mail address
Pager	An participant's contact pager number

6. Click . Screen refreshes with the message, "Save was successful."



Note: You can always view a participant's information; however, you can only edit the information if the participant does not have a coordinator.

7

Editing, Sending, Canceling, Withdrawing Submissions

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7.3	Canceling a Submission	7-6
7.4	Withdrawing the Submission	7-7

7.0 Editing, Sending, Canceling, Withdrawing Submissions

7.1 Editing a Submission

1. On the APPS home page select “Edit Submission” from the *Submission Processing* drop-down list.

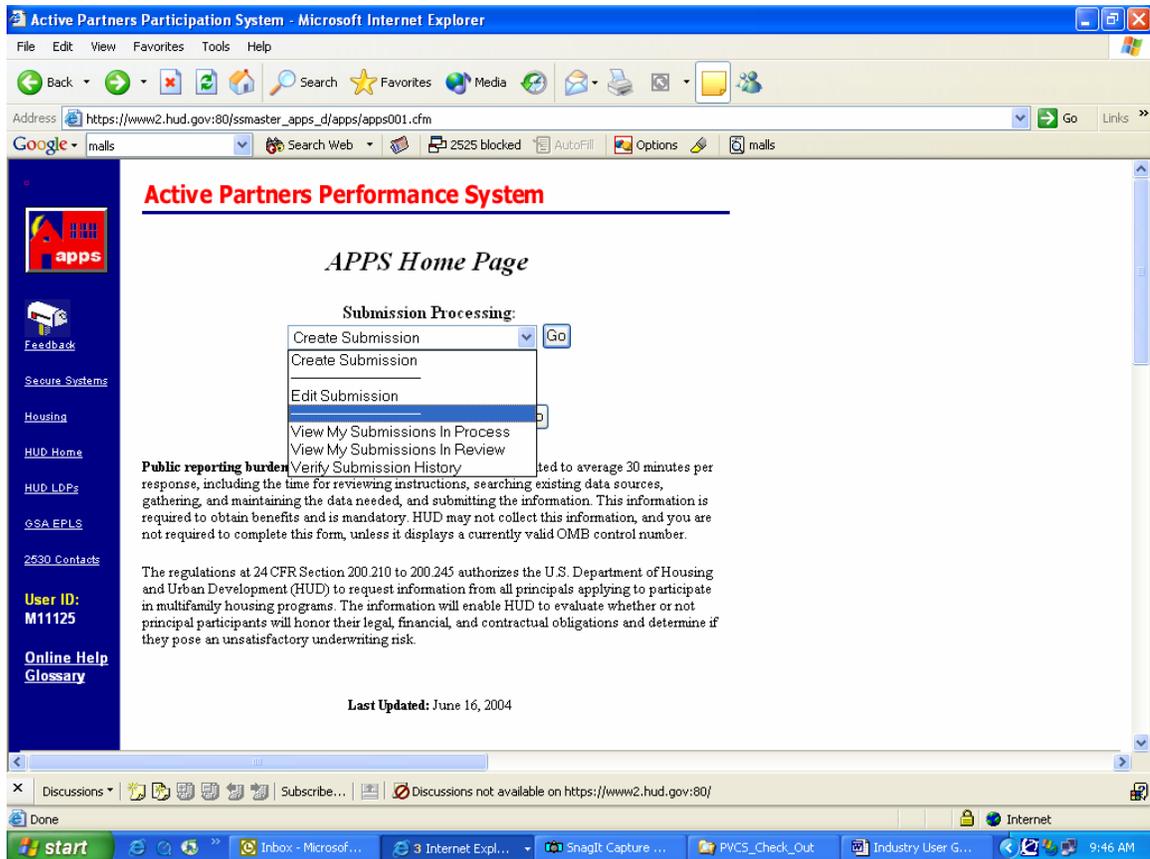


Figure 7-1: Submission Search Screen

2. Click . The Submission Search screen displays.

Figure 7-2: Submission Search Screen

3. Using the chart below, enter the appropriate search criteria.

<i>Data Element</i>	<i>Description</i>
Submission ID	System-generated identifying number unique to each submission
TIN (no dashes)	Tax Identification Number of a participant
SSN (no dashes)	Social Security Number of a participant

Search For:	Select the radio button for either Applicant Submissions (submissions in which the participant in the search criteria is the applicant) or All Submissions.
With Status of:	Select the radio button for either All, In process, In HUD Review, or with Final Disposition.
Created Date:	
From:	Date range from (mm-dd-yyyy) (optional)
To :	Date range to (mm-dd-yyyy)

4. Click . The Submission List screen displays.

Active Partners Performance System

Submission List

Applicant:

Records (1 - 1) of 1

Select	Submission ID	Date of Last Action	Reason For Submission	Status
<input type="radio"/>	7250	06/22/2003	Baseline Organization Definition	Baseline Established

[\[APPS Home Page\]](#)
Last Updated: May 19, 2004

Figure 7-3: Submission List Screen

5. If more than one submission is listed, select the submission you wish to edit, then click . The 2530 Submission screen displays.

OR

Select another process from the Select participant processing drop-down list.

OR

Click to return to the Submission Search screen.

7.2 Sending the Submission to HUD

-  *Note: Do not forget to get your certification and send your 2530 submission package.*
-  *Note: Make sure at least one individual is in the company before sending it to HUD.*
-  *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

1. On the 2530 Submission Send to HUD screen you can click if you are ready to submit your submission. A warning will display.



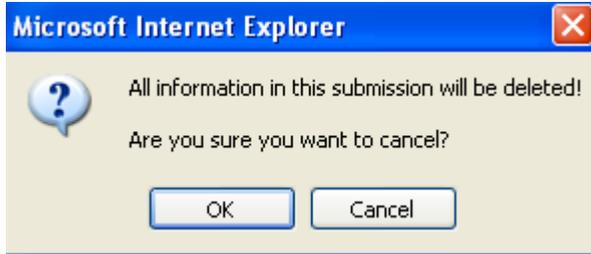
2. If you still wish to send the submission to HUD, click . Once the submission has been sent to HUD, the 2530 Submission screen displays with the message, “Submission sent to HUD successfully.”

 *Once sent to HUD the status will change from “In Process” to a new status depending on the type of submission sent to HUD. Please refer to specific Chapters for more information.*

7.3 Canceling a Submission

 *Note: Canceling a submission is only possible while the submission is still “In Progress”*

1. If you entered incorrect information or no longer wish to send the 2530 submission to HUD
2. From the APPS Home Page, Select View my Submissions in Process from the Submission Processing drop down list. Click .
3. The Submission List screen will display
4. Select the Submission you would like to cancel and click on . The 2530 Submission screen will display.
5. Select the Cancel button under the Current Submission Status section
6. The following window will display



7. Click to cancel the submission.
8. You will receive a message saying the submission was cancelled.

7.4 Withdrawing the Submission

 *Note: You may only withdraw a submission after it has been sent to HUD and before it has been reviewed.*

1. From the APPS Home Page, Select View my Submissions in Review from the Submission Processing drops down list. Click .
2. The Submission List screen will display
3. Select the Submission you would like to withdraw and click on . The 2530 Submission screen will display.
4. Enter explanatory comments in the *Applicant Comments (for Withdraw only)* field.
5. Click . A warning displays.



6. Click . The screen refreshes with a message that the submission has been withdrawn successfully.

8

Property Submissions

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8.0 Property Submissions Introduction

Property submissions are the original reason for preparing and reviewing 2530s. Entities will use this submission when they want HUD's approval to assume either a specific role for a property or additional financial responsibility for a property in which they currently play a role. Every property submission will have to have a reason, which the User will select from. Under the reason drop down on the 2530 submission screen select from the following list:

- Existing Application for other Subsidies
- Mark-to-Market
- New Application for Capital Advance Grants
- New Application for Mortgage Insurance
- New Role for Property
- Proposed New Property
- Refinance Application for Mortgage Insurance
- Rehabilitation
- Transfer of Physical Assets

In addition to identifying the reason for a submission, the applicant will have to identify the specific property role for which they are applying. Under the role drop down on the 2530 submission screen select from the following valid property roles:

- Assoc. Vice President
- Board Member
- Board Officer
- CEO

- CFO
- Chairperson
- COO
- Consultant/Packager
- Consultant
- Contractor
- Director
- Facility Lessee
- Facility Operator
- General Contractor
- General Partner
- Investor Limited Partner in Limited Partnership
- Investor Limited Partner
- Key Principal
- Leasee/Operator
- Limited Partner
- Management Agent
- Managing Director
- Member
- Managing General Partner
- Managing Limited Partner
- Managing Member
- Nursing Home Administrator
- Officer
- Owner/Mortgagor
- President

HUD field staff will review Property submissions, and if further review is required, the process will continue at HUD headquarters.

The business rules for Property submissions are:

- The Applicant of a property submission may be an individual or an organization and they must exist in APPS. If the applicant is an organization, it must have completed a Baseline submission and must be an "active" organization (i.e., has not been bought out by another organization).

- The property the User specifies for the submission must be an active Multifamily property.
- If the submission reason is 'Transfer of Physical Assets', then the property role must be 'Owner/Mortgagor.'

 *Note: This submission is available to organizations **only** if a baseline has been established.*

 *Note: **Starting a Property Submission will lock the baseline in process.***

 *Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.*

 *Note: Only active properties (those with active FHA or Contract numbers) can have a 2530 submission.*

 ***If you are not an authorized user/coordinator for the participants listed in your organization structure, the participants will be appear to be greyed out on the certification screen. You have two options to continue with the 2530:***

Option 1: The Coordinator/User should request authorization for the participant, complete certifications and continue with the 2530 Submission process.

Option 2: If authorization cannot be obtained:

a. The Coordinator/Users must complete the 2530 Submission with authorized certifications and send it to HUD for review.

b. The Coordinator/Users must advise the unauthorized participants to send their own 2530 for the same Property.

8.1 Creating a Property Submission

1. On the APPS home select “Create Submission” from the *Submission Processing* drop-down list.
2. Click . The Create Submission screen will display.

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, 253D Contacts, User ID: M11125, Online Help, and Glossary. The main content area is white with a red header 'Active Partners Performance System' and a blue horizontal line. Below the header is the title 'Create Submission' in italics. A form box contains two input fields: 'TIN: 111111999 (no dashes)' and 'SSN: [] (no dashes)', with 'or' between them. Below the form is a 'Submit' button. At the bottom of the main area are links for '[APPS Home Page]' and 'Last Updated: May 12, 2004'.

Figure 8-1: Create Property Submission Screen

3. Enter the applicant’s TIN or SSN.
4. Click . The Create Submission screen will display. Select Property Submission from the Select the type of submission you would like to create: drop down menu. Click on

Active Partners Performance System

Create Submission

Select the type of submission you would like to create:

Property Submission

Submit

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apps

[Feedback](#)

[Secure Systems](#)

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[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

User ID:
M11125

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

Figure 8-2: Create Submission, Screen

5. The Property Search Screen will display



Figure 8-3: Property Search Screen

6. Enter the Contract Number

OR

FHA Number

OR

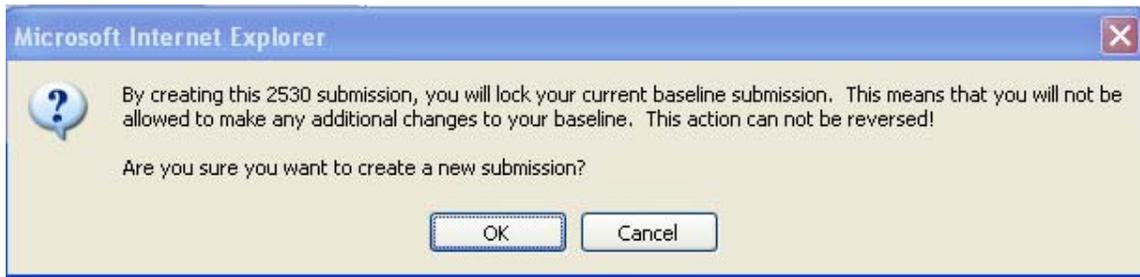
Property ID

OR

Property Name (you may enter a partial name)

7. Click .

8. A warning will appear.



9. By selecting OK you are now locking your baseline and cannot make any changes. If you would like to proceed, select OK

10. The Property List screen displays.





Feedback

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User ID:
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Active Partners Performance System

Property List

Records (1 - 6) of 6

Select	Property ID	Property Name	City	State
<input checked="" type="radio"/>	000000001	Village Apartments	ROANOKE	VA
<input type="radio"/>	000000002	ABCDE Apartments	CAPITOL HEIGHTS	MD
<input type="radio"/>	000000003	FGHI Apartments	RICHMOND	VA
<input type="radio"/>	000000004	JKLM Apartments	JEANERETTE	LA
<input type="radio"/>	000000005	NOPQR Apartments	ANCHORAGE	AK
<input type="radio"/>	000000006	STUVW Apartments	ANCHORAGE	AK

Figure 8-4: Property List screen

11. If there are several properties displayed, select the property for which you are submitting the 2530.

12. Click . The 2530 Submission Select Role and Reason screen displays.

Active Partners Performance System

**2530 Submission
Select Reason and Role**

Submission ID: 13184	Reason: Property Submission
Property ID: 0000000000	Name: Stone Apartments
Applicant: ABCDE Corporation L.P. (200000000)	Current Status: In Process, 06/05/2006

Property Information

ID/Servicing Site: 00000000 / Atlanta
Name: ABCD Apartments
FHA:
Contract: AB00AA00000, AC09MM00000

*Reason:

*Role:

F A D P S Home Page

Figure 8-5: 2530 Submission Select Reason and Role Screen

13. Select a Reason for the submission.

14. Select a Role for the submission.

Note: If the reason is “Transfer of Physical Assets,” the role must be Owner/Mortgagor.

15. Click . The 2530 Submission Edit Contact information screen displays

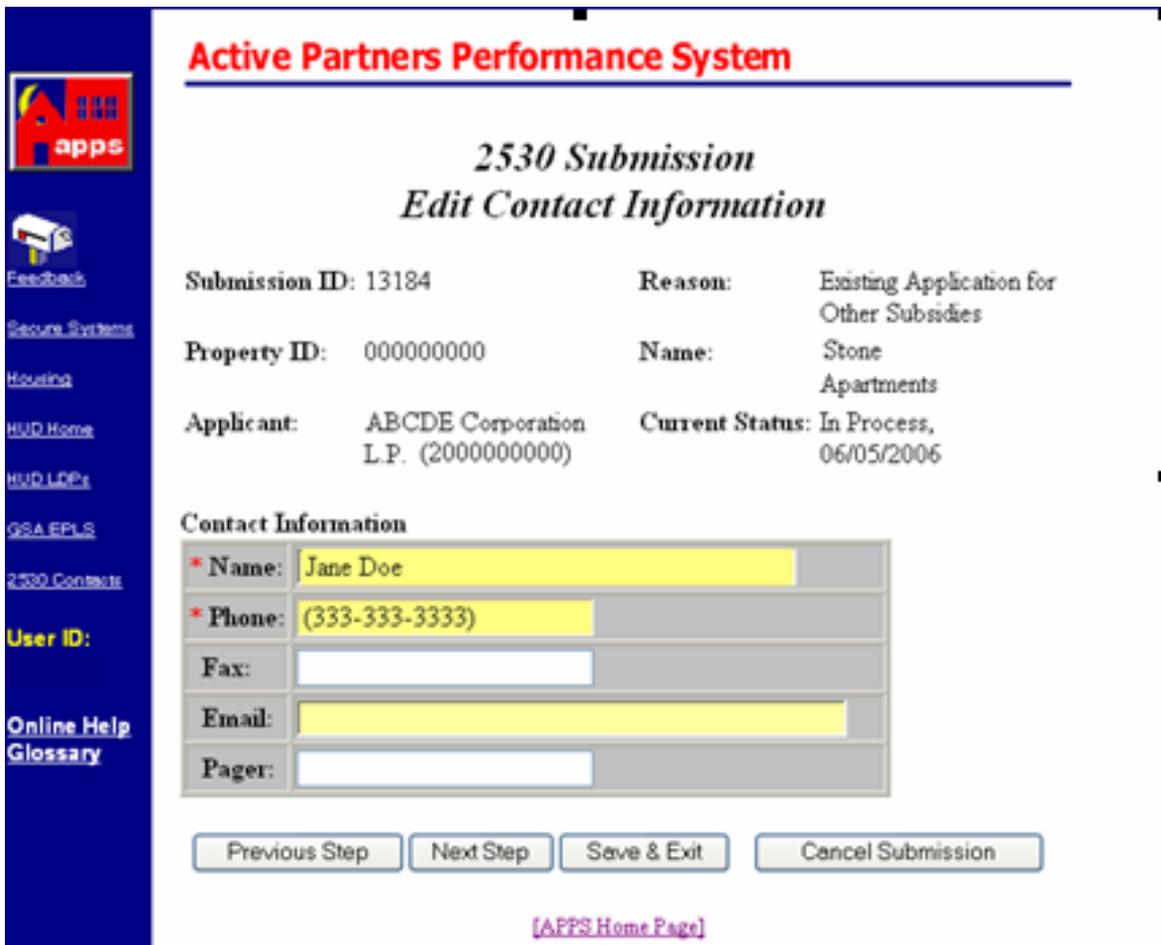


Figure 8-6: 2530 Submission Edit Contact Information Screen

16. You may edit contact information from this screen or click on . The 2530 submission, Edit Applicant Comments screen will display.

