

# 12

## Organization Change Submissions – Modified TPA

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### Revision Sheet

<b>Revision No.</b>	<b>Date</b>	<b>Revision Description</b>

## 12.0 Introduction – Modified Transfer of Physical Assets

*Modified TPA 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.

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

 *Note: 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.*

## 12.1 Modified Transfer of Physical Assets Submissions

*✍ Note: The System Identifies whether a submission is a major organization change or modified TPA*

Modified Transfer of Physical Assets Submissions serve as a means for the Industry to make sure changes to their Managing Members, General Partners and any ownership percentages consisting of 5% or greater are reflected in their organizational structure. The system will also allow an entity to add, change principals from its organization structure in a Modified TPA submission. Both the Field Office and Headquarters staff will review these types of submissions because adding an entity can affect several Field Offices nationwide.

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.

## 12.2 Creating a Modified TPA Submission

1. The Modified TPA 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.

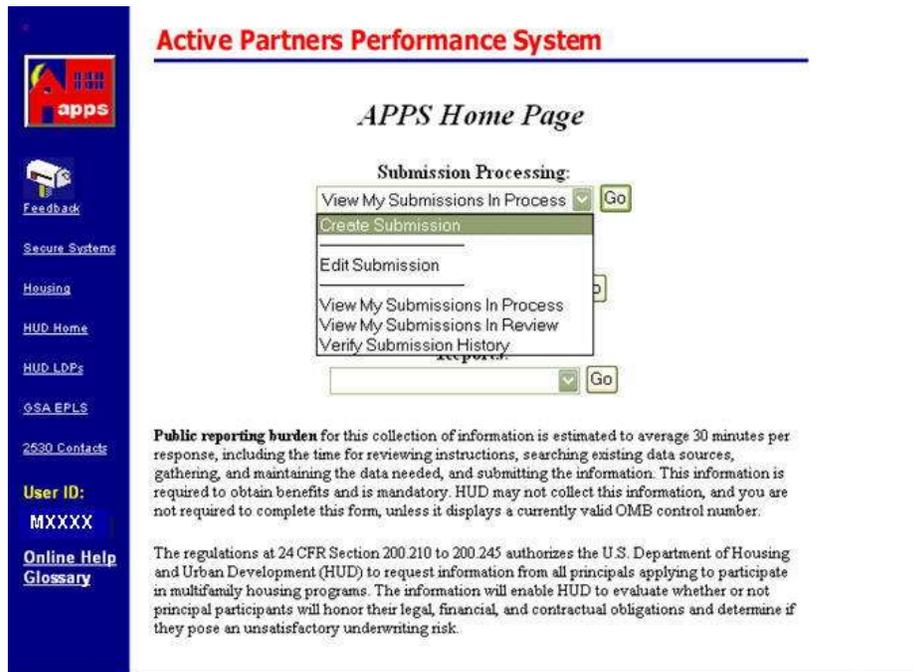


Figure 12-1: APPS Home Page

2. Click  . The Create Submission screen displays.

**Active Partners Performance System**

*Create Submission*

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

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**User ID:**  
M11125

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**Figure 12-2 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:

Modified TPA/Org. Change

--Select a Submission type--

Organization Change

Modified TPA/Org. Change

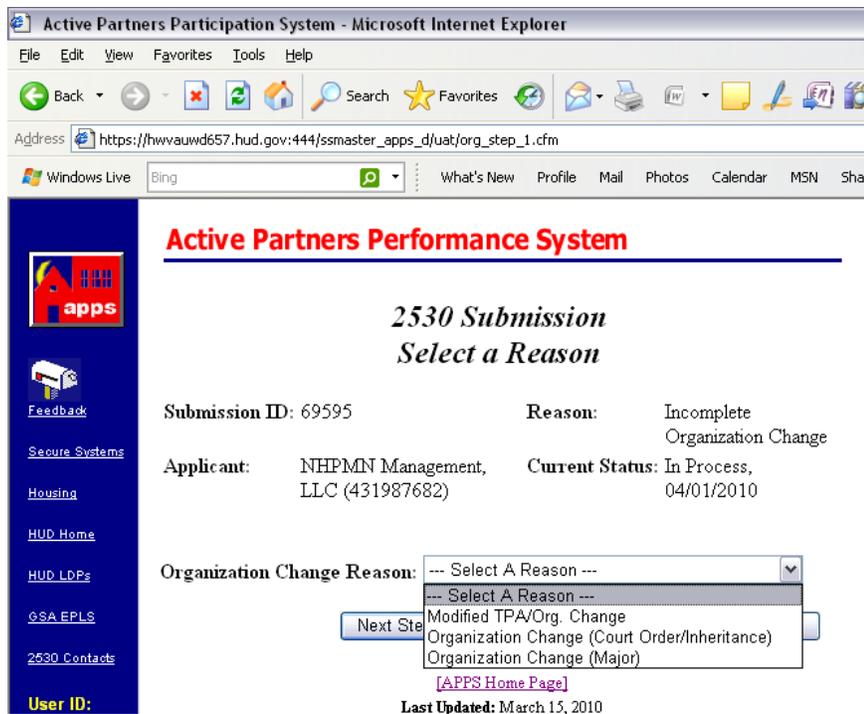
Property Submission

Corporate Buyout Submission

Identity Change Submission

**Figure 12-3: Create Submission**

5. Select Organization Change from the type of submission you would like to create drop down menu. Click on Submit.
6. The 2530 Submission Select a Reason screen will display.



