

12

Organization Change – Corporate Buyout

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Revision Sheet

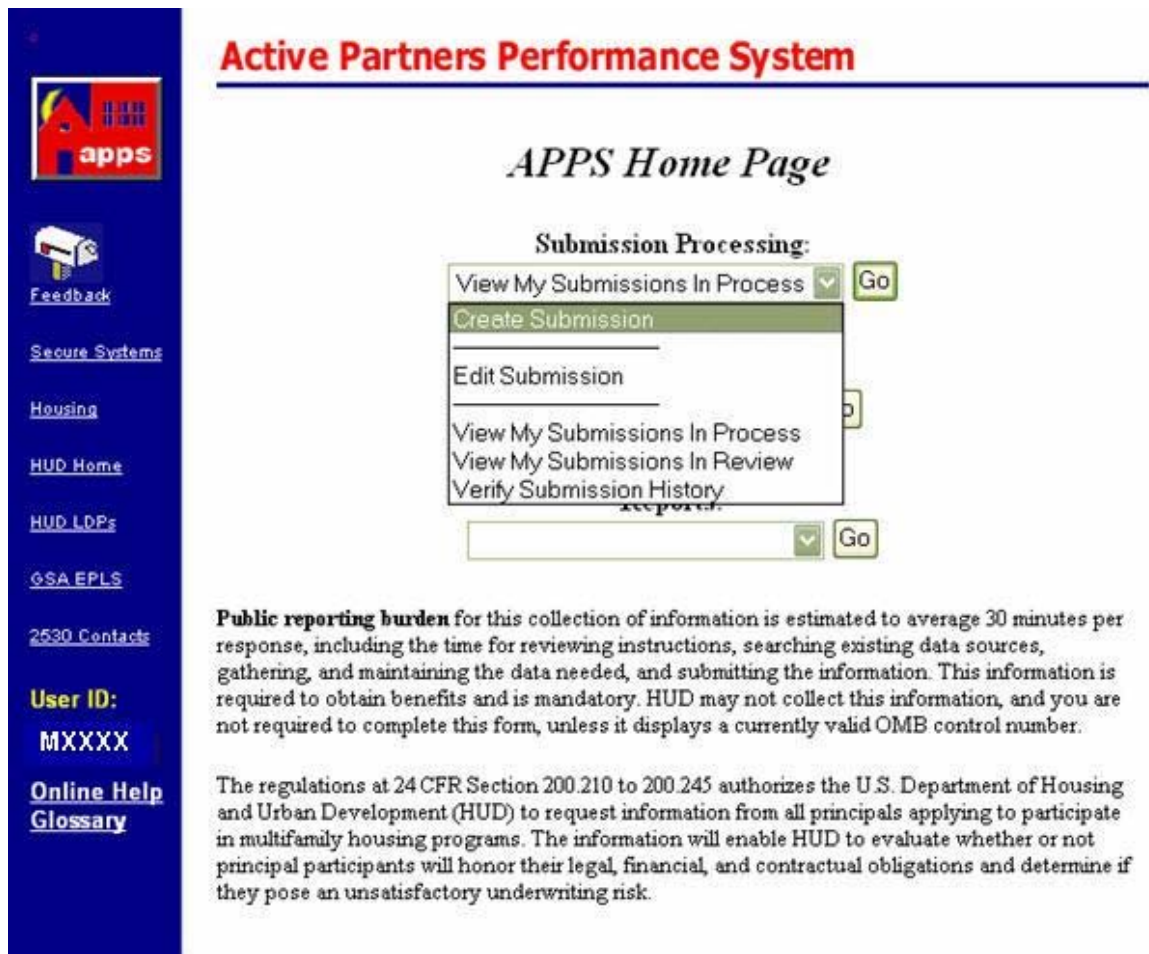
Revision No.	Date	Revision Description

12.0 Organization Change –Corporate Buyout Submission

12.1 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 shows the APPS Home Page interface. On the left is a blue sidebar with the APPS logo and various 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 "APPS Home Page" title. The "Submission Processing:" section features a dropdown menu with 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 next to the dropdown. Below the dropdown is a search box with a "Go" button. A "Public reporting burden" notice and a regulatory notice are also visible.