Active Partners Performance System

2530 Submission
Edit Applicant Comments

Submission ID: 13184 Reason: Existing Application for Other Subsidies

Property ID: 00000000 Name: Stone Apartments

Applicant: ABCDE Corporation L.P. (200000000)

Current Status: In Process, 06/05/2006

Applicant Comments:

Previous Step Next Step Save & Exit Cancel Submission

Figure 8-7: 2530 Submission Edit Applicant Comments Screen

17. If you wish to enter comments you may do so in the comments field.

18. When comments are entered, click . The 2530 Submission, Certify Submission screen displays

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*2530 Submission
Certify Submission*

Applicant					
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	ABCDE Corporation	20000000	No	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, James	111222666	Individual	No	No
<input type="radio"/>	SP Test	999999993	Organization	Yes	No

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Figure 8-8: 2530 Submission Certify Submission Screen

19. If you have not certified your submission, you may do so by selecting the button.

✍ If you are not an authorized Coordinator/User for the participants listed in your organization structure, the participants will appear to be greyed out on the screen. You have two options to continue with the 2530:

Option 1: The Coordinator/User should request authorization for the participant, complete certifications and continue with the 2530 Submission process.

Option 2: If authorization cannot be obtained:

- a. The Coordinator/Users must complete the 2530 Submission with authorized certifications and send it to HUD for review.*
- b. The Coordinator/Users must advise the unauthorized participants to send their own 2530 for the same Property.*

20. The Participant Certification screen will display.


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Active Partners Performance System

Participant Certification

PARTICIPANT	James Doe (111222666) Alexandria , VIRGINIA
--------------------	--

Certify for:	Submission ID: <input type="text" value="11637"/>
---------------------	--

I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C 1001, 1010, 1012;31 U.S.C 3729,3802)

I further certify that:

1. Schedule A contains a listing of every assisted or insured project of HUD, USDA-FmHA and State and local government housing finance agencies in which I have been or am now a principal.

True False

Explanation:

2. For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification.

a. No mortgage on a project listed by me has ever been in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgagee been given;

True False

Explanation:

b. I have not experienced defaults or noncompliances under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;

True False

Explanation:

c. To the best of my knowledge, there are no unresolved findings raised as a result of HUD audits, management reviews or other Governmental investigations concerning me or my projects;

True False

Explanation:

Figure 8-9: Participant Certification Screen (1 of 3)

The image shows a screenshot of a web-based certification form. It contains four distinct sections, each with a certification question, a radio button for 'True' (which is selected), a radio button for 'False', and a text area labeled 'Explanation:'. The text areas are currently empty. The questions are:

- d.** There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest;
- e.** I have not been convicted of a felony and am not presently to my knowledge, the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment by two years or less);
- f.** I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.
- g.** I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.

Figure 8-10: Participant Certification Screen (2 of 3)

3. All the names of the parties, known to me to be principals in this project (s) in which I propose to participate, are listed above. True False

Explanation:

4. I am not a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part O or an USDA's Standard of Conduct in 7 C.F.R. Part O Subpart B. True False

Explanation:

5. I am not a principal participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FmHA. True False

Explanation:

6. To my knowledge I have not been found by HUD or FmHA to be in noncompliance with any applicable civil rights laws. True False

Explanation:

7. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America. True False

Explanation:

Save

Figure 8-11: Participant Certification Screen (3 of 3)

21. The screen will refresh with the message “Save has been successful”.

Active Partners Performance System

Participant Certification

Save has been successful

PARTICIPANT	James Doe (111222666) Alexandria , VIRGINIA
--------------------	--

Certify for: Submission ID: 11637

I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C 1001, 1010, 1012; 31 U.S.C 3729, 3802)

I further certify that:

I. Schedule A contains a listing of every assisted or insured project of HUD, USDA-FmHA and State and local government housing finance agencies in which I have been or am now a principal.

True False

Explanation:

Figure 8-12: Participant Certification Screen

22. Click on 2530 Submission button at the bottom of the page. The 2530 Submission Certify Submission screen will display with “Yes” listed in the Certified column.

23. Click on . The 2530 Submission Send to HUD screen will display



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2530 Submission Send to HUD

Submission ID: 13184
Current Status: In Process

*Reason: Existing Application for Other Subsidies *Role: Sponsor/ Developer

Property Information

ID/Servicing Site: 00000000 / Atlanta

Name:	Stone Apartments
FHA:	
Contract :	AB00AA00000, AC09MM00
Occupancy:	Contract Units 0 Insured Units 196 Total Units 196
Section of Act:	

Applicant

Name	TIN/SSN	Direct Previous Participation	Certified
ABCDE Corporation L.P.	20000000	Yes	Yes

— Select participant processing —

Contact Information

* Name:

* Phone:

Fax:

Email:

Pager:

Applicant Comments:

Current Submission Status: In Process

— Select query — [Select submission query](#)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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Figure 8-13: 2530 Submission Send to HUD screen

8.2 Sending to HUD

1. From the 2530 Submission Send to HUD page, If all information is accurate click on



2. A message will appear. If you would like to proceed, click on OK.



3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.



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Active Partners Performance System

2530 Submission Send to HUD

Submission Sent to HUD successfully.

Submission ID: 13184			
Current Status: Field Office Review			
*Reason: Existing Application for Other Subsidies		*Role: Sponsor/ Developer	
Property Information			
ID/Servicing Site: 00000000 / Atlanta			
Name:	Stone Apartments		
FHA:			
Contract :	AB00AA00000, AC09MM00		
Occupancy:	Contract Units 0	Insured Units 196	Total Units 196
Section of Act:			
Applicant			
Name	TIN/SSN	Direct Previous Participation	Certified
ABCDE Corporation L.P.	20000000	Yes	Yes
<input type="text" value="— Select participant processing —"/> <input type="button" value="Go"/>			
Contact Information			
* Name:	James Doe		
* Phone:	333-33-3333		
Fax:	<input type="text"/>		
Email:	<input type="text"/>		
Pager:	<input type="text"/>		
<input type="button" value="Save Contact Information"/>			
Applicant Comments:			
<input type="text"/>			
<input type="button" value="Save Comment"/>			
Current Submission Status: Field Office Review			
<input type="text" value="— Select query —"/> <input type="button" value="Go"/> Select submission query			
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)			

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Figure 8-14: 2530 Submission Send to HUD screen

-  *Note: Once sent to HUD the status will change from “In Process” to “F.O. Review.”*

-  *Note: Make sure at least one individual is in the company before sending it to HUD.*

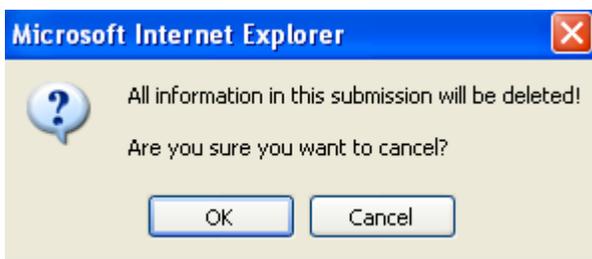
-  *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

-  *Once the Property Submission has been approved the new property should be added to the previous participation of all the participants in your organization structure via the Edit Previous Participation option on the APPS home page. (Please refer to Section 5.2.2 for more information)*

8.3 Canceling the Submission

1. You may cancel the submission if you entered incorrect information or no longer wish to send the 2530 submission, by clicking  .

2. A warning displays.



3. Click  to cancel the submission.

8.4 Printing the Signature List and Previous Participation Certification

1. You will need to print the Submission, after you have successfully sent to HUD and Submit the hard copy along with the signatures to the Address listed on the Submission Package. Click on  button on the 2530 Submission page.
2. The 2530 Submission Package Screen will appear.



Active Partners Performance System

2530 Submission Package U.S. Department of Housing and Urban Development
Office of Housing/Federal Housing Commissioner

U.S. Department of Agriculture
Rural Housing
OMB Approval No. 2502-0118
(Exp. 10/31/2000)

Send To: HUD Office
Five Point Plaza
40 Marietta Street
Atlanta, GA 30303-2806

Submission ID:	13184	Submission Contact:	James Doe
Submission Reason:	Existing Application for Other Subsidies	Contact Phone:	(333)333-3333
Submission Status:	In Process	Submitted To:	HUD
Status Date:	06/05/2006		

Property Name:	Stone Apartments	City/State:	ATLANTA GA
Property Role:	Sponsor/ Developer	Section of the Act:	
Primary FHA Number:		Other FHA Numbers:	
Property ID:	000000000	Contract Number:	AB00AA00000, AC09MM00000

Figure 8-15: 2530 Submission Package screen (1 of 3)

Online Help
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Applicant: **ABCDE Corporation L.P. (200000000)**

Name	TIN/SSN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
ABCDE Corporation L.P.	200000000	Limited Liability Partnership (LLP)	Limited Dividend	23423 King way	Fairfax	VA	23432	333-333-3333

Organization Structure

Tier 1: Applicant Organization: ABCDE Corporation L.P. (200000000)

Name	Participant ID	TIN / SSN	Participant Type	Role in Organization	Ownership Percent	Begin Date in Organization	Other Previous Participation
Doe, James	254631	111222666	Individual	Member	0	12/03/2005	NO

Certifications: I (meaning the individual who signs as well as corporations, partnerships or other parties listed above who certify) hereby apply to HUD or USDA-FmHA, as the case may be, for approval to participate as a principal in the role and project listed above based upon my following previous participation record and this Certification.

I certify that all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

I further certify that:

1. Schedule A contains a listing of every assisted or insured project of HUD, USDA-FmHA and State and local government housing finance agencies in which I have been or am now a principal.
2. For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification.
 - a. No mortgage on a project listed by me has ever been in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgage been given;
 - b. I have not experienced defaults or noncompliances under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
 - c. To the best of my knowledge, there are no unresolved findings raised as a result of HUD audits, management reviews or other Governmental investigations concerning me or my projects;
 - d. There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest;
 - e. I have not been convicted of a felony and am not presently, to my knowledge,

the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less);

f. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.

g. I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.

3. All the names of the parties, known to me to be principals in this project(s) in which I propose to participate, are listed above.

4. I am not a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part O and USDA's Standard of Conduct in 7 C.F.R. Part O Subpart B.

5. I am not a principal participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FmHA.

6. To my knowledge I have not been found by HUD or FmHA to be in noncompliance with any applicable civil rights laws.

7. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.

8. Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initiated each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I think helps to qualify me as a responsible principal for participation in this project.

Figure 8-16: 2530 Submission Package screen (2 of 3)

Participant Certification

Name	TIN/SSN	Clause	Explanation for Selecting False to Certification Clause
No participant certifications with a response of "false" for this submission			

Individual Signature List

	<i>Signature</i>	<i>Date</i>
<p>Organization: ABCDE Corporation L.P. Doe, James</p>	_____	_____ <input type="checkbox"/>
(Name and Signature)		(Date)

has signature authority for ABCDE Corporation L.P. -- You must attach proof. If no proof of signature check the box next to date and obtain signature.

Figure 8-17: 2530 Submission Package screen (3 of 3)

3. Click  on your browser's toolbar. Once you print the Submission Package you need to obtain signatures and send the hard copy to HUD.
4. Click  on you browser's toolbar to exit the 2530 Submission Package.

8.5 Querying the Submission

Refer to Chapter 16, Submission Queries

8.6 Withdrawing the Submission

 *Note: You may only withdraw a submission after it has been sent to HUD and before it has been reviewed.*

Refer to Chapter 7, Editing, Sending, Canceling, Withdrawing Submissions, Section 7.4

Withdrawing the Submission

9

Certification

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9.1	Establishing Certification	9-2

9.0 Certification

9.1 Establishing Certification

1. On the APPS Home Page select “Edit Certification” from the Participant processing drop down menu.
2. The Participant Search screen will display

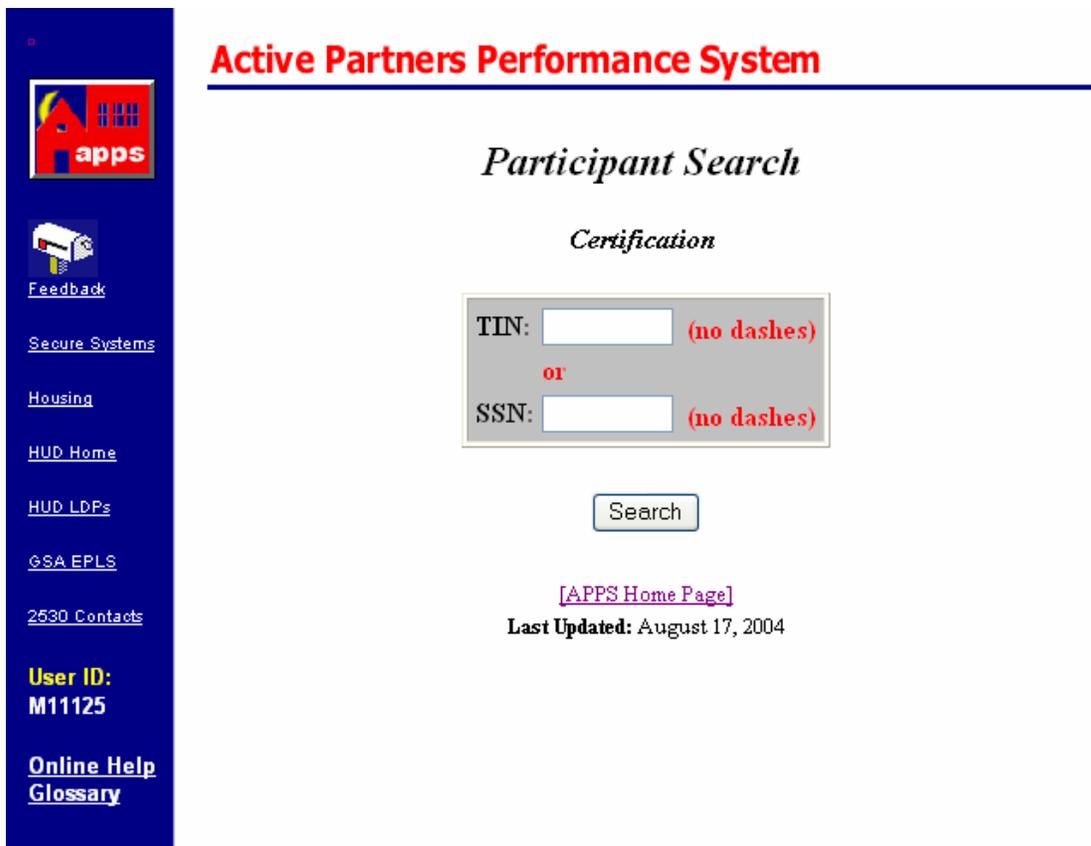


Figure 9-1: Participant Search screen

4. Enter the TIN or SSN for the participant you would like to establish Certification and click on Search.

5. The **Participant Certification** screen displays.

Active Partners Performance System

Participant Certification

PARTICIPANT James Doe (111222666)
Alexandria, VIRGINIA

Certify for: Submission ID: 11637

I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C 1001, 1010, 1012; 31 U.S.C 3729, 3802)

I further certify that:

1. Schedule A contains a listing of every assisted or insured project of HUD, USDA-FmHA and State and local government housing finance agencies in which I have been or am now a principal. True False

Explanation:

2. For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification, a. No mortgage on a project listed by me has ever been in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgagee been given; True False

Explanation:

Figure 9-2: Participant Certification screen (1 of 4)

b. I have not experienced defaults or noncompliances under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;

True False

Explanation:

c. To the best of my knowledge, there are no unresolved findings raised as a result of HUD audits, management reviews or other Governmental investigations concerning me or my projects;

True False

Explanation:

d. There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest;

True False

Explanation:

e. I have not been convicted of a felony and am not presently to my knowledge, the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment by two years or less);

True False

Explanation:

Figure 9-3: Participant Certification screen (2 of 4)

The image shows a screenshot of a certification form with three sections. Each section contains a question, a radio button for 'True' (which is selected), a radio button for 'False', and an 'Explanation:' label followed by a text input area with a scroll bar.

f. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.
 True False
Explanation:
[Text input area]

g. I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.
 True False
Explanation:
[Text input area]

h. All the names of the parties, known to me to be principals in this project (s) in which I propose to participate, are listed above.
 True False
Explanation:
[Text input area]

4. I am not a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part O or a USDA's Standard of Conduct in 7 C.F.R. Part O Subpart B.
 True False
Explanation:
[Text input area]

Figure 9-4: Participant Certification screen (3 of 4)

5. I am not a principal participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FmHA.

True False

Explanation:

6. To my knowledge I have not been found by HUD or FmHA to be in noncompliance with any applicable civil rights laws.

True False

Explanation:

7. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.

True False

Explanation:

Save

Figure 9-5: Participant Certification screen (4 of 4)

5. Select “True” or False” for each statement (the default position is “True”).
6. Enter Explanation if “False” is selected (required).
7. Click . “Save has been successful” message displays.

