



Introduction

1.0 Introduction to the Active Partners Performance System (APPS)

The Active Partners Performance System (APPS) is developed to automate the submission and review of the HUD Previous Participation Certification (Form 2530). This User guide provides the step by step instructions to perform various functions using APPS. The HUD-2530 form initiates the approval process for Industry partners who wish to participate in HUD projects. The HUD-2530 contains data concerning principal participants in Multifamily Housing projects, including their previous participation with HUD and other housing agencies. Examples of when an applicant must submit a 2530 include, but are not limited to:

- To initiate management of a project
- To take ownership of a project (Transfer of physical assets)
- Make changes in the organization of the participant entity

The HUD-2530