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Organization Change – Corporate Buyout

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Revision Sheet

Revision No.	Date	Revision Description

13.0 Organization Change –Corporate Buyout Submission

13.1 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.

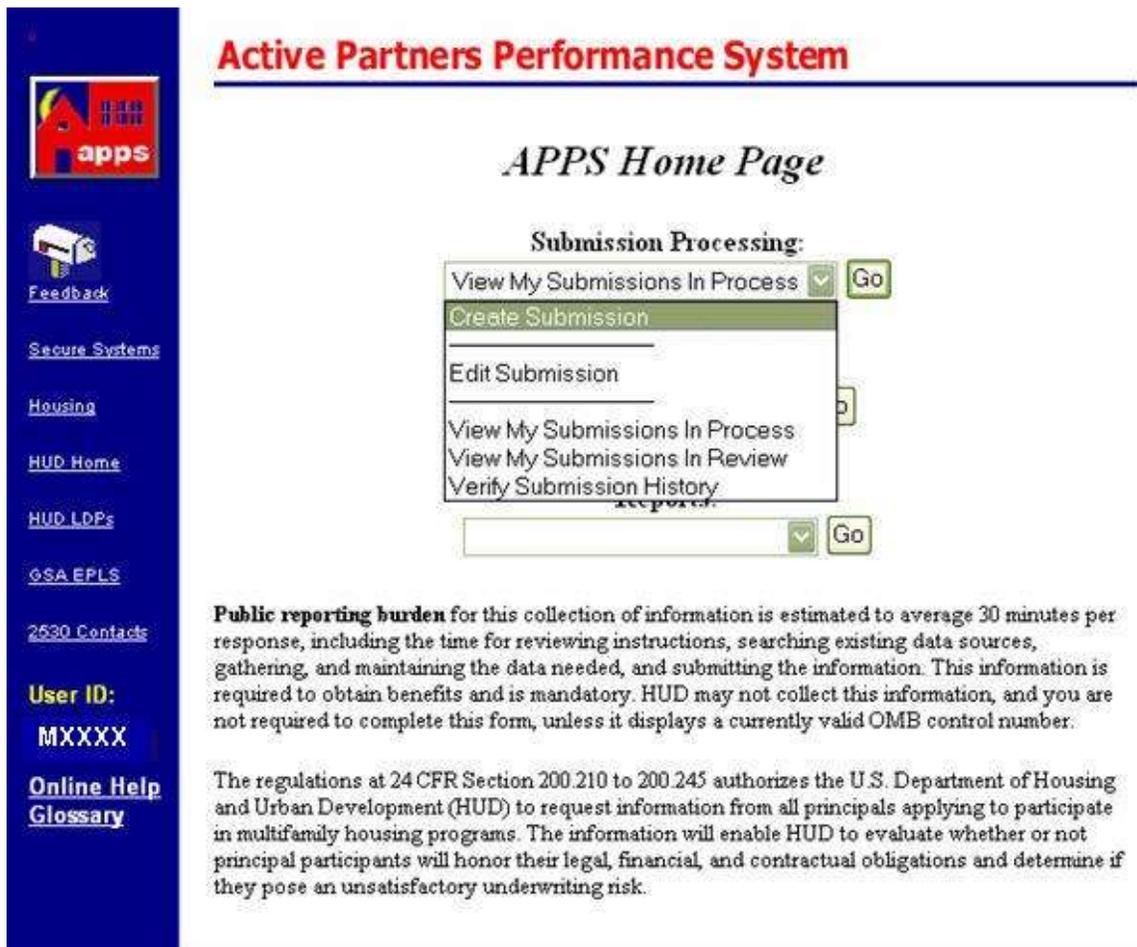


Figure 13-1: APPS Home Page

- Click . The Create Submission screen displays.

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, 2530 Contacts, User ID: M11125, Online Help, and Glossary. The main content area has a red header 'Active Partners Performance System' and a title 'Create Submission'. Below the title is a form with two input fields: 'TIN: [input] (no dashes)' and 'SSN: [input] (no dashes)', with 'or' between them. A 'Submit' button is below the form. At the bottom, there are links for '[APPS Home Page]' and 'Last Updated: May 12, 2004'.