 *Note: The Participant Certification screen is also accessible from the 2530 Submission Page, the Participant Detail screen, and the Organization Structure screen.*

10

Organization Change Submissions – Major

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10.0 Introduction - Organization Change Submissions

Organization Change submissions will enable an organization to make changes to the principals in the first tier of its organization structure. Since the structure of an organization has to be the same for every property in which it plays a role, changes to the structure will apply "across the board" or globally.

AAPS allows Users to view the prior and new value for each principal's organization role and ownership per cent.

Every organization change submission must have one of the following reasons:

- Major Organization Change
- Corporate Buyout
- Court Order/Inheritance
- Minor Organization Change

HUD will review two of the four types of organization change submissions - *major organization changes* and *corporate buyouts* - because these changes will have a significant impact on the organization. HUD staff will not review submissions for minor organization changes and court order/inheritance. Please refer to Chapter 12 for more information on Minor Organization Changes.

 *Note: These submissions are available to organizations **only** if a baseline has been established. Use these submissions to add, edit, or remove principals, or to change a principal's role, ownership percentage, or starting date within entity.*

 *Note: A General Partner, Managing General Partner, or Limited Partner may change their percentage of ownership to greater than 25%. All other roles may change their percentage of ownership to greater than 10%.*

-  *Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.*
-  *Note: If you send a Property Submission to HUD and subsequently send an Organization Change submission, APPS will allow the Property Submission to be reviewed. If, however, you send an Organization Change to HUD and subsequently send a Property Submission, APPS will hold the Property Submission until the Organization Change Submission has been reviewed. If at that time the Organization Change is approved, the Property Submission will then be reviewed.*
-  *For all Address changes some proof of the new address must be sent to HUD. This could be in the form of a memo on the company letterhead, a lease agreement or any other documentation that shows the correct address for the participant. Once your fax or email is received, HUD can correct the address.*
- The information can be sent via email to the apps mailbox listed on the APPS home page or faxed, Attn PPSD Division along with a cover letter stating the details of the request to 202-708-0684.*

10.1 Major Organization Change Submissions

✍ Note: The System Identifies whether a submission is a major or minor organization change

Major Organization Change Submissions will allow an entity to add, change principals from its organization structure. Only Headquarters staff will review these type of submissions because adding an entity can affect several Field Offices nationwide..

Users can add either individuals or organizations as principals in the applicant organization.

If the principal being added is an organization, that organization must have completed a Baseline submission and must be an "active" organization (i.e., has not been bought out by another organization). If the principal being added is an individual, that individual may either exist within APPS or the User can create them.

Users can change the following information for principals in the applicant tier:

- Starting date in the organization
- Role in the organization (including changes to Limited Partner, General Partner or Managing General Partner)
- Ownership percent (including changing a partner's ownership to more than 25% or a non-partner's ownership to more than 10%)
- The same principal can exist only once in the applicant tier and only once in a principal's organization chain.

10.2 Creating a Major Organization Change Submission

1. The Organization Change Submission 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.

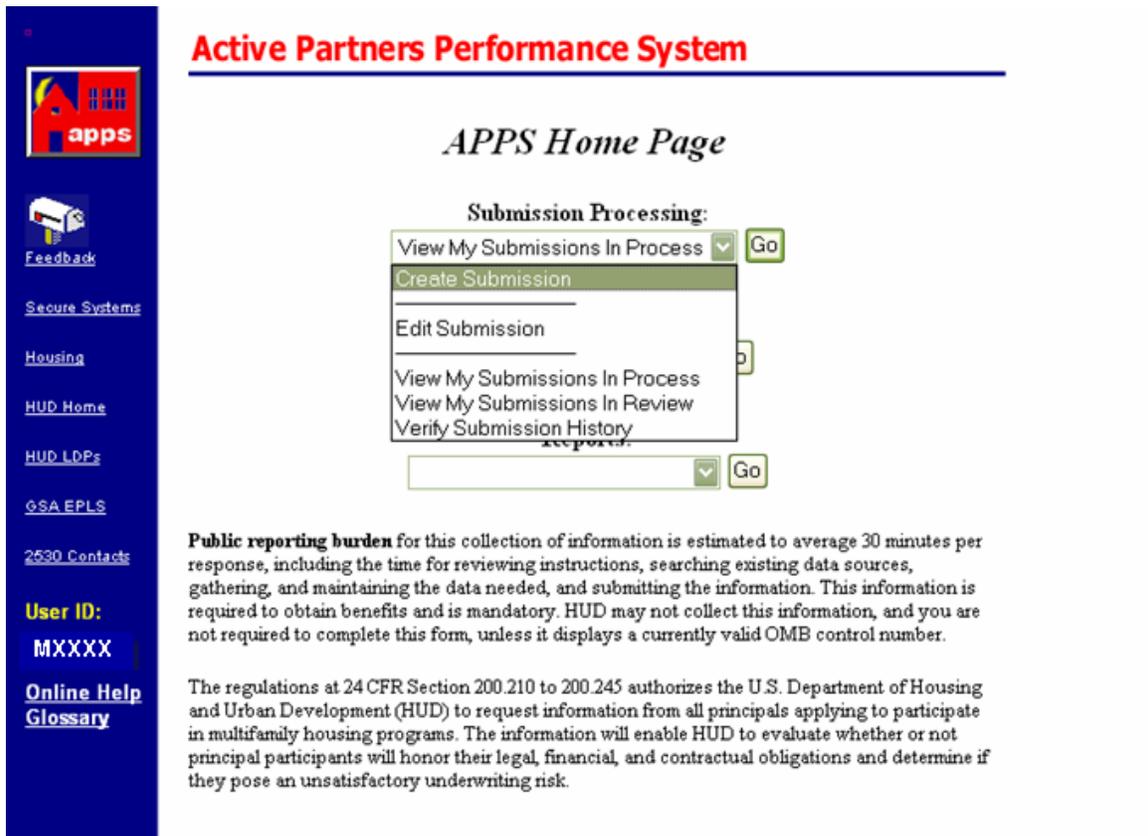


Figure 10-1: APPS Home Page

2. Click . The Create Submission screen displays.

Active Partners Performance System

Create Submission

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

[\[APPS Home Page\]](#)
Last Updated: May 12, 2004

Figure 10-2 Create Submission

3. Enter the applicant's TIN or SSN.
4. Click . The Create Submission screen will display.

Active Partners Performance System

Create Submission

Select the type of submission you would like to create:

Organization Change

Submit

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Last Updated: May 12, 2004

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2530 Contacts

User ID:
M11125

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Figure 10-3: Create Submission

5. Select Organization Change from the type of submission you would like to create drop down menu. Click on Submit.

- The screen will refresh with a warning that by clicking on the Submit button it would lock your baseline.

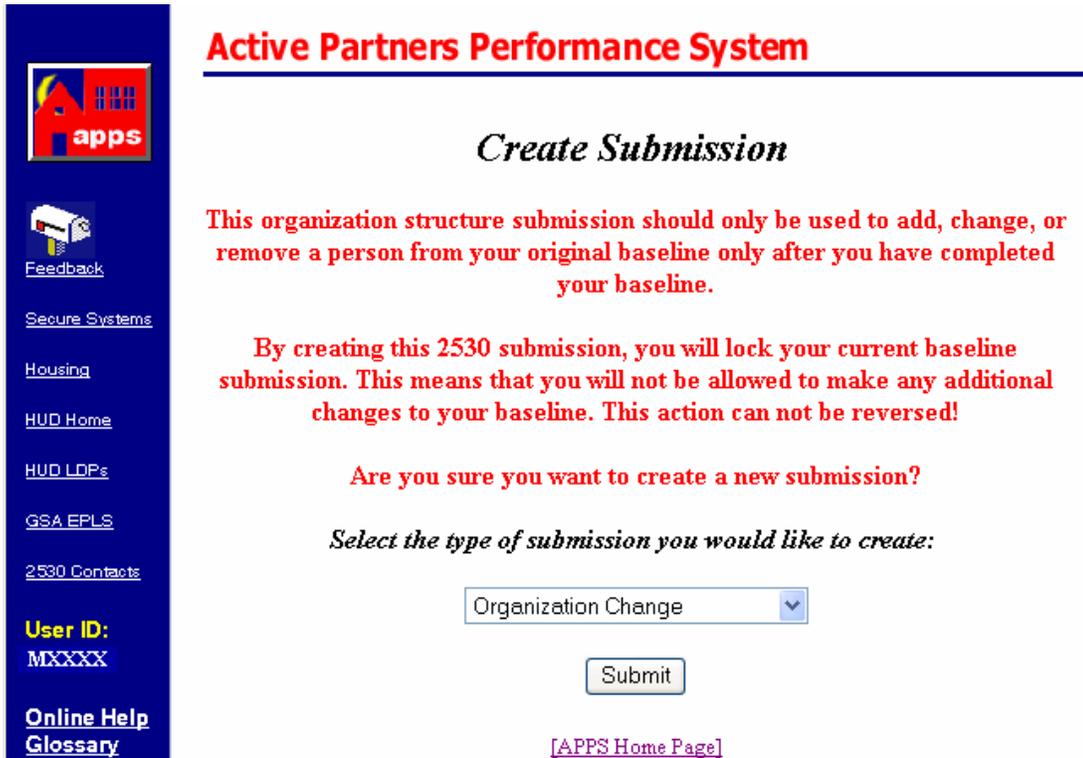


Figure 10-4: Create a Submission Screen

- If you would still like to proceed Click . The 2530 Submission Select a Reason screen will display.

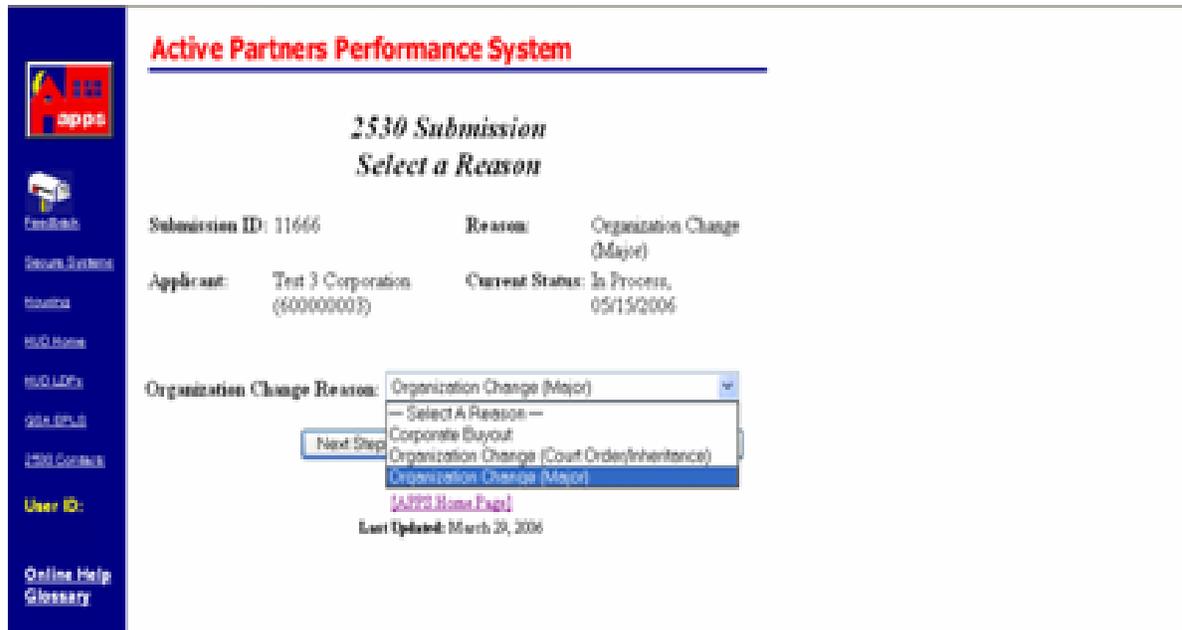


Figure 10-5: 2530 Submission Select a Reason Screen

8. Select the Organization Change Reason for the submission from the Select A Reason drop-down menu. (“Organization Change [Major]”).
9. Click . The 2530 Edit Organization Structure screen will display

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 11641 Reason: Organization Change (Major)
Applicant: Test 2 Corp (111222888) Current Status: In Process, 04/25/2006
Parent Participant: Test 2 Corp (111222888), Springfield, VIRGINIA

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/11/2005	No	Yes	

Buttons: Add Principal, Edit Principal, Remove Principal, Previous Step, Next Step, Save & Exit, Cancel Submission

[APPS Home Page]

Figure 10-6: Edit Organization Structure Screen

10.3 Adding a Principal

1. From the Edit Organization screen Click . The Participant Search screen displays.



Figure 10-7: Participant Search Screen

2. Enter the participant's TIN or SSN.
3. Click . The Add Principal to Organization screen displays.



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[GSA RPLS](#)
[2530 Contacts](#)
User ID:
M11125
[Online Help](#)
[Glossary](#)

Active Partners Performance System

Add Principal to Organization

* Name:	<input type="text" value="SP Test"/>
TIN:	<input type="text" value="999999993"/>
Legal Structure:	<input type="text" value="General Partnership"/>
Type of Ownership:	<input type="text" value="Limited Dividend"/>
Physical delivery address	
* Address:	<input type="text" value="test"/> <input type="text"/>
* City:	<input type="text" value="hrjhsjh"/>
* State:	<input type="text" value="ALABAMA"/>
* Zip Code:	<input type="text" value="83748"/> - <input type="text"/>
* Country:	<input type="text" value="United States of America"/>
If country not United States	
Territory:	<input type="text"/>
* Postal Code:	<input type="text"/>
* Phone:	<input type="text" value="87373849834"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Pager:	<input type="text"/>

Parent Participant:	<input type="text" value="Test 2 Corp"/>
* Role in Entity:	<input type="text"/>
Role Comment:	<input type="text"/>
* Percent Ownership in Entity:	<input type="text" value="0"/> % (100.00)
* Starting Date in Entity:	<input type="text"/> - <input type="text"/> - <input type="text"/> (mm-dd-yyyy)

Figure 10-8: Add Principal to Organization Screen

 *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. Enter the Role in Entity, Percent Ownership in Entity and Starting Date in Entity .
Fields marked with a red asterisk are required.
5. Click . The Add Principal within Organization screen refreshes with the message, “Principal has been added successfully.”
6. Click on 2530 Submission. The 2530 Submission Edit Organization Structure screen will display with the new principal information.

10.4 Editing Information

 *You may also edit the organization structure, contact information, comments and certification from the APPS Home page under the participant processing drop down list*

1. On the 2530 Submission Edit Organization Structure screen, select the principal to be edited.

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 11641 Reason: Organization Change (Major)
Applicant: Test 2 Corp (111222888) Current Status: In Process, 04/25/2006
Parent Participant: Test 2 Corp (111222888), Springfield, VIRGINIA

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/11/2005	No	Yes	
<input type="radio"/>	SP Test (999999993)	Individual	Limited Partner	5	05/03/2002	No	Yes	Add

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

Figure 10-9: 2530 Submission Edit Organization Structure Screen

- Click . The Edit Principal within an Organization screen displays.



[Feedback](#)
[Secure Systems](#)
[Housing](#)
[HUD Home](#)
[HUD LDPs](#)
[GSA EPLS](#)
[2530 Contacts](#)
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MXXXXX
Online Help
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Active Partners Performance System

Edit Principal within Organization

Prefix:	<input type="text"/>
* First Name:	<input type="text" value="James"/>
Middle:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="text"/>
* SSN:	<input type="text" value="111222666"/>
Physical delivery address	
* Address:	<input type="text" value="234234 King way"/>
* City:	<input type="text" value="Alexandria"/>
* State:	<input type="text" value="VIRGINIA"/>
* Zip Code:	<input type="text" value="22312"/> - <input type="text"/>
* Country:	<input type="text" value="USA"/>
If country not United States	
Territory:	<input type="text"/>
* Postal Code:	<input type="text"/>
* Phone:	<input type="text" value="234-234-2234"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Pager:	<input type="text"/>

Parent Participant:	<input type="text" value="Test 3 Corporation"/>
* Role in Entity:	<input type="text" value="Member"/>
Role Comment:	<input type="text"/>
* Percent Ownership in Entity:	<input type="text" value="0"/> % (100.00)
* Starting Date in Entity:	<input type="text" value="5"/> - <input type="text" value="22"/> - <input type="text" value="2005"/> (mm-dd-yyyy)

Save

Parent Organization Structure

2530 Submission

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

Figure 10-10: Edit Principal within Organization Screen

3. Make the necessary edits to the principal.
4. Click . The screen refreshes with the message, “Save was successful.”
5. Click . The 2530 Submission Edit Organization Structure screen displays.
6. Repeat the process if necessary.
7. Click on . The 2530 Submission Edit Contact Information screen will display

Active Partners Performance System

*2530 Submission
Edit Contact Information*

Submission ID: 11641 **Reason:** Organization Change (Major)

Applicant: Test 2 Corp (111222888) **Current Status:** In Process, 04/25/2006

Contact Information

* Name:	Mr ABC
* Phone:	234-443-3434
Fax:	
Email:	
Pager:	

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

Sidebar Navigation: apps, Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXX, Online Help, Glossary

Figure 10-11: 2530 Submission Edit Contact Information screen

8. Edit necessary contact information and click on . The 2530 Submission Edit Applicant Comments screen will display.

Active Partners Performance System

*2530 Submission
Edit Applicant Comments*

Submission ID: Reason:

Applicant:

Current Status:

Applicant Comments:

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

Figure 10-12: 2530 Submission Edit Applicant Comments screen

9. Enter necessary comments and click on . The 2530 Submission Certify Submission screen will display

Active Partners Performance System

*2530 Submission
Certify Submission*

Applicant					
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	Test 2 Corp	111222888	No	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, James	111222666	Individual	No	No
<input type="radio"/>	SP Test	999999993	Organization	Yes	No

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

Figure 10-13: 2530 Submission Certify Submission screen

Click on Certify and complete certification.