Figure 12-1: 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

apps

[Feedback](#)

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

User ID:
M11125

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

Figure 12-2: Create Submission

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

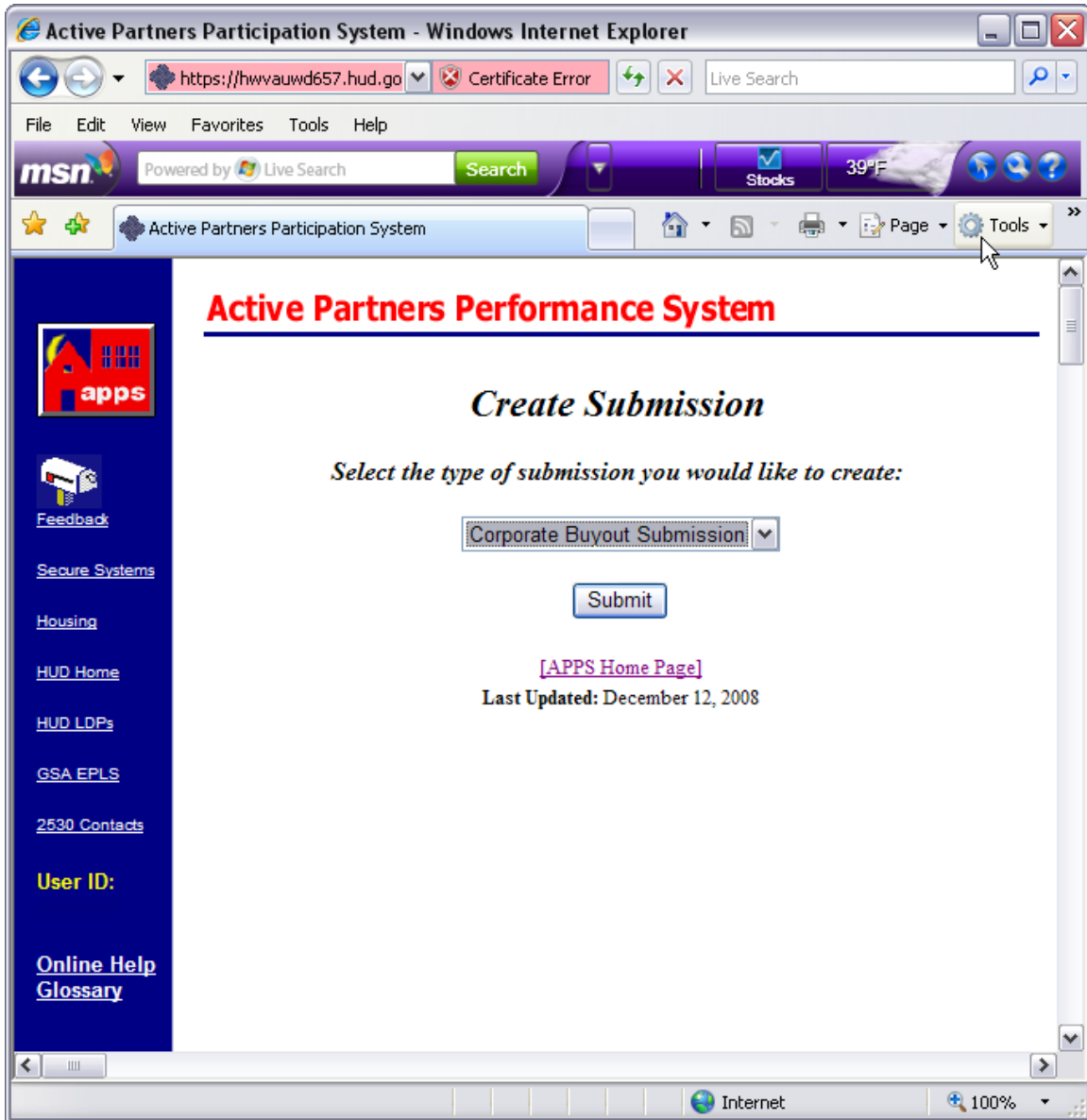


Figure 12-3: Create Submission Select the type screen

5. Select Corporate Buyout 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.

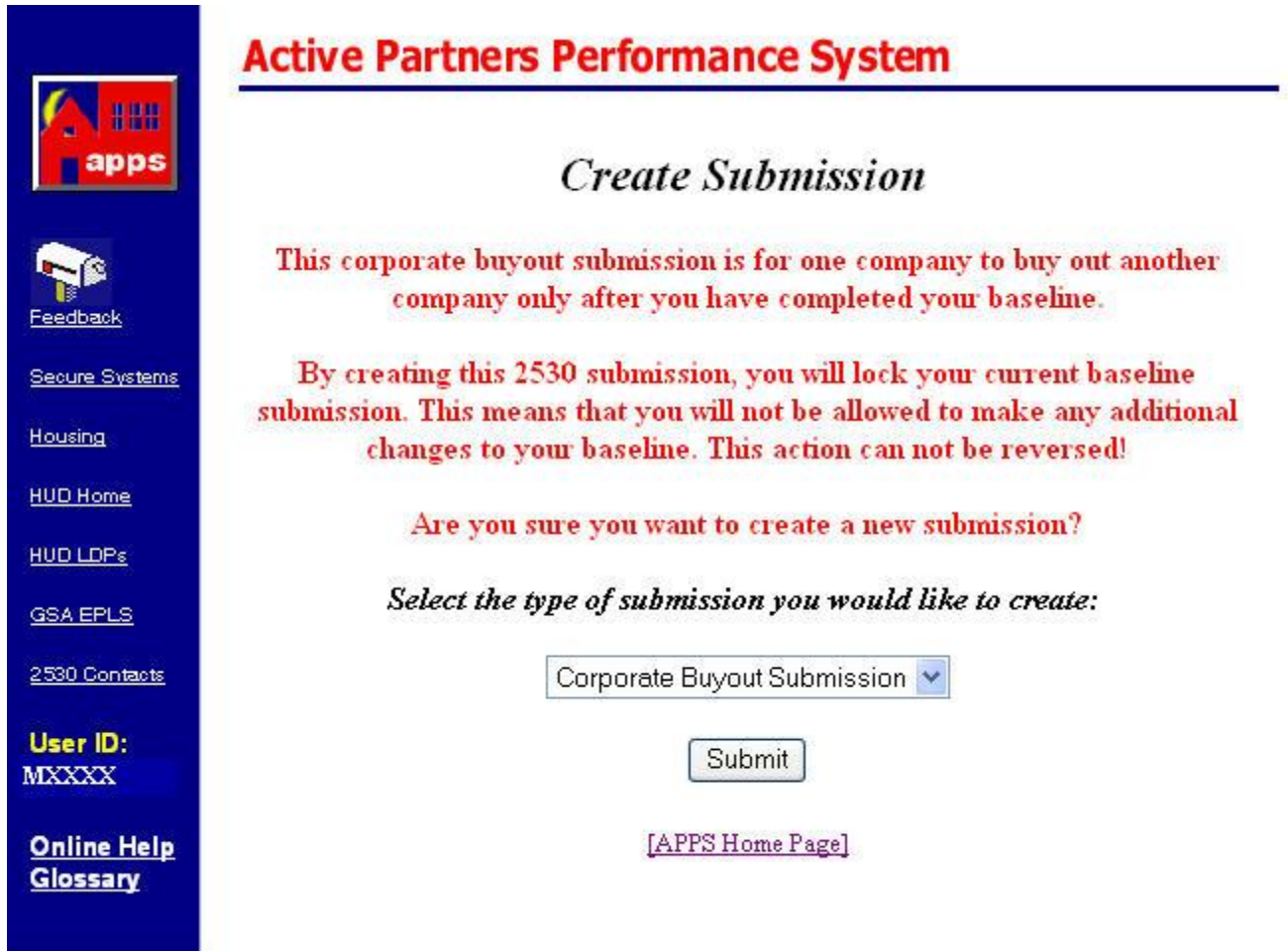


Figure 12-4: Create a Submission Screen

- 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

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Last Updated: June 25, 2004

Figure 12-5: 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

Active Partners Performance System

*2530 Submission
Participant Search*

Submission ID: 7294 **Reason:** Corporate Buyout

Applicant: EFG Corporation **Current Status:** In Process,
(111222777) 06/18/2003

Buyee Information: FGH Corporation
(111222888)

Buyee TIN: (no dashes)

or

Organization Name:

(contains)

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

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

Figure 12-6: 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.
13. 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.

12.2 Adding a Principal

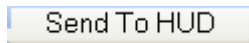
Refer to Chapter 11, Organization Change- Major Section 11.3, Adding a Principal

12.3 Editing Information

Refer to Chapter 11, Organization Change- Major Section 11.4, Editing a Principal

12.4 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.



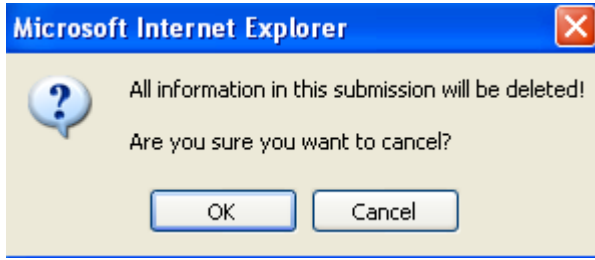
3. The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.
4. Once sent to HUD the status will change from “In Process” to “PPSD Review.”

✍ 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.*

12.5 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.

12.6 Printing the Signature List and Previous Participation Certification

Refer to Chapter 16, Printing Submissions

12.7 Querying the Submission

Refer to Chapter 17, Submission Queries

12.8 Withdrawing the Submission

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