Figure 13-2: Create Submission

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

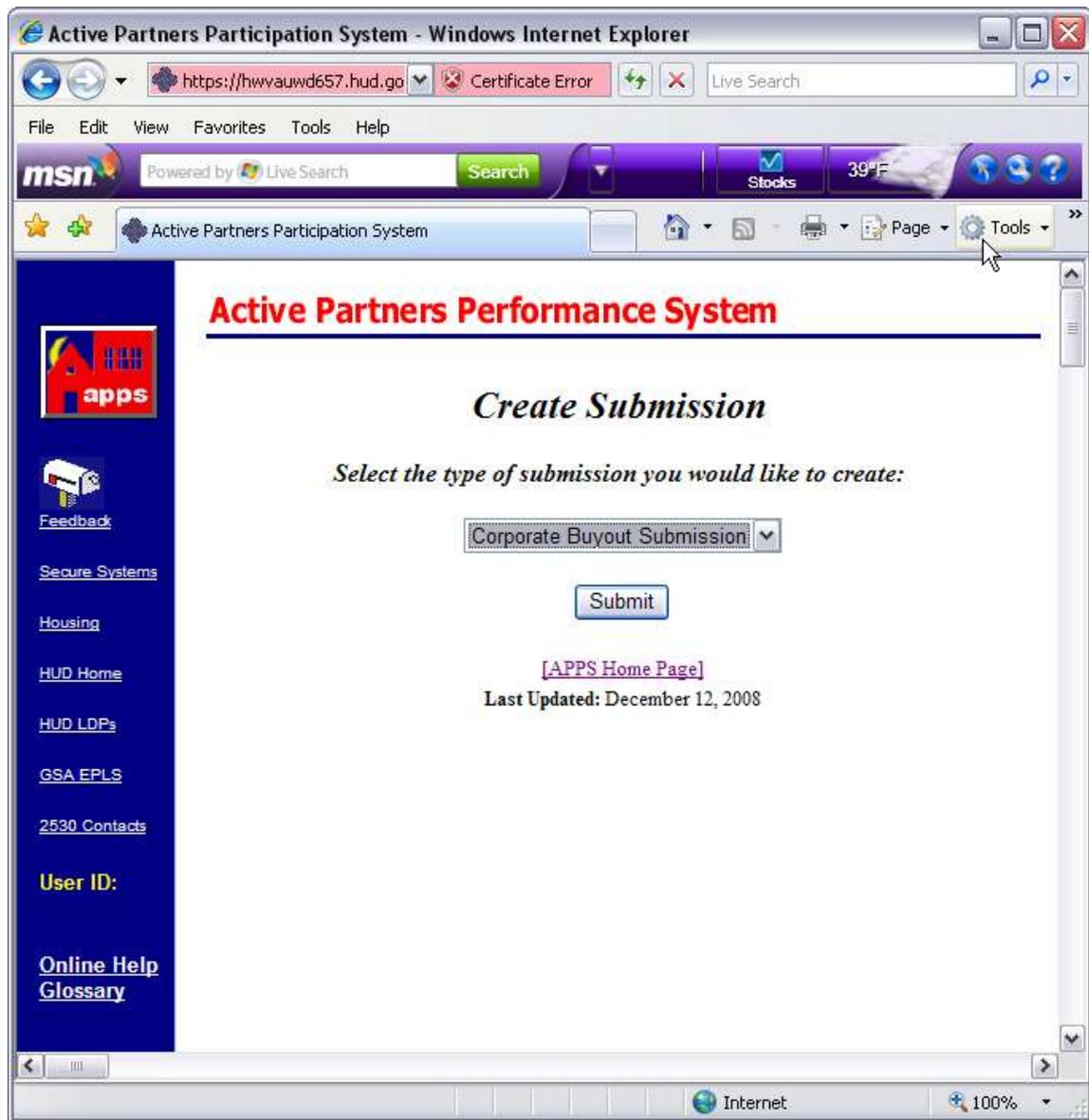


Figure 13-3: Create Submission Select the type screen

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.

Active Partners Performance System

Create Submission

This corporate buyout submission is for one company to buy out another company only after you have completed your baseline.

By creating this 2530 submission, you will lock your current baseline submission. This means that you will not be allowed to make any additional changes to your baseline. This action can not be reversed!

Are you sure you want to create a new submission?

Select the type of submission you would like to create:

Corporate Buyout Submission ▼

Submit

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

Figure 13-4: Create a Submission Screen

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

The screenshot shows a web application interface for the 'Active Partners Performance System'. On the left is a dark blue sidebar with a vertical list of navigation links: 'apps' (with a house icon), 'Feedback' (with a mail icon), 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: M11125', and 'Online Help Glossary'. The main content area has a red header 'Active Partners Performance System' and a title '2530 Submission Select a Reason'. Below the title, submission details are displayed: 'Submission ID: 7294', 'Reason: Corporate Buyout', 'Applicant: EFG Corporation (111222777)', and 'Current Status: In Process, 06/18/2003'. A dropdown menu for 'Organization Change Reason' is set to 'Corporate Buyout'. Three buttons are visible: 'Next Step', 'Save & Exit', and 'Cancel Submission'. At the bottom, there is a link for '[APPS Home Page]' and a timestamp 'Last Updated: June 25, 2004'.

Figure 13-5: 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:
[Feedback](#)
[Secure Systems](#)
[Housing](#)
[HUD Home](#)
[HUD LDPs](#)
[GSA EPLS](#)
[2530 Contacts](#)
User ID:
M11125
[Online Help](#)
[Glossary](#)

Figure 13-6: 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.*

13.2 Adding a Principal

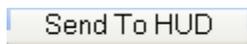
Refer to Chapter 11, Organization Change- Major Section 11.3, Adding a Principal

13.3 Editing Information

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

13.4 Sending Submission to HUD

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



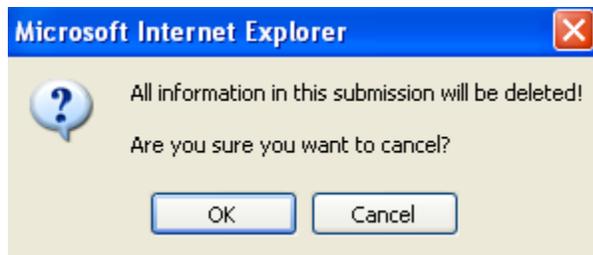
2. A message will appear. If you would like to proceed, click on OK.



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.*

13.5 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.

13.6 Printing the Signature List and Previous Participation Certification

Refer to Chapter 17, Printing Submissions

13.7 Querying the Submission

Refer to Chapter 18, Submission Queries

13.8 Withdrawing the Submission

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