If you are not an authorized user/coordinator for the participants listed in your organization structure, the participants will be appear to be greyed out on the screen. You have two options to continue with the 2530:

Option 1: The Coordinator/User should request authorization for the participant, complete certifications and continue with the 2530 Submission process.

Option 2: If authorization cannot be obtained:

a. The Coordinator/Users must complete the 2530 Submission with authorized certifications and send it to HUD for review.

b. The Coordinator/Users must advise the unauthorized participants to send their own 2530 for the same submission.

10. Click on . The 2530 Submission Send to HUD screen will display

Active Partners Performance System

2530 Submission
Send to HUD

Submission ID: 11641
Current Status: In Process

Organization Change Reason: Organization Change (Major)

Applicant

Name	TIN/SSN	Direct Previous Participation	Certified
Test 2 Corp	111222888	No	Yes

— Select participant processing — Go

Contact Information

* Name: Mr ABC
* Phone: 234-443-3434
Fax:
Email:
Pager:

Save Contact Information

Applicant Comments:

Save Comment

Current Submission Status: In Process

— Select query — Go [Select submission query](#)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Previous Step Send To HUD Cancel Submission

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

Figure 10-14: 2530 Submission Send to HUD screen

11. To view the applicant's entire organization structure select the Organization Tier Structure Report from the select query drop down menu (please refer to Chapter 16.4)

10.5 Sending the Submission to HUD

1. From the 2530 Submission Send to HUD page, If all information is accurate click on



2. A message will appear. If you would like to proceed, click on OK.



3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

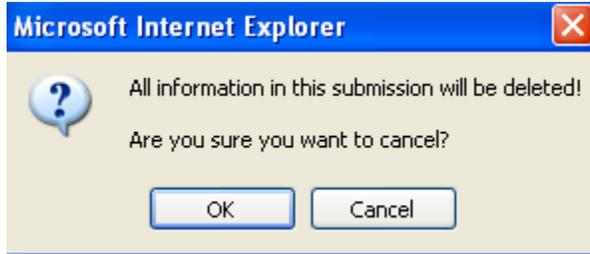
 *Once sent to HUD the status will change from “In Process” to “PPSD Review.”*

 *Note: Make sure at least one individual is in the company before sending it to HUD.*

 *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

10.6 Canceling the Submission

1. You may cancel the submission if you entered incorrect information or no longer wish to send the 2530 submission, by clicking  .
2. A warning displays.



3. Click to cancel the submission.

10.7 Querying the Submission

Refer to Chapter 16, Submission Queries

10.8 Printing the Signature List and Previous Participation Certification

Refer to Chapter 15, Printing Submissions

10.9 Withdrawing the Submission

Refer to Chapter 7, Editing Sending, Canceling, Withdrawing Submissions, Section 7.4,
Withdrawing a Submission

11

Organization Change – Corporate Buyout

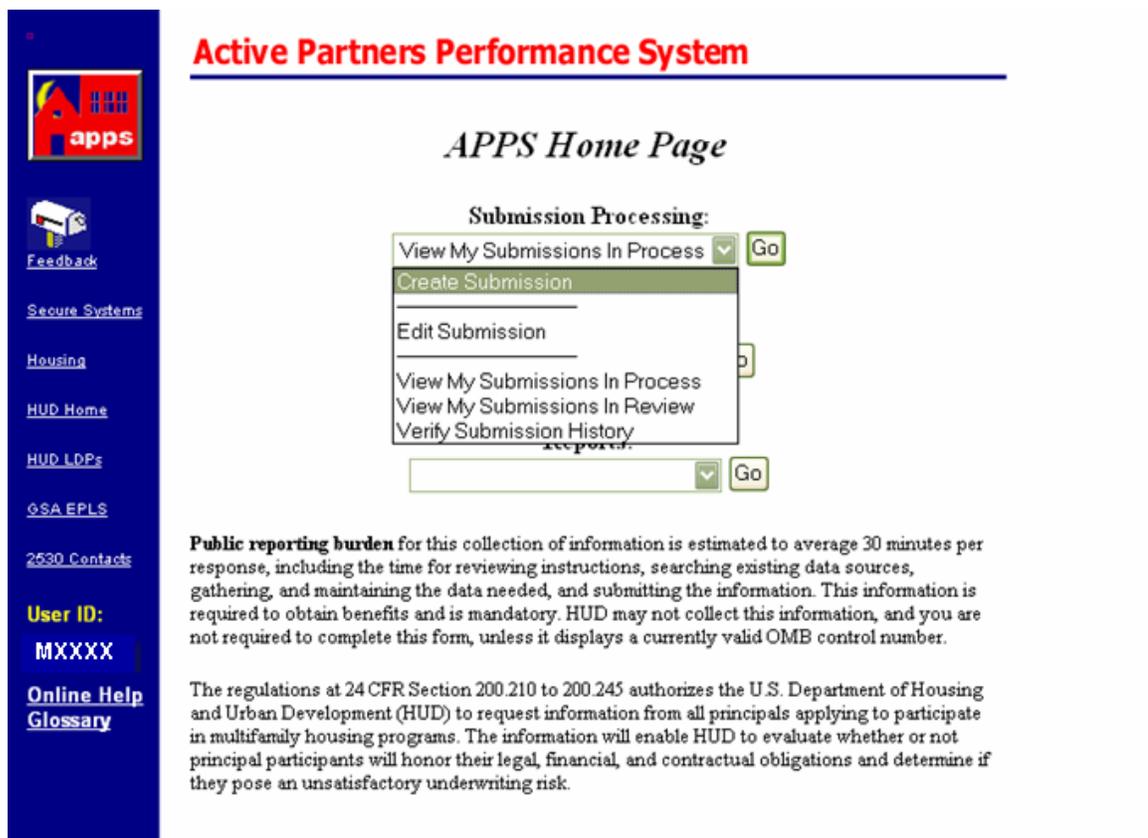
11.0	Organization Change –Corporate Buyout Submission.....	11-2
11.1	Creating a Corporate Buyout Submission.....	11-2
11.2	Adding a Principal.....	11-9
11.3	Sending Submission to HUD	11-9
11.4	Canceling the Submission.....	11-10
11.5	Printing the Signature List and Previous Participation Certification	11-10
11.6	Querying the Submission.....	11-10
11.7	Withdrawing the Submission.....	11-11

11.0 Organization Change –Corporate Buyout Submission

11.1 Creating a Corporate Buyout Submission

Note: Once a Corporate Buyout is approved by HUD, the Buyee will cease to exist in APPS. The applicant will then inherit the Buyee's previous participation and all Participant Flags.

1. The Organization Change Submission 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.



The screenshot displays the 'Active Partners Performance System' (APPS) home page. On the left is a blue navigation sidebar with links for 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: MXXXX', and 'Online Help Glossary'. The main content area features the title 'APPS Home Page' and a 'Submission Processing:' section. A dropdown menu is open, listing options: 'View My Submissions In Process', 'Create Submission' (highlighted), 'Edit Submission', 'View My Submissions In Process', 'View My Submissions In Review', and 'Verify Submission History'. Below the menu is a search box with a 'Go' button. A 'Public reporting burden' notice is visible, stating that the average response time is 30 minutes. At the bottom, a regulatory notice from 24 CFR Section 200.210 to 200.245 is provided.

Figure 11-1: APPS Home Page

2. Click . The Create Submission screen displays.

Active Partners Performance System

Create Submission

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

[\[APPS Home Page\]](#)
Last Updated: May 12, 2004

Figure 11-2: Create Submission

3. Enter the applicant's TIN or SSN.
4. Click . The Create Submission screen will display.

Active Partners Performance System

Create Submission

Select the type of submission you would like to create:

Organization Change

Submit

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

Last Updated: May 12, 2004

Feedback

Secure Systems

Housing

HUD Home

HUD LDPs

GSA EPLS

2530 Contacts

User ID:
M11125

Online Help
Glossary

Figure 11-3: Create Submission Select the type screen

5. Select Organization Change from the type of submission you would like to create drop down menu. Click on Submit.

- The screen will refresh with a warning that by clicking on the Submit button it would lock your baseline.

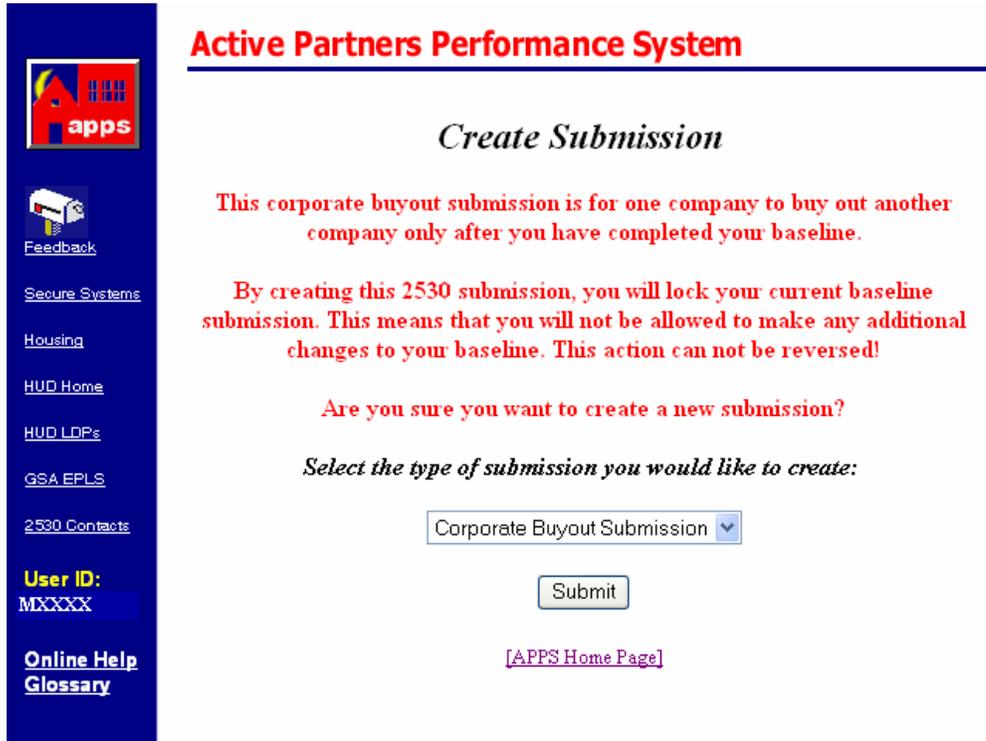


Figure 11-4: Create a Submission Screen

- If you would still like to proceed Click . The 2530 Submission Select a Reason screen will display.

Active Partners Performance System

*2530 Submission
Select a Reason*

Submission ID: 7294 **Reason:** Corporate Buyout
Applicant: EFG Corporation **Current Status:** In Process,
(111222777) 06/18/2003

Organization Change Reason: Corporate Buyout

Next Step Save & Exit Cancel Submission

[\[APPS Home Page\]](#)
Last Updated: June 25, 2004

User ID:
M11125

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

[Feedback](#)
[Secure Systems](#)
[Housing](#)
[HUD Home](#)
[HUD LDPs](#)
[GSA EPLS](#)
[2530 Contacts](#)

Figure 11-5: 2530 Submission Select a Reason screen

8. Select “Corporate Buyout” from the Organization Change Reason drop-down menu.
Click on Next Step
9. The 2530 Submission Participant Search screen will display

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with navigation links: 'apps' logo, '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 header 'Active Partners Performance System' and a title '2530 Submission Participant Search'. It displays submission details: Submission ID: 7294, Reason: Corporate Buyout, Applicant: EFG Corporation (111222777), Current Status: In Process, 06/18/2003, and Buyee Information: FGH Corporation (111222888). Below this, there is a 'Buyee TIN:' field with the value '111222888' and a note '(no dashes)'. An 'or' separator is followed by an 'Organization Name:' field with a note '(contains)'. At the bottom are three buttons: 'Next Step', 'Save & Exit', and 'Cancel Submission'. A link for '[APPS Home Page]' and a date 'Last Updated: July 19, 2004' are also present.

Figure 11-6: 2530 Submission Participant Search

10. Enter the Buyee TIN or Organization Name in the appropriate field. Click Next Step
11. The 2530 Edit Organization Structure screen will display
12. Follow steps 11.2 to 11.3 to add a Principal and Edit Contact information. Click on Next Step
13. The 2530 Select a Reason and Role screen will display with the Buyee's information

Active Partners Performance System

2530 Submission
Select Reason and Role

Participant Identity Change

Submission ID:	7294	Reason:	Corporate Buyout
Applicant:	EFG Corporation (111222777)	Current Status:	In Process, 06/18/2003
Buyee Information:	FGH Corporation (11122888)		

Current Participant Information (at time of this submission):
Current TIN: 111222777

New TIN: *If you enter a New TIN, you must click Verify TIN to process*

Legal Structure:

Company Type:

Previous Participant Information (at time prior to this submission):
Old TIN: 111222777
Legal Structure: Corporation
Company Type: Profit Motivated

[\[APPS Home Page\]](#)
Last Updated: July 9, 2004

Figure 11-7: 2530 Submission Select a Reason and Role screen

14. Enter a New TIN/SNN and click on Verify TIN.
15. The Edit Principal within Organization screen will display. Fill in the information and Click on Save. The screen will refresh with the message Save was successful.
16. Click on 2530 Submission
17. The 2530 Submission Select Reason and Role screen will display

18. Click on Next Step. This will take you through edit contact information, edit comments, and complete certification screens until you get to the 2530 Submission Send to HUD screen.

 *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

11.2 Adding a Principal

Refer to Chapter 10, Organization Change- Major Section 10.3, Adding a Principal

11.3 Editing Information

Refer to Chapter 10, Organization Change- Major Section 10.4, Editing a Principal

11.4 Sending Submission to HUD

1. From the **2530 Submission Send to HUD** page, If all information is accurate click on



2. A message will appear. If you would like to proceed, click on OK.

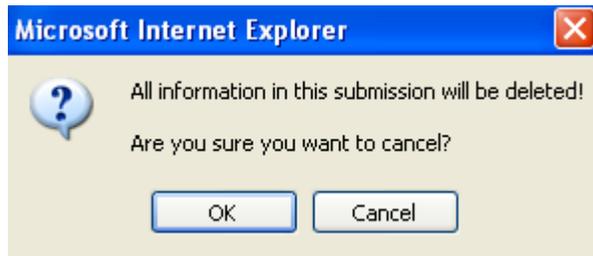


3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

4. Once sent to HUD the status will change from “In Process” to “PPSD Review.”
 - ✍ Note: Make sure at least one individual is in the company before sending it to HUD.
 - ✍ *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

11.5 Canceling the Submission

1. You may cancel the submission if you entered incorrect information or no longer wish to send the 2530 submission, by clicking .
2. A warning displays.



3. Click to cancel the submission.

11.6 Printing the Signature List and Previous Participation Certification

Refer to Chapter 15, Printing Submissions

11.7 Querying the Submission

Refer to Chapter 16, Submission Queries

11.8 Withdrawing the Submission

Refer to Chapter 7, Editing Sending, Canceling, Withdrawing Submissions, Section 7.4, withdrawing a submission

12

Organization Change – Minor

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12.3 Sending a Submission to HUD	12-9
12.4 Printing the Signature List and Previous Participation Certification	12-9
12.5 Querying the Submission.....	12-9

12.0 Organization Change- Minor Introduction

✍ Note: The System identifies whether a submission is a major or minor organization change.

Minor Organization Change Submissions will allow an entity to make minor changes to its organization structure. These submissions will not require HUD review.

- The organization must have completed a Baseline Submission and must be an "active" organization (i.e., have not been bought out by another organization).
- Users can change only the following information for principals in the applicant organization:
 - Starting date in the organization
 - Role in the organization (except for changes to Limited Partner, General Partner or Managing General Partner)
 - Ownership percent (other than changing a partner's ownership to more than 25% or a non-partner's ownership to more than 10%).
- Users can remove principals from the applicant tier. When removing a principal, the User must specify their ending date in the applicant organization. The ending date must be greater than or equal to the principal's beginning date in the applicant organization. After removing principals, an organization must have at least one principal left who is an individual.

✍ Note: Use this submission to edit or remove principals, change a principal's role, or starting date in an organization.

✍ Note: A principal's role within an organization can be changed to anything other than Limited Partner, General Partner, or Managing General Partner.

