

10

Updating/Editing Previous Participation


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Revision Sheet


Revision No.	Date	Revision Description
Rev.1	10/30/09	Previous Participation List page and the Step.3 Edit Previous Participation page has been modified to no longer display Inherited previous participation information.

10.0 Updating/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.
 - a. **OR**
2. From the 2530 Submission screen, select “Previous Participation” from the *Select participant processing* drop-down list.
3. Click . The Previous Participation Search screen or the Previous Participation List screen displays depending on where you started. (Enter Participant TIN or SSN if at Search page and Previous Participation List screen will display)

Active Partners Performance System

Previous Participation List

Submission ID: 11633 Reason: Baseline Organization Definition

Applicant: . Test Organization (444555666)

Current Status: In Process, 6/2/2006

Participant: James Doe (111222666)
Alexandria, VIRGINIA

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 Fw: Satisfactory May 7 2006 12:00AM HUD/Contractor

Add Participation Edit Participation

Delete Participation

Figure 10-1: Previous Participation List screen

4. Select Previous Participation to edit by clicking the radio button next to the Property Name.
5. Click Edit Participation.
6. 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 10-2: Previous Participation Detail screen

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

Active Partners Performance System

Previous Participation List

Submission ID: 11633 Reason: Baseline Organization Definition

Applicant: Test Organization (444555666)

Current Status: In Process, 6/2/2006

Participant: James Doe (111222666)
Alexandria, VIRGINIA

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 (000000000) 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

Add Participation Edit Participation


Delete Participation


Figure 10-3: Previous Participation List Screen

- Click on [2530 Submission Edit Previous Participation](#) to return to the 2530 Submission page.

The Industry partner responsible for updating their Physical Inspections Scores and the Management Review Scores prior to submitting any paper 2530 or E2530.

It is not HUD obligated to enter this data and HUD systems will not automatically update this information.

 *The industry should update their scores as they receive them from the inspectors and always before any paper 2530 or E2530 Submission. This can be done by going to the APPS home page and selecting Edit Previous Participation from the Participant Processing drop down menu. Users may edit this information at any time and DO NOT HAVE TO WAIT FOR A SUBMISSION.*

 *If the Industry has not received any scores Physical Inspections or Management Review Scores they must enter the following information in the comments field for Physical Inspections and Management Review:*

Example: This entity has not received a Management Review for this property, or something of this nature. This entity has not received a REAC Physical Inspection for this property, or something of this nature.