**Figure 12-4: 2530 Submission Select a Reason Screen**

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



Figure 12-5: Edit Organization Structure Screen

### 12.3 Adding a Principal

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

**Active Partners Performance System**

*Participant Search*

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

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**Figure 12-6: Participant Search Screen**

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

**Active Partners Performance System**

**Add Principal to Organization**

\* Name: SP Test  
 TIN: 999999993  
 Legal Structure: General Partnership  
 Type of Ownership: Limited Dividend

**Physical delivery address**  
 \* Address: test  
 \* City: highsh  
 \* State: ALABAMA  
 \* Zip Code: 83740  
 \* Country: United States of America  
 If country not United States  
 Territory:  
 \* Postal Code:

\* Phone: 87373848834  
 Fax:  
 E-mail:  
 Pager:

Parent Participant: Test 2 Corp  
 \* Role in Entity:  
 Role Comment:  
 \* Percent Ownership in Entity: 0 % (100.00)  
 \* Starting Date in Entity: (mm-dd-yyyy)

Save  
 Parent Organization Structure  
 2530 Submission

Figure 12-7: 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**.

8. Enter the Role in Entity, Percent Ownership in Entity and Starting Date in Entity .  
 Fields marked with a red asterisk are required.

9. Click  . The Add Principal within Organization screen refreshes with the message, “Principal has been added successfully.”

10. Click on 2530 Submission. The 2530 Submission Edit Organization Structure screen will display with the new principal information.

## 12.4 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

12. 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

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Figure 12-8: 2530 Submission Edit Organization Structure Screen

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

**Active Partners Performance System**

### *Edit Principal within Organization*

Prefix:	<input type="text" value=""/>
* First Name:	<input type="text" value="James"/>
Middle:	<input type="text" value=""/>
* Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="text" value=""/>
* SSN:	<input type="text" value="111222666"/>
<b>Physical delivery address</b>	
* 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" value=""/>
* Country:	<input type="text" value="USA"/>
<b>If country not United States</b>	
Territory:	<input type="text" value=""/>
* Postal Code:	<input type="text" value=""/>
* Phone:	<input type="text" value="234-234-2234"/>
Fax:	<input type="text" value=""/>
E-mail:	<input type="text" value=""/>
Pager:	<input type="text" value=""/>

Parent Participant:	<input type="text" value="Test 3 Corporation"/>	
* Role in Entity:	<input type="text" value="Member"/>	
Role Comment:	<input type="text" value=""/>	
* 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"/> - 2005	(mm-dd-yyyy)

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**Figure 12-9: Edit Principal within Organization Screen**

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14. Make the necessary edits to the principal.

15. Click  . The screen refreshes with the message, “Save was successful.”

16. Click  . The 2530 Submission Edit Organization Structure screen displays.

17. Repeat the process if necessary.

18. Click on  . The 2530 Submission Edit Contact Information screen will display



**Figure 12-10: 2530 Submission Edit Contact Information screen**

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



**Figure 12-11: 2530 Submission Edit Applicant Comments screen**

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

**Active Partners Performance System**

**2530 Submission  
Certify Submission**

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

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

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Figure 12-12: 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 appear to be grayed 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.***

21. Click on [Next Step](#). 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)

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

— Select participant processing —

**Contact Information**

\* Name: Mr ABC  
 \* Phone: 234-443-3434  
 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)

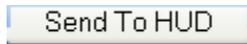
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Figure 12-13: 2530 Submission Send to HUD screen

22. 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 18.4)

## 12.5 Sending the Submission to HUD

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



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



25. 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.*

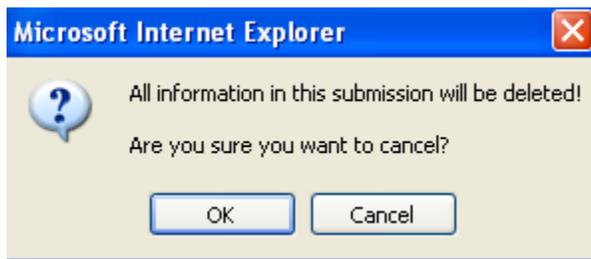
 *Modified TPA submissions will be sent to HUD for review even if there were no changes made to the organization structure during the submission.*

## 12.6 Canceling the Submission

26. You may cancel the submission if you entered incorrect information or no longer

wish to send the 2530 submission, by clicking .

27. A warning displays.



28. Click  to cancel the submission.

## 12.7 Querying the Submission

Refer to Chapter 18, Submission Queries

## 12.8 Printing the Signature List and Previous Participation Certification

Refer to Chapter 17, Printing Submissions

## 12.9 Withdrawing the Submission

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