✍ Note: A General Partner, Managing General Partner, or Limited Partner may change their percentage of ownership to less than 25%. All other roles may change their percentage of ownership to less than 10%.

12.1 Editing a Principal

1. Follow the process for an Organization Change Major submission. (Refer to Chapter 10.2)
2. The **2530 Submission Edit Organization Structure** screen will display, select the principal to be edited.

Active Partners Performance System

*2530 Submission
Edit Organization Structure*

Submission ID: 11666 Reason: Organization Change (Major)
Applicant: Test 3 Corporation (600000003) Current Status: In Process, 05/15/2006
Parent Participant: Test 3 Corporation (600000003), Cincinnati, OHIO

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	05/22/2005	
<input type="radio"/>	Test 2 Corp (111222888)	Organization	Member	23	06/12/2005	

Add Principal Edit Principal Remove Principal
Previous Step Next Step Save & Exit Cancel Submission

[APPS Home Page]

Figure 12-1: 2530 Submission Edit Organization Structure Screen

3. Click . The Edit Principal within an Organization screen displays.



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

Active Partners Performance System

Edit Principal within Organization

Prefix:	<input type="text"/>
* First Name:	<input type="text" value="James"/>
Middle:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="text"/>
* SSN:	<input type="text" value="111222666"/>
Physical delivery address	
* Address:	<input type="text" value="234234 King way"/>
* City:	<input type="text" value="Alexandria"/>
* State:	<input type="text" value="VIRGINIA"/>
* Zip Code:	<input type="text" value="22312"/> - <input type="text"/>
* Country:	<input type="text" value="USA"/>
If country not United States	
Territory:	<input type="text"/>
* Postal Code:	<input type="text"/>
* Phone:	<input type="text" value="234-234-2234"/>
Fax:	<input type="text"/>
E-mail:	<input type="text"/>
Pager:	<input type="text"/>

Parent Participant:	<input type="text" value="Test 3 Corporation"/>
* Role in Entity:	<input type="text" value="Member"/>
Role Comment:	<input type="text"/>
* Percent Ownership in Entity:	<input type="text" value="0"/> % (100.00)
* Starting Date in Entity:	<input type="text" value="5"/> - <input type="text" value="22"/> - <input type="text" value="2005"/> (mm-dd-yyyy)

Save

Parent Organization Structure

2530 Submission

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

Figure 12-2: Edit Principal within Organization Screen

4. Make the necessary edits to the principal.
5. Click . The screen refreshes with the message, “Save was successful.”
6. Click . The Organization Structure screen displays.
7. Repeat the process if necessary.
8. Click on . The 2530 Submission Edit Contact Information screen will display

Active Partners Performance System

*2530 Submission
Edit Contact Information*

Submission ID: 11647 **Reason:** Organization Change (Court Order/Inheritance)

Applicant: Test 3 Corporation (600000003) **Current Status:** In Process, 04/26/2006

Contact Information

* Name:	<input type="text" value="Ken"/>
* Phone:	<input type="text" value="Ken"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>
Pager:	<input type="text"/>

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

Sidebar Navigation:
apps
Feedback
Secure Systems
Housing
HUD Home
HUD LDPs
GSA EPLS
2530 Contacts
User ID: MXXXXX
Online Help
Glossary

Figure 12-3: 2530 Submission Edit Contact Information screen

9. Edit necessary Contact Information and click on . The 2530 Submission Edit Applicant Comments screen will display

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue navigation sidebar with icons and links for 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: MXXXXX', and 'Online Help Glossary'. The main content area has a red header 'Active Partners Performance System' and a title '2530 Submission Edit Applicant Comments'. Below the title are three input fields: 'Submission ID: 11647', 'Reason: Organization Change (Court Order/Inheritance)', 'Applicant: Test 3 Corporation (600000003)', and 'Current Status: In Process, 04/26/2006'. A large text area labeled 'Applicant Comments:' is empty. At the bottom are four buttons: 'Previous Step', 'Next Step', 'Save & Exit', and 'Cancel Submission'. A link '[APPS Home Page]' is centered below the buttons.

Figure 12-4: 2530 Submission Edit Applicant Comments screen

10. Enter necessary comments

12.2 Removing a Principal

1. To remove a Principal, on the 2530 Submission, Edit Organization Structure screen, select the principal to be removed.

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 11641 Reason: Organization Change (Major)
Applicant: Test 2 Corp (111222888) Current Status: In Process, 04/25/2006
Parent Participant: Test 2 Corp (111222888), Springfield, VIRGINIA

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	0	12/11/2005	No	Yes	
<input type="radio"/>	SP Test (999999993)	Individual	Limited Partner	5	05/03/2002	No	Yes	Add

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

Figure 12-5: Organization Structure Screen

- Click . The Remove Principal from Organization screen displays.

Active Partners Performance System

Remove Principal from Organization

Prefix:

First Name: James

Middle:

Last Name: Doe

Suffix:

* SSN: 111222666

Physical delivery address

Address: 234234 King way

City: Alexandria

State: VIRGINIA

Zip Code: 22312

Country: USA

If country not United States

Territory:

Postal Code:

Phone: 234-234-2234

Fax:

E-mail:

Pager:

Parent Participant: Test 3 Corporation

Role in Entity: Member

Role Comment:

Percent Ownership in Entity: 0%

Starting Date in Entity: 05/22/2005 (mm-dd-yyyy)

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

or

Check here if principal originally added in error:

Remove Principal

Parent Organization Structure

2530 Submission

Figure 12-6: Remove Principal from Organization Screen

5. Enter the Ending Date in the Entity.
6. Click . The Organization Structure screen displays with the message, “Principal has been removed successfully.”
7. The Organization Structure screen displays the new structure.

12.3 Sending a Submission to HUD

Click Next Step till you reach the 2530 Submission Send to HUD screen.

Refer to Chapter 7, Editing Sending, Canceling, Withdrawing Submissions, Section 7.2, Sending a Submission to HUD

 *Once sent to HUD the status will change from “In Process” to “PPSD Review.”*

 *Note: Make sure at least one individual is in the company before sending it to HUD.*

 *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

12.4 Printing the Signature List and Previous Participation Certification

Refer to Chapter 15, Printing Submissions

12.5 Querying the Submission

Refer to Chapter 16, Submission Queries

13

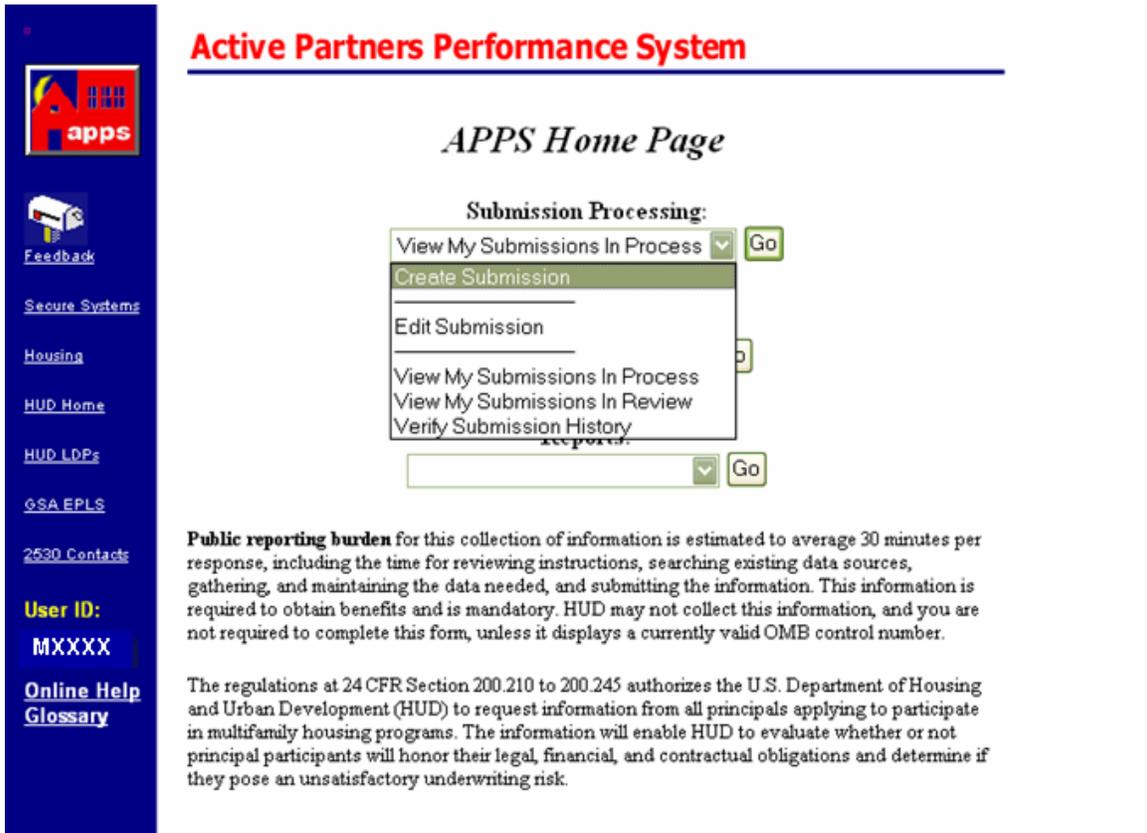
Organization Change – Court Order/Inheritance

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13.4 Printing the Signature List and Previous Participation Certification	13-9

13.0 Organization Change – Court Order/Inheritance

13.1 Creating a Court Order/Inheritance Submission

1. The Organization Change Submission 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.



The screenshot displays the "Active Partners Performance System" (APPS) home page. On the left is a blue navigation sidebar with the APPS logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID (MXXXX), and Online Help Glossary. The main content area is titled "APPS Home Page" and features a "Submission Processing:" section. A dropdown menu is open, showing options: "View My Submissions In Process" (selected), "Create Submission", "Edit Submission", "View My Submissions In Process", "View My Submissions In Review", and "Verify Submission History". A "Go" button is visible to the right of the dropdown. Below the dropdown is a search input field with a "Go" button. A "Public reporting burden" notice and a regulatory notice are also present.

Figure 13-1: APPS Home Page

2. Click . The Create Submission screen displays.

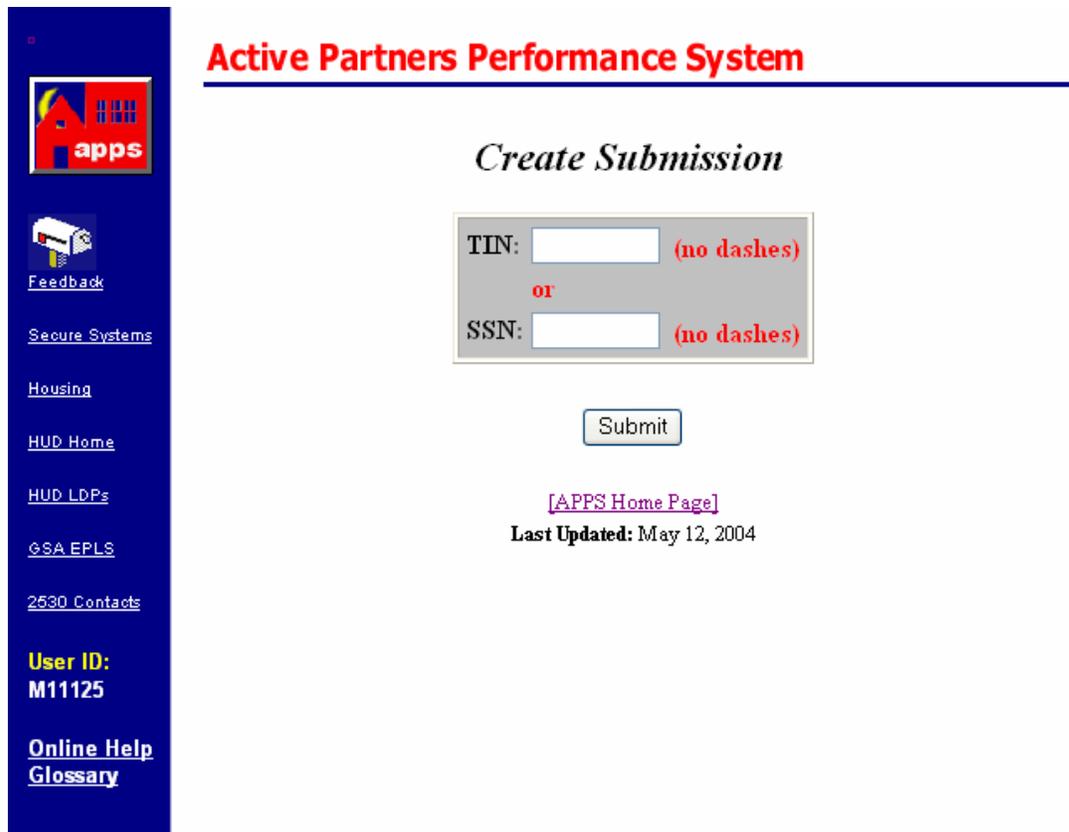


Figure 13-2: Create Submission

3. Enter the applicant's TIN or SSN.
4. Click . The Create Submission screen will display.

Active Partners Performance System

Create Submission

Select the type of submission you would like to create:

Organization Change

Submit

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M11125

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[2530 Contacts](#)

Figure 13-3: Create Submission

5. Select Organization Change from the type of submission you would like to create drop down menu.

- The screen will refresh with a warning that by clicking on the Submit button it would lock your baseline.

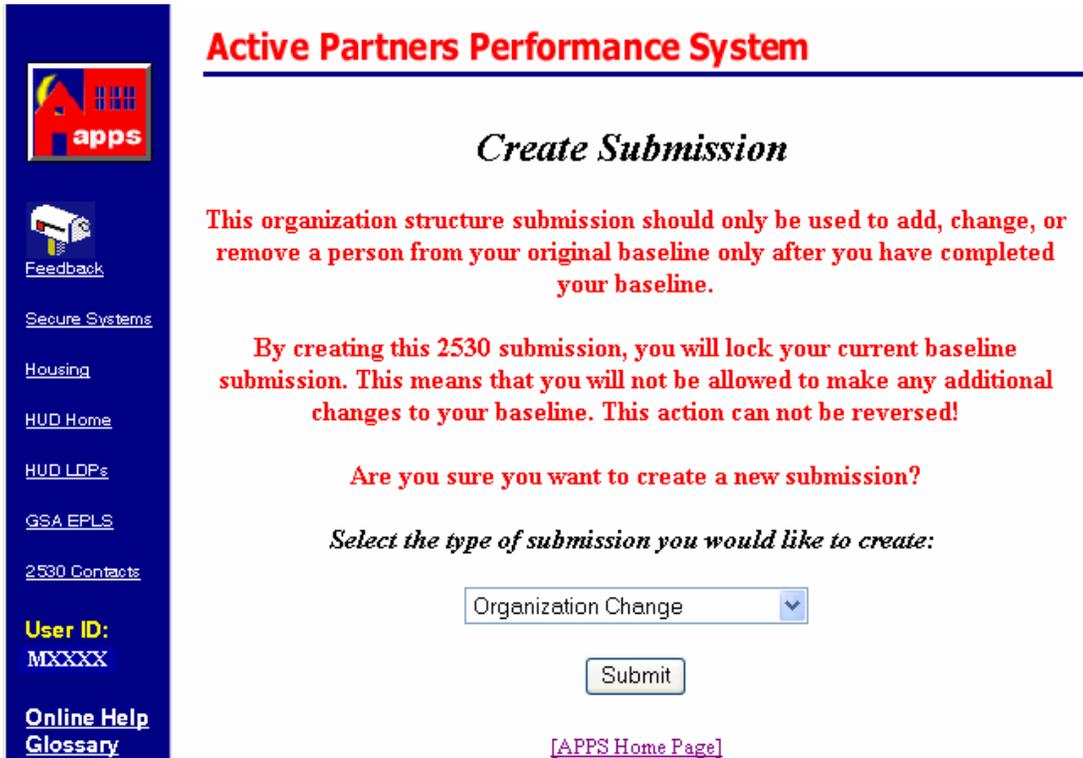


Figure 13-4: Create a Submission Screen

- If you would still like to proceed Click . The 2530 Submission Select a Reason screen will display.
 - Click . The 2530 Submission Select a Reason screen will display.
-  *If the applicant is involved in a submission currently under review, the warning, “The applicant currently has (or is part of) a submission in process or in review” will display.*
- Select the Reason for the submission from the Organization Change reason drop-down menu. (“Court Order/Inheritance”).

Active Partners Performance System

2530 Submission
Select a Reason

Submission ID: 11667 Reason: Organization Change
(Court Order/Inheritance)

Applicant: Test 3 Corporation Current Status: In Process, 05/15/2006
(600000003)

Organization Change Reason:

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MXXXXX

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Figure 13-5: 2530 Submission Select a Reason Screen

10. Click . The 2530 Edit Organization Structure screen will display



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[2530 Contacts](#)

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MXXXXX

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Active Partners Performance System

2530 Submission

Edit Organization Structure

Submission ID: 11667 **Reason:** Organization Change (Court Order/Inheritance)

Applicant: Test 3 Corporation (600000003) **Current Status:** In Process, 05/15/2006

Parent Participant: Test 3 Corporation (600000003), Cincinnati, OHIO

To add the new principal (inheritor), select "Add Principal". To remove the old principal (donor), select "Remove Participant" or to reduce the percentage or ownership select "Edit Participant".

