

# 9

## Certification

---

<b>9.0</b>	<b>Certification .....</b>	<b>9-2</b>
<b>9.1</b>	<b>Establishing Certification .....</b>	<b>9-2</b>

## 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

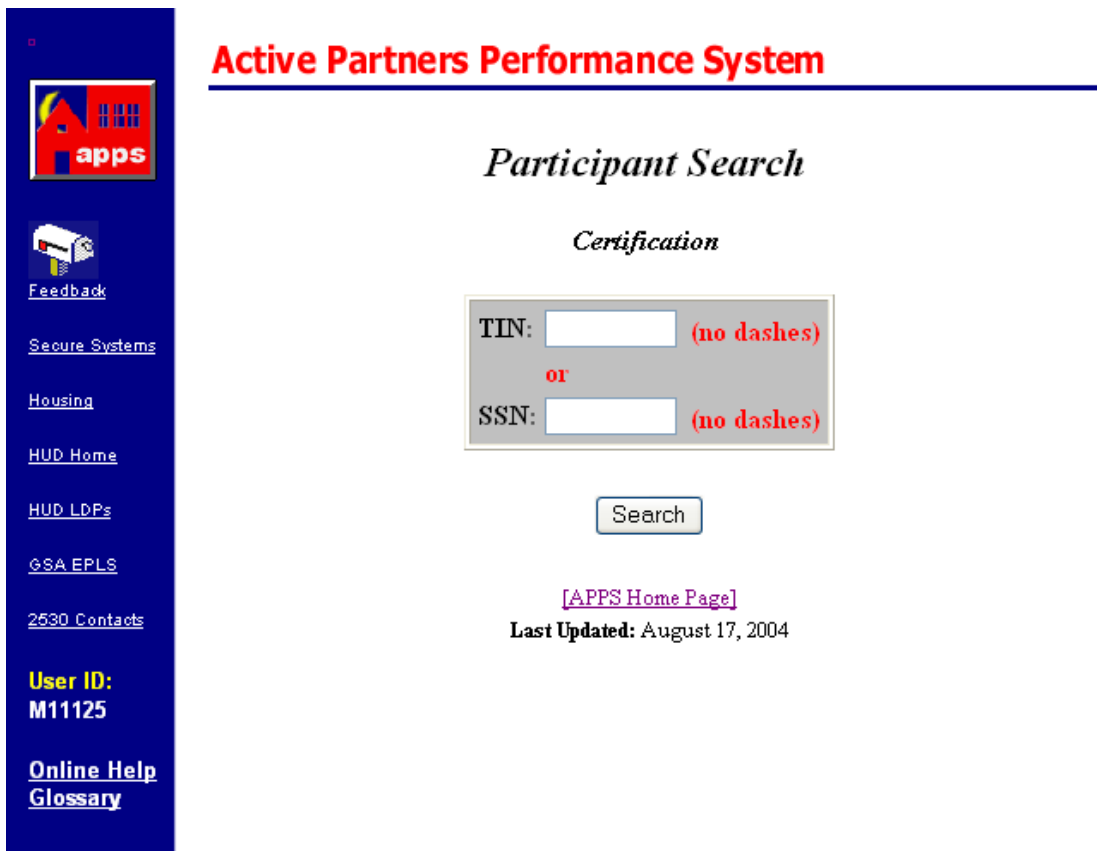


Figure 9-1: Participant Search screen

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, is. 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 web-based certification form. It consists of three vertically stacked sections, each with a question, a radio button for 'True' (which is selected), and a text area for an explanation. The questions are:

- Question 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
- Question 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
- Question 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
- Question 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

Each section includes a text area labeled "Explanation:" with a scroll bar. The form is flanked by a thick blue vertical bar on the left and a thin yellow vertical bar on the right.

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*