APPS New Feature

- Baseline locked upon finishing the baseline

- Previously, baseline remained open until property submission enabling participants to change baseline

- While creating baseline, do not click finish button until you are ready to make a property submission

- This will enable you to change baseline without an org. change submission
Once baseline locked, all changes to baseline done through organization change

Address Changes:

- Coordinators can change all fields in Participant Detail Page of APPS except
  - TIN/SSN
  - LEGAL STRUCTURE , AND
  - TYPE OF OWNERSHIP
APPS Update

Address Changes:
If information in HUD system is incorrect

- First tray to register at HUD multifamily registration @ http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm
- If you get the message, the entity is registered, then the coordinator can access APPS to make the changes
- If coordinator or FO cannot change the information, contact PPSD
Access Key Codes

- If you do not receive access codes in two weeks of request
  - Contact PPSD staff for activation of key code
  - Need notarized authorization letter
  - SS4 form for entities
  - Driver License/SSN card for individuals
  - Letter format provided upon PPSD staff contact
Common errors in APPS submission

- Incorrect reason for submission
- Incorrect role in the project
- All participants not certifying
- Incorrect organization structure
- Incomplete schedule A (HUD will not update this information for applicant, only provide the data)