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, James (111222666)	Individual	Member	3	05/22/2005	No	Yes	
<input type="radio"/>	Test 2 Corp (111222888)	Organization	Member	23	06/12/2005	No	Yes	

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

Figure 13-6: 2530 Submission Edit Organization Structure Screen

13.2 Adding a Principal (Individual)

Refer to Chapter 10, Organization Change- Major Section 10.2, Adding a Principal

 *Note: You can add an individual, but not an organization, as a principal in a Court Order/Inheritance Submission.*

 *If you enter the TIN of an organization that is not in the APPS database the message, "The organization does not exist. Contact HUD to create the organization record" will display.*

13.3 Sending a Submission to HUD

1. Click on Next Step until you reach the 2530 Submission Send to HUD page. If all information is accurate click on 
2. A message will appear. If you would like to proceed, click on OK.



3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

-  Once sent to HUD the status will change from “In Process” to Approved without Review”
-  *Note: Make sure at least one individual is in the company before sending it to HUD.*
-  *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

13.4 Printing the Signature List and Previous Participation

Certification

Refer to Chapter 15, Printing Submissions

14

Identity Change Submissions

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14.0 Identity Change Submissions Introduction:

Identity Change enables an individual to change their SSN, or an organization to change its TIN, legal structure, and type of ownership. Identity Change Submissions require a Headquarters review in order to be approved.

-  *Identity Change Submissions are only available from the Create Submission Screen after a Property submission has been sent to HUD.*
-  *Identity Change Submissions should not be confused with Corporate Buyouts. A corporate name change cannot be considered Identity Change but is a Corporate Buyout.*
-  *An Identity change is when the company has entered the wrong TAX ID for the company example changing the following TIN 111111118 ABC Company to the correct TAX ID # 111111119 ABC Company.*

14.1 Identity Change Submissions

-  *Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.*

1. On the APPS home page select “Create Submission” from the *Submission Processing* drop-down list.
2. Click  . The Create Submission screen displays.

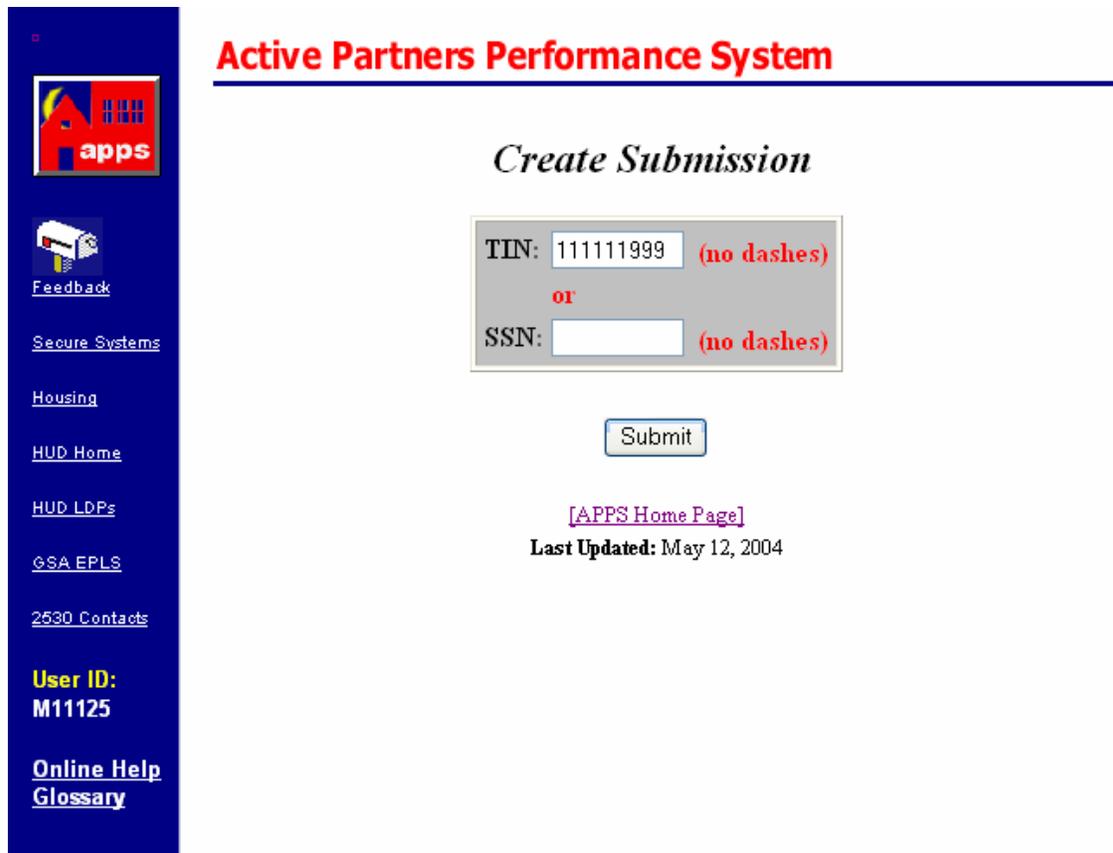


Figure 14-1: Create Submission Screen

3. Enter the applicants TIN. Click on
4. The Create Submission screen will display. Select Identity Change Submission from the Select type of submission you would like to create: drop down menu. (**Note: The Identity Change Submission option is only available after a Submission is sent to HUD**) Click on

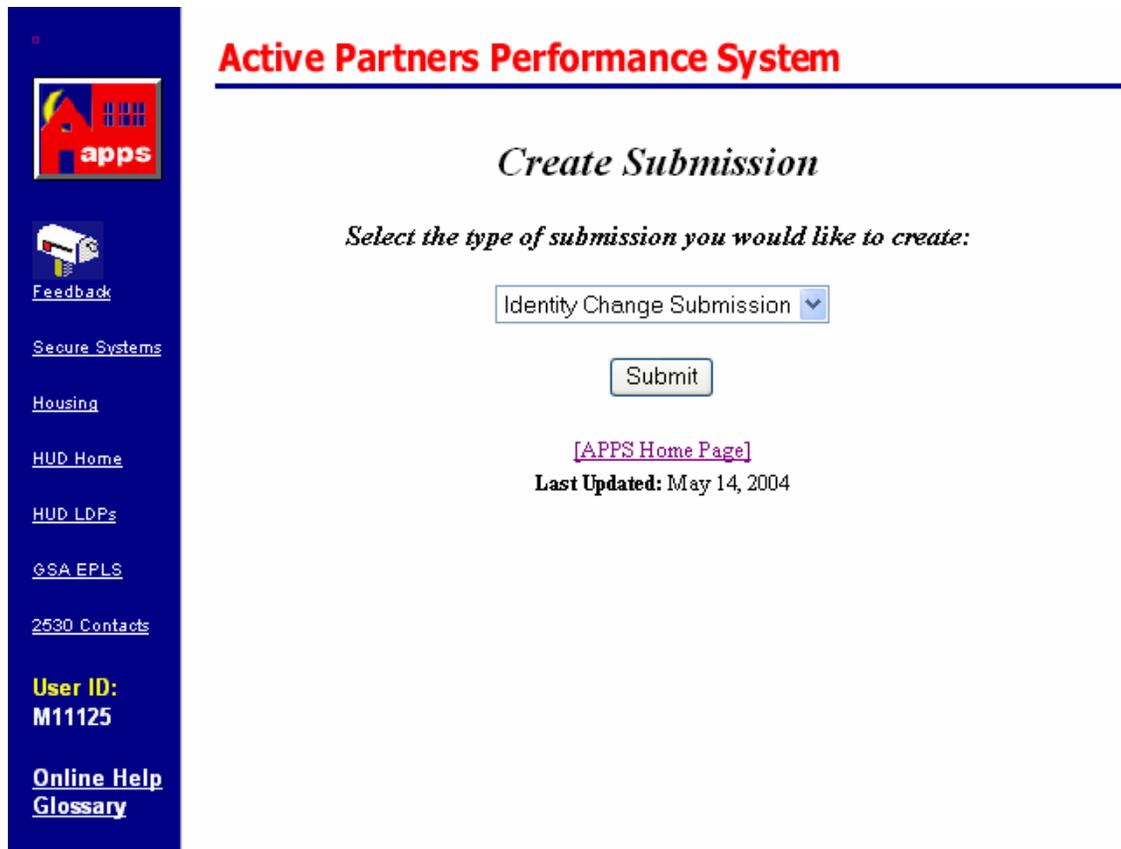


Figure 14-2: Create Submission Screen

5. The 2530 Submission screen Select Reason and Role screen will display

Active Partners Performance System

2530 Submission
Select Reason and Role

Participant Identity Change

Submission ID: 7400 Reason: Participant Identity Change
Applicant: SP Test (999999991) Current Status: In Process, 04/30/2004
Current Participant Information (at time of this submission):
Current TIN: 999999991
New TIN: If you enter a New TIN, you **must** click Verify TIN to process
Legal Structure:
Company Type:

Previous Participant Information (at time prior to this submission):
Old TIN: 999999991
Legal Structure: Corporation
Company Type: Profit Motivated

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Figure 14-3: 2530 Submission—Reason and Role screen

14.2 Changing Tax ID

1. Enter the New TIN/SSN in the New TIN field
2. Click or . The Participant Detail screen will display with new TIN/SSN.

Active Partners Performance System

Participant Detail

*** Name:** Shelby Corp

TIN: 11111998 [Click Save below to process Tax ID change](#)

*** Legal Structure:** Cooperative Corporation

*** Type of Ownership:** Profit Motivated

Physical delivery address

*** Address:** 8894 Test Way

*** City:** Upper Marlboro

*** State:** VIRGINIA

*** Zip Code:** 32568 - 5421

*** Country:** United States of America

If country not United States

Territory:

*** Postal Code:**

*** Phone:** 301-456-1121

Fax:

E-mail:

Pager:

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Figure 14-4: Participant Detail Screen

- Click to verify the new SSN/TIN. The Participant Detail screen refreshes with the message “Save was successful.”

- Click . The 2530 Submission Select Reason and Role page displays the New TIN/SSN under the heading “Current Participant Information (at time of this submission),” and the old TIN/SSN under the heading “Previous Participant Information (at time prior to this submission).”

Active Partners Performance System

*2530 Submission
Select Reason and Role*

Participant Identity Change

Submission ID: 7480 **Reason:** Participant Identity Change
Applicant: C corp (999999001) **Current Status:** In Process, 07/18/2004

Current Participant Information (at time of this submission):
Current TIN: 999999001
New TIN: *If you enter a New TIN, you **must** click Verify TIN to process*

Legal Structure:
Company Type:

Previous Participant Information (at time prior to this submission):
Old TIN: 999999000
Legal Structure: Corporation
Company Type: Profit Motivated

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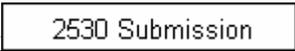
Figure 14-5: 2530 Submission Screen

- Click on Next Step and go through the Edit Contact information, adding Comments, and completing Certification information till you reach the 2530 Submission Send to HUD page.

14.3 Changing Participant Ownership Type and Legal Structure

1. From the 2530 [*pronounced twenty five thirty*] Submission Select Reason and Role screen.
2. Change the Legal Structure and/or the Type of Ownership. Click on Go.
3. Click on Next Step until you reach the 2530 [*pronounced twenty five thirty*] Submission Send to HUD page.

OR

4. On the 2530 Submission Send to HUD screen click on the organization or TIN hyperlink.
5. The Participant Detail screen will display.
6. Change the Legal Structure and/or the Type of Ownership. Click on Save. The page will refresh with the message “Save was successful”.
7. Click . The 2530 Submission displays with the new values shown beneath “Current Participant Information (at time of this submission),” and the former information shown beneath “Previous Participant Information (at time prior to this submission).”
8. You may enter comments in the Applicant Comments field in the 2530 Submission.

14.4 Sending a Submission to HUD

1. If all information is accurate click on .
2. A message will appear. If you would like to proceed, click on OK.

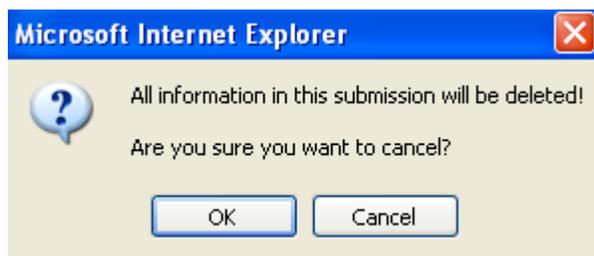


3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

-  Once sent to HUD the status will change from “In Process” to “PPSD Review.”
-  *Note: Make sure at least one individual is in the company before sending it to HUD.*
-  *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

14.5 Canceling the Submission

1. You may cancel the submission if you entered incorrect information or no longer wish to send the 2530 submission, by clicking .
2. A warning displays.



3. Click to cancel the submission.

14.6 Querying the Submission

Refer to Chapter, 16, Submission Queries

15

Printing Submissions

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15.0 Printing Submissions

15.1 Printing 2530 Submissions

 *Note: The participant names that appear on the bottom of the 2530 Submission are required to sign the submission.*

 *Note: Only those submissions that require a HUD review will have a 2530 Signature List.*

1. From either the 2530 Submission screen or the Submission List screen select “2530 Submission Package” from the *Select query* drop-down list. The 2530 Submission Package displays.

2530 Submission Package U.S. Department of Housing and Urban Development Office of Housing/Federal Housing Commissioner U.S. Department of Agriculture Rural Housing OMB Approval No. 2302-0118 (Exp. 10/31/2000)

Send To: HUD Headquarters 401 7th Street SW Room 9134 Washington, DC 20403-0001

Submission ID: 3293 Submission Contact: Paul Taylor
Submission Status: Corporate Project Contact Phone:
Submission Status: FFDC Review Submitted To: HUD
Status Date: 06/15/2001 Sent To HUD: 06/15/2001

Applicant: FGH Corporation (11112288)

Name	VENDOR	Organization Type	Type of Housing	Street Address	City	State or Country	Zip	Phone
FGH Corporation	11112288	United Liability Corporation (LLC)	United Financed	1214 18th Street NW	Washington	DC	20036	204 341 3413

Organization Structure

Title 1: Applicant Organization: FGH Corporation (11112288)

Name	VENDOR	Participant Type	Entity Organization	Housing Status	Entity Status Organization
FGH Investment Corp	11112288	Organization	Investor	SI	11112288

Certification: I (inserting the individual who signs as well as corporation, partnership or other parties listed above who certify) hereby apply to HUD or USDA, FdHA, as the case may be, for approval to participate as a principal in the role and project listed above based upon my following previous participation record and the Certification.

I certify that all the statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to the form. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal action and penalties. (18 U.S.C. 1001, 1010, 1012, 31 U.S.C. 3729, 3802)

I further certify that:

- Schedule A contains a listing of every situated or insured project of HUD, USDA, FdHA and State and local government housing finance agencies in which I have been or am now a principal.
- For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification:
 - My mortgage on a project listed by me has every time in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgage been given.
 - I have not experienced defaults or noncompliance under any Commercial Contract or Treasury Contract of Sale in connection with a public housing project.
 - To the best of my knowledge, there are no unannounced findings issued as a result of HUD audits, management reviews or other Governmental investigations concerning me or my property.
 - There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest.
 - I have not been convicted of a felony and am not presently, to my knowledge,
 - the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment of two years or less).
 - I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.
 - I have not defaulted on an obligation covered by a guaranty or performance bond and have not been the subject of a claim under an employee liability bond.
 - All the names of the parties, known to me to be principals in that project(s) in which I propose to participate, are listed above.
 - I am not a HUD/FdHA employee or a member of a HUD/FdHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635.157 (E.O. 12066) and HUD's Standard of Conduct in 24 C.F.R. Part C and USDA's Standard of Conduct in 7 C.F.R. Part C Subpart B.
 - I am not a principal participant in an situated or insured project as of that date on which construction has stopped for a period in excess of 90 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FdHA.
 - To my knowledge I have not been found by HUD or FdHA to be in noncompliance with any applicable civil rights laws.
 - I am not a Schedule of Companies or a Restricted Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.
 - Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initialed each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I think helps to qualify me as a responsible principal for participation in that project.

Participant Certification

Name	VENDOR	Class	Explanation for Filing False Certification Class
No participant certifications with a response of "false" for this submission.			

Individual Signature List

Signature	Date
Organization: FGH Corporation Authorized signature _____	_____

Send To: HUD Headquarters 401 7th Street SW Room 9134 Washington, DC 20403-0001

Figure 15-1: 2530 Submission Package

2. Click  on your browser's toolbar.

3. Click  on you browser's toolbar to exit the 2530 Submission Package. (In this case the Back button can be used)

15.2 To Print any screen in APPS:

1. Click  on your browser's toolbar.

OR

Go to File on your Toolbar and select the Print option

16

Submission Queries

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16.0 Submission Queries

16.1 Submission Status History

1. To view the chronological history of submission statuses, from the APPS Home Page. Select View my Submissions in Process, from the Submission Processing drop down menu.
2. The Submission List screen will display.
3. Select “Submission Status History” from the *Select Query* drop-down. Click .
4. The Submission Status History screen displays.

Active Partners Performance System

Submission Status History

Submission ID: Reason:

Applicant:

Current Status:

Status	Status Date	Decision Date
In Process	06/10/2003	

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Last Updated: June 13, 2003

Figure 16-1: Submission Status History Screen

- To return to the Home Page click the logo on the upper left side of the navigation page or click on 2530 Submission to take you to the 2530 Submission screen.

16.2 2530 - Previous Participation Report

- From the APPS Home Page under the Reports section or in the 2530 Submission from the select query drop down list or from the Submission List screen, select “2530 Previous Participation” from the *Select participant processing* drop-down list. The 2530 Previous Participation Report displays.

2530 Previous Participation	U.S. Department of Housing and Urban Development Office of Housing/Federal Housing Commissioner	U.S. Department of Agriculture Rural Housing OMB Approval No. 1000-0000 (Exp. 10/31/2000)	
Submission ID:	7250	Submission Contact:	Jane Doe
Submission Reason:	Baseline Organization Definition	Contact Phone:	333-333-3333
Submission Status:	In Process	Submitted To:	HUD
Status Date:	06/10/2003		

Applicant: *Onyx Inc. (666222444)*

Name	TIN/SSN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
Onyx Inc.	666222444	Corporation	Profit Motivated	6673 Jonesboro Drive	Rhams	NY	39932	746-399-0437

Schedule A: List of Previous Projects and Section 8 Contracts.
By my name below is the complete list of my previous projects and my participation history as a principal in Multifamily Housing programs of HUD/FinHA, State, and Local Housing Finance Agencies.

1. List Each Principal's Name (list in alphabetical order, last name first)	2. List Previous Projects (give the ID number, project name, city location, and government agency involved if other than HUD)	3. List Principals' Role(s) (indicate dates participated and if fee or identity of interest participant)	4. Status of Loan (current, defaulted, assigned, or foreclosed)	5. Was Project ever in Default during your participation?			6. Last Management Review and/or Physical Inspection
				Yes	No	If Yes, explain	
Onyx Inc. 666222444	000000000 Village of Virginia Falls Church, VA	Lessee/ Operator Fr: 05/11/1994 To: Current					Mgmt Eval Satisfactory 05/12/1997 Mortgage staffing problems

Participants With No Previous Participation At the Time of This Submission	
Company ABC 88855222	No direct previous participation.
Deng's International Trading Inc 77788999	No direct previous participation.
Michael Corp 99988777	No direct previous participation.

Figure 16-2: 2530 Previous Participation Report

2. Click  on your browser's toolbar.

3. Click  on your browser's toolbar to exit the 2530 Submission form. (In this case the Back button can be used)

16.3 2530 Submission Directory Report

1. To see a list of the principals in the submission with all of their participant information, from the APPS Home Page. Select View my Submissions in Process, from the Submission Processing drop down menu.
2. The Submission List screen will display.
3. Select "Submission Directory Report" from the *Select Query* drop-down list.
4. Click . The 2530 Submission Directory Report displays.

4. Use the browser's  button to exit the Organization Tier Structure Report.
(In this case the Back button can be used)

16.5 Participant Property Approval Report

 *Note: Once a submission has been sent to HUD it cannot be edited and can only be viewed.*

1. To view the dates on which a participant last had a 2530 approved, from the APPS Home Page. Select View my Submissions in Process, from the Submission Processing drop down menu.
2. The Submission List screen will display.
3. Select “Participant Property Approval Report” from the *Select Query* drop-down menu.
4. Click . The Participant Property Approval Report displays.

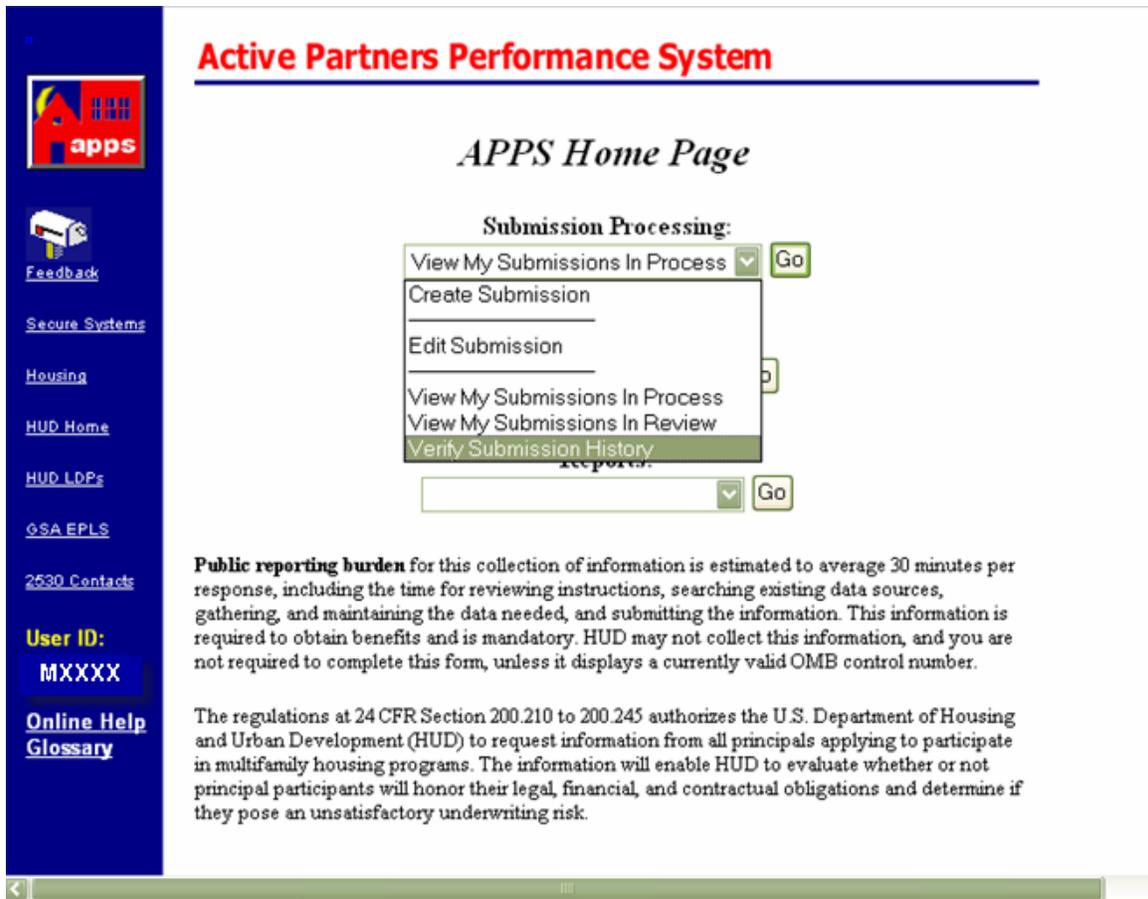


Figure 16-6: APPS Home Page

2. The Final disposition for 2530 Submission screen will display.



apps



Feedback

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Final Disposition For 2530 Submission

For User ID:

Records (1 - 28) of 28

Applicant Name	Tax ID	Status	Date of Last Action	Submission ID	Reason For Submission
AXZ inc	111111111	Baseline Established	02/12/2004	7363	Baseline Organization Definition
BCD Corporation	111222444	Baseline Established	07/07/2003	7287	Baseline Organization Definition
CDE Corporation	111222666	Withdrawn	06/18/2003	7289	Organization Change (Major)
Company ABC	888555222	Baseline Established	07/16/2003	7234	Baseline Organization Definition
Deng's International Trading Inc	777888999	Baseline Established	07/15/2004	7237	Baseline Organization Definition
Deng's International Trading Inc	777888999	Approved without Review	07/15/2004	7243	Organization Change (Court Order/Inheritance)
Goodwill Stores	333666888	Baseline Established	06/10/2003	7252	Baseline Organization Definition
Goodwill Stores	333666888	PPSD Approval	06/23/2003	7259	Participant Identity Change
Green Apple Corp.	333333005	Baseline Established	04/05/2001	6030	Baseline Organization Definition
Green Apple Corp.	333333005	PPSD Approval	03/07/2001	6162	Organization Change (Major)
Green Apple Corp.	333333005	Withdrawn	07/03/2003	7171	New Role for Property
Green Apple Corp.	333333005	Withdrawn	07/08/2003	7315	New Role for Property
Jason' Org. 085	333333085	Baseline Established	07/18/2003	7324	Baseline Organization Definition
Jason's Company	444888999	Baseline Established	06/04/2003	7238	Baseline Organization Definition
Jim's Test	111222654	Baseline Established	07/15/2004	7450	Baseline Organization Definition
Jim's Test	111222654	Withdrawn	07/17/2004	7468	New Application for Capital Advance Grants
Markam Mechanics Inc.	777666111	Baseline Established	06/04/2003	7236	Baseline Organization Definition
Michaels Corp	999888777	Baseline Established	06/05/2003	7240	Baseline Organization Definition
Michelle Corp	666999888	Baseline Established	06/05/2003	7239	Baseline Organization Definition
MNO Cop	111111333	Baseline Established	07/31/2003	7326	Baseline Organization Definition
Namtech	666333222	Baseline Established	06/05/2003	7241	Baseline Organization Definition
Onyx Inc.	666222444	Baseline Established	06/22/2003	7250	Baseline Organization Definition
PQR Corporation	333444333	Baseline Established	07/16/2003	7322	Baseline Organization Definition

Figure 16-7: Final Disposition for 2530 Submission

17

GSA EPLS, Entity Flag Report, HUD LDP Inquiries

17.0 Introduction GSA EPLS, Entity Flag Report, HUD LDP Inquiries:	17-2
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17.3 Researching HUD Limited Denial of Participation (HUD LDPs)	17-8

HUD Limited Denials of Participation (HUD LDPs), GSA Excluded Party List Search (GSA EPLS) functions are accessible from the navigation pane (blue sidebar) located on the left of the screen.

17.0 Introduction GSA EPLS, Entity Flag Report, HUD LDP Inquiries:

One of the main functions of APPS is to aid the HUD reviewers by generating findings on the submission entities. (Findings are derogatory information that APPS has discovered concerning the submission entities by searching various HUD and non-HUD data sources.) APPS automatically generates an initial set of findings when a submission is sent to HUD that requires review and approval. While a submission is in review, the current HUD reviewer can request a new set of findings, at any time. This ensures that when a reviewer makes a decision concerning a submission, that the most recent information about the submission entities is available -- in case some time has elapsed since APPS generated the initial set of findings.

APPS identifies if there are any critical findings from the following sources:

- GSA Excluded Parties List
- Entity Flag Report (Participant can view all flags pertaining to them)

✍ Note: APPS cannot search for critical findings in the HUD LDP's list. Refer to Section 17.3 of this Chapter for instructions on Researching HUD LDP's.

17.1 Researching the GSA Excluded Party List Search (GSA EPLS)

✍ An GSA EPLS name match is a critical finding.

1. Click **GSA EPLS** on the APPS Home Page blue sidebar. The GSA Excluded Party List Search screen displays.

Active Partners Performance System

GSA Excluded Party List Search

 (optional)'. Below the form are two buttons: 'Search' and 'Close'."/>

Organization Name:
(contains)

or

Last Name:
(contains)

First Name:
(contains)

HUD Only: (optional)

Search Close

Figure 17-1: GSA Excluded Party List Search Screen

2. Enter the Organization Name
OR
Individual name.
3. Indicate whether or not you wish to search HUD Only (optional), by clicking the checkbox.
4. Click . The GSA Excluded Party List screen displays.

Active Partners Performance System

GSA Excluded Party List

Search Name:

Search Type:

Records (1 - 2) of 2

Name	Address	Causes	Agencies	Excluded Until
Doe, Jane	123 King Way Fairfax, VA 23434			
Doe, James	234 Williams Dr Falls Church, VA 23434			

Figure 17-2: GSA Excluded Party List

- To view detailed information on a participant click on the name, which serves as a hyperlink. The GSA Excluded Party List Detail screen displays.

Alternative Option

To view the cause of the EPLS flag click on the letter(s) hyperlink under the “Causes” heading. The GSA Excluded Party Cause and Treatment Description screen displays (See #3).

Active Partners Performance System

GSA Excluded Party List Detail

Name	Address	Causes	Agencies	Excluded Until
Doe, James	234 Williams Drive Falls Church, VA 2343			
Total Number of Records 1				

Figure 17-3: GSA Excluded Party List Detail Screen

- To view the definitions of the causes for HUD EPLS flags, click on its corresponding hyperlink at the bottom of the page under the heading, "Cause Code Definition." The Excluded Party Cause and Treatment Description screen displays.

Active Partners Performance System

Excluded Party Cause And Treatment Description

Code	Cause	Treatment
A	Debarment by an agency pursuant to FAR 9.406-2, GPO Instructions 110.11A, or PS Publication 41, for one or more of the following causes (a) conviction of or civil judgment for fraud violation of antitrust laws, embezzlement, theft, forgery, bribery, false statements, or other offenses indicating a lack of business integrity; (b) violation of the terms of a Government contract, such as a willful failure to perform in accordance with its terms or a history of failure to perform; or (c) any other cause of a serious and compelling nature affecting responsibility. (See Code N-Debarment pursuant to FAR 9.406 2(b)(2) Drug Free Workplace Act of 1988.	Contractors are excluded from receiving contracts, and agencies shall not solicit offers from, award contract, to renew or otherwise extend the duration of current contracts, or consent to subcontracts with these contractors, unless the acquiring agency's head or a designee determines that there is a compelling reason for such action. Government prime contractors, when required by the terms of their contract, shall not enter into any subcontract equal to or in excess of \$25,000 with a contractor that is debarred, suspended, or proposed for debarment, unless there is a compelling reason to do so. Debarments are for a specified term as determined by the debarring agency and as indicated in the listing.

Close

Figure 17-4: Excluded Party Cause and Treatment Description Screen

- To return to the Excluded Party List screen click .
 - To return to the Excluded Party List screen click .
- Alternate Option
- To exit the Excluded Party List screen click .

17.2 Entity Flag Report

The Entity Flag Report allows a Participant to view all flags pertaining to them.

- From the APPS Home Page, Select Entity Flag Report from the Participant Processing drop down list.

The screenshot displays the APPS Home Page. 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: MXXXX, and Online Help Glossary. The main content area is titled "Active Partners Performance System" and "APPS Home Page". It features two main sections: "Submission Processing" with a dropdown menu for "View My Submissions In Process" and a "Go" button; and "Participant Processing" with a dropdown menu listing "Edit Certification", "Edit Organization Structure", "Edit Participant Detail", "Edit Previous Participation", and "Entity Flag Report", each with a "Go" button. Below these sections is a "Public reporting burden" notice and a paragraph of regulatory text.

Submission Processing:
View My Submissions In Process

Participant Processing:

Edit Certification
Edit Organization Structure
Edit Participant Detail
Edit Previous Participation
Entity Flag Report

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.

Figure 17-5: APPS Home Page

- The Entity Flag Search Screen will display.

Active Partners Performance System

Entity Flag Search

Search by: TIN/SSN: (no dashes)
or
Organization Name:
(contains)
or
Last Name:
(starts with)
or
First Name:
(starts with)
Include Organization:

Leave input fields blank with include organization checked to search all flags assigned to coordinator.

[\[APPS Home Page\]](#)
Last Updated: December 27, 2004

Figure 17-6: Entity Flag Search Screen

- Enter TIN/SSN or Organization Name or Last Name or First Name. You may also include search by organization or within organization. Click on Search.
- The Entity Flag Report displays

Entity Flag Report

Entity	TIN/SSN	Property	Flag Reason	Status	Created Date	Direct Flags	Inherited Flags
Green Corp	32323232	ABCD House	Violation of Business Agreements	Active	02/06/2003		Y
Green Corp	1213213	DEF House	Unauthorized Transfer of Physical Assets	Active	02/06/2003		Y
Green Corp	1122222	XYZC House	Failure to File Financial Statement (2000)	Active	02/11/2002		Y
Green Corp	3333333	JJJDR House	Failure to File Financial Statement (1999)	Active	02/20/2002		Y
Green Corp	4444444	IIIIIRRII House	Failure to File Financial Statement (1999)	Active	03/15/2002		Y

Figure 17-7: Entity Flag Report Screen

17.3 Researching HUD Limited Denials of Participation (HUD LDPs)

1. Click [HUD LDPs](#) on the APPS Home Page blue sidebar. The Limited Denials of Participation screen displays.

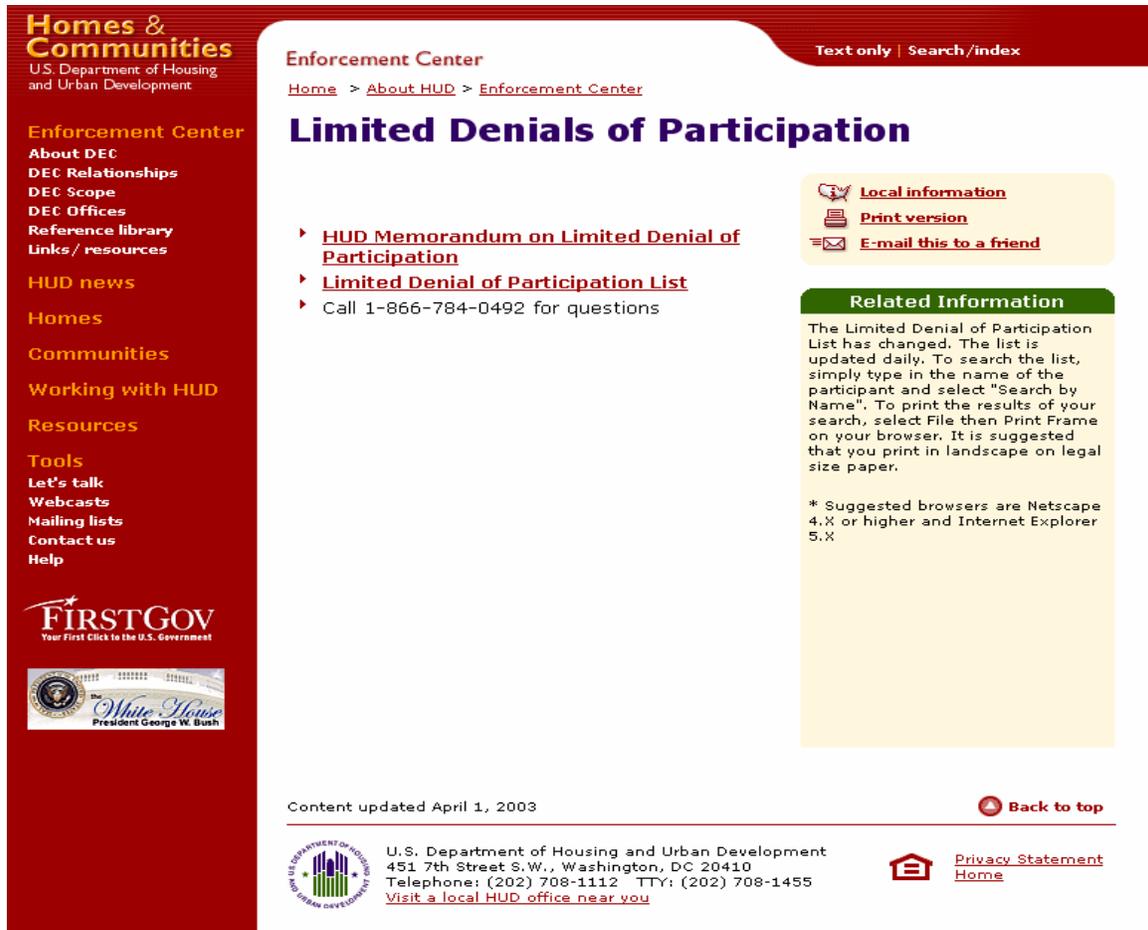


Figure 17-8: Limited Denials of Participation Web Page

2. Click [Limited Denial of Participation List](#) The Limited Denials of Participation and Voluntary Abstention List as of 06/13/2003 screen displays. The names are listed alphabetically.

U.S. Department of Housing and Urban Development
Limited Denial of Participation, HUD Funding Disqualifications
and Voluntary Abstentions List as of 06/05/2006

Search Results for "james": 1 Entry Found

[All LDPs](#)

Name	Affiliate	Address	Scope of Disqualification	Disqualification Start Date	Disqualification End Date	Disqualification List Date	Office	Contact Person	Contact Number	Contact Email
Doe James	-	Falls Church MO	All Housing Programs	01/24/06	01/23/07	02/28/06	Denver SF Homeownership Center	Mr. Smith	222-222-222 x222	Mr.Smith@HUD.gov

Figure 17-9: Limited Denials of Participation and Voluntary Abstention List

18

Appendix (Drop Down Lists)

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18.0 Appendix (Drop Down Lists)

The following tables list the options for each of the APPS drop down lists, as specified, per each selection category.

18.1 Register APPS Participant (TIN and SSN)

<i>Field</i>	<i>Options</i>
Prefix (for SSN only)	Ambassador Col. Dr. Honorable Miss Mr, Mrs. Ms. Professor Rabbi Rep Reverend Sister The Hon.
Legal Structure (For TIN only)	Cooperative Corporation Corporation General Partnership Joint Venture Limited Liability Company Limited Liability Corporation (LLC) Limited Liability Partnership (LLP) Limited Partnership Real Estate Investment Trust (REIT) Sole Proprietor Stock Fund Tenants in Common Trust
Type of Ownership(For TIN only)	Limited Dividend Non-Profit Profit Motivated

<i>Field</i>	<i>Options</i>		
State	Alabama	Louisiana	Ohio
	Alaska	Maine	Oklahoma
	American Samoa	Maryland	Oregon
	Arizona	Massachusetts	Pennsylvania
	Arkansas	Michigan	Puerto Rico
	California	Minnesota	Republic of Palau
	Canal Zone	Mississippi	Rhode Island
	Colorado	Missouri	South Carolina
	Connecticut	Montana	South Dakota
	Delaware	N Marianas	Tennessee
	District of Columbia	Nebraska	Texas
	Federated States of	Nevada	Utah
	Micronesia	New Hampshire	Vermont
	Florida	New Jersey	Virginia
	Georgia	New Mexico	Washington
	Guam	New York	West Virginia
	Hawaii	North Carolina	Wisconsin
	Idaho	North Dakota	Wyoming
	Illinois		
	Indiana		
	Iowa		
	Kansas		
	Kentucky		

<i>Field</i>	<i>Options</i>			
Country	Afghanistan	Colombia	Guyana	Malta
	Albania	Comoros	Haiti	Marshall Islands
	Algeria	Congo	Honduras	Mauritania
	Andorra	Congo, Democratic Republic of the	Hungary	Mauritius
	Angola	Costa Rica	Iceland	Mexico
	Antigua and Barbuda	Croatia	India	Micronesia
	Argentina	Cuba	Indonesia	Moldova
	Armenia	Cyprus	Iran	Monaco
	Australia	Czech Republic	Iraq	Mongolia
	Austria	Denmark	Ireland	Montenegro
	Azerbaijan	Djibouti	Israel	Morocco
	Bahamas	Dominica	Italy	Mozambique
	Bahrain	Dominican Republic	Jamaica	Myanmar
	Bangladesh	East Timor	Japan	Namibia
	Barbados	Ecuador	Jordan	Nauru
	Belarus	Egypt	Kazakhstan	Nepal
	Belgium	El Salvador	Kenya	Netherlands
	Belize	Equatorial Guinea	Kiribati	New Zealand
	Benin	Eritrea	Kuwait	Nicaragua
	Bhutan	Estonia	Kyrgyzstan	Nigeria
	Bolivia	Ethiopia	Laos	North Korea
	Bosnia and Herzegovina	Fiji	Latvia	Norway
	Botswana	Finland	Lebanon	Oman
	Brazil	France	Lesotho	Pakistan
	Brunei	Gabon	Liberia	Palau
	Bulgaria	Gambia	Libya	Panama
	Burkina Faso	Georgia	Liechtenstein	Papua New Guinea
	Burundi	Germany	Lithuania	Paraguay
	Cambodia	Ghana	Luxembourg	Peru
	Cameroon	Greece	Macedonia	Peru
	Canada	Grenada	Madagascar	Philippines
	Cape Verde	Guatemala	Malawi	Poland
	Central African Republic	Guinea	Malaysia	Portugal
	Chad	Guinea-Bissau	Maldives	Qatar
	Chile		Mali	
	China			

<i>Field</i>	<i>Options</i>			
Country continued	Romania	Slovakia	Tanzania	Uruguay
	Russia	Slovenia	Thailand	Uzbekistan
	Rwanda	Solomon Islands	Togo	Vanuatu
	Saint Kitts and Nevis	Somalia	Tonga	Vatican City
	Saint Lucia	South Africa	Trinidad and Tobago	Venezuela
	Saint Vincent and The Grenadines	South Korea	Tunisia	Vietnam
	Samoa	Spain	Turkey	Western Sahara
	San Marino	Sri Lanka	Turkmenistan	Yemen
	Sao Tome and Principe	Sudan	Tuvalu	Zambia
	Saudi Arabia	Suriname	USA	Zimbabwe
	Senegal	Swaziland	Uganda	
	Serbia	Sweden	Ukraine	
	Seychelles	Switzerland	United Arab Emirates	
	Sierra Leone	Syria	United Kingdom	
	Singapore	Taiwan		
		Tajikistan		
Territory	British Columbia			
	Ontario			

18.2 APPS Home Page

<i>Field</i>	<i>Options</i>
Submission Processing	Create Submission Edit Submission View My Submission in Process View My Submission in Review View All Submission in Process Verify Submission History
Participant Processing	Edit Certification Edit Organization Structure Edit Participant Detail Edit Previous Participation Entity Flag Report

Reports	Previous Participation Report
---------	-------------------------------

18.3 Create Submission

<i>Field</i>	<i>Options</i>
Select the type of submission you would like to create:	Organization Change Property Submission Corporate Buyout Submission Identity Submission (only available after Property Submission has been sent to HUD)

18.4 Add Principal To Organization and Edit Principal

<i>Field</i>	<i>Options</i>
Prefix	Ambassador Mr. Rep. Col. Mrs. Reverend Dr. Professor Sister Honorable Rabbi The Hon. Miss
Suffix	Esq II III IV Jr. Sr.

<i>Field</i>	<i>Options</i>		
State	Alabama	Louisiana	Ohio
	Alaska	Maine	Oklahoma
	American Samoa	Maryland	Oregon
	Arizona	Massachusetts	Pennsylvania
	Arkansas	Michigan	Puerto Rico
	California	Minnesota	Republic of Palau
	Canal Zone	Mississippi	Rhode Island
	Colorado	Missouri	South Carolina
	Connecticut	Montana	South Dakota
	Delaware	N Marianas	Tennessee
	District of Columbia	Nebraska	Texas
	Federated States of	Nevada	Utah
	Micronesia	New Hampshire	Vermont
	Florida	New Jersey	Virginia
	Georgia	New Mexico	Washington
	Guam	New York	West Virginia
	Hawaii	North Carolina	Wisconsin
	Idaho	North Dakota	Wyoming
	Illinois		
	Indiana		
	Iowa		
	Kansas		
	Kentucky		

<i>Field</i>	<i>Options</i>			
Country	Albania	Colombia	Guyana	Malta
	Algeria	Comoros	Haiti	Marshall Islands
	Andorra	Congo	Honduras	Mauritania
	Angola	Congo, Democratic Republic of the	Hungary	Mauritius
	Antigua and Barbuda	Costa Rica	Iceland	Mexico
	Argentina	Croatia	India	Micronesia
	Armenia	Cuba	Indonesia	Moldova
	Australia	Cyprus	Iran	Monaco
	Austria	Czech Republic	Iraq	Mongolia
	Azerbaijan	Denmark	Ireland	Montenegro
	Bahamas	Djibouti	Israel	Morocco
	Bahrain	Dominica	Italy	Mozambique
	Bangladesh	Dominican Republic	Jamaica	Myanmar
	Barbados	East Timor	Japan	Namibia
	Belarus	Ecuador	Jordan	Nauru
	Belgium	Egypt	Kazakhstan	Nepal
	Belize	El Salvador	Kenya	Netherlands
	Benin	Equatorial Guinea	Kiribati	New Zealand
	Bhutan	Eritrea	Kuwait	Nicaragua
	Bolivia	Estonia	Kyrgyzstan	Nigeria
	Bosnia and Herzegovina	Ethiopia	Laos	North Korea
	Botswana	Fiji	Latvia	Norway
	Brazil	Finland	Lebanon	Oman
	Brunei	France	Lesotho	Pakistan
	Bulgaria	Gabon	Liberia	Palau
	Burkina Faso	Gambia	Libya	Panama
	Burundi	Georgia	Liechtenstein	Papua New Guinea
	Cambodia	Germany	Lithuania	Paraguay
	Cameroon	Ghana	Luxembourg	Peru
	Canada	Greece	Macedonia	Peru
	Cape Verde	Grenada	Madagascar	Philippines
	Central African Republic	Guatemala	Malawi	Poland
	Chad	Guinea	Malaysia	Portugal
	Chile	Guinea-Bissau	Maldives	Qatar
	China		Mali	

<i>Field</i>	<i>Options</i>			
Country continued	Romania	Slovakia	Tanzania Thailand	Uruguay
	Russia	Slovenia	Togo	Uzbekistan
	Rwanda	Solomon Islands	Tonga	Vanuatu
	Saint Kitts and Nevis	Somalia	Trinidad and Tobago	Vatican City
	Saint Lucia	South Africa	Tunisia	Venezuela
	Saint Vincent and The Grenadines	South Korea	Turkey	Vietnam
	Samoa	Spain	Turkmenistan	Western Sahara
	San Marino	Sri Lanka	Tuvalu	Yemen
	Sao Tome and Principe	Sudan	USA	Zambia
	Saudi Arabia	Suriname	Uganda	Zimbabwe
	Senegal	Swaziland	Ukraine	
	Serbia	Sweden	United Arab Emirates	
	Seychelles	Switzerland	United Kingdom	
	Sierra Leone	Syria		
	Singapore	Taiwan		
		Tajikistan		

<i>Field</i>	<i>Options</i>
Role in Entity	Assistant Secretary Assistant Treasurer Assistant Vice President Assoc. Vice President Board Member Board Officer CEO CFo COO Chairperson Consultant Director Executive Vice President General Partner Investor Limited partner Investor Limited Partner in Limited Partnership Key Principal Limited Partner Managing Agent Managing Director Managing General Partner Managing Limited Partner Managing Member Member Officer Operating Manager Owner Passive Investor President Secretary Senior Vice President Shareholder of General Contractor Stockholder Treasurer Trustee Vice President

18.5 Previous Participation Property Search

<i>Field</i>	<i>Options</i>		
Type	Single Family Public & Indian Housing Non-HUD		
State	Alabama Alaska Arizona Arkansas California Colorado Connecticut Delaware District of Columbia Florida Georgia Hawaii Idaho Illinois Indiana Iowa Kansas Kentucky	Louisiana Maine Maryland Massachusetts Michigan Minnesota Mississippi Missouri Montana Nebraska Nevada New Hampshire New Jersey New Mexico New York North Carolina North Dakota	Ohio Oklahoma Oregon Pennsylvania Rhode Island South Carolina South Dakota Tennessee Texas Utah Vermont Virginia Washington West Virginia Wisconsin Wyoming

18.6 Previous Participation Detail

<i>Field</i>	<i>Options</i>
Agency/Role Information	
(For Non-HUD properties only)	Local Housing Authority RHS USDA State Agency
Project Role	Consultant/Packager General Contractor Leasee/Operator Management Agent Nursing Home Administrator Owner/Mortgagor Sponsor/Developer Turnkey Developer
Loan Status Information	
Loan Status	Assigned Current Defaulted Foreclosed Modified Paid Off
Last Physical Inspection	
REAC Score	a a* b b* c c*
Rating	Below Average Satisfactory Superior Unsatisfactory
Performed By	Contract Administrator HUD/Contractor Mortgagee Mortgagor/Contractor PAE State Agency

<i>Field</i>	<i>Options</i>
Last Management Review	
Rating	Below Average Satisfactory Superior Unsatisfactory
Performed By	Contract Administrator HUD/Contractor Mortgagee Mortgagor/Contractor PAE State Agency

18.7 2530 Submission—Organization Change

<i>Field</i>	<i>Options</i>
Reason	Organization Change (Major) Corporate Buyout Organization Change (Minor) Organization Change (Court Order/Inheritance)
Select Participant Processing	Certification Organization Structure Participant Flags Previous Participation
Select Query	2530 Submission Package Submission Status History 2530 Previous Participation Report 2530 Submission Directory Report Participant Property Approval Report

18.8 2530 Submission—Property

<i>Field</i>	<i>Options</i>
Reason	Assignment/Assumption of HAP Contract Existing Application for other Subsidies Mark-to-Market New Application for Capital Advance Grants New Application for Mortgage Insurance New Role for Property Property Disposition Sale/Foreclosure Sale Proposed New Property Refinance Application for Mortgage Insurance Rehabilitation Transfer of Physical Assets

<i>Field</i>	<i>Options</i>
Role	Assoc. Vice President Board Member Board Officer CEO CFO Chairperson COO Consultant/Packager Consultant Contractor Director Facility Lessee Facility Operator General Contractor General Partner Investor Limited Partner in Limited Partnership Investor Limited Partner Key Principal Leasee/Operator Limited Partner Management Agent Managing Director Member Managing General Partner Managing Limited Partner Managing Member Nursing Home Administrator Officer Owner/Mortgagor President Sponsor/Developer Shareholder of General Contractor Stockholder Turnkey Developer Vice President
Select Participant Processing	Certification Organization Structure Previous Participation

<i>Field</i>	<i>Options</i>
Select Query	2530 Submission Package Submission Status History 2530 Previous Participation Report 2530 Submission Directory Report Participant Property Approval Report

18.9 Submission List

<i>Field</i>	<i>Options</i>
Select Query	2530 Submission Package Submission Status History 2530 Previous Participation Report Organization Tier Structure Report Participant Property Approval Report 2530 Submission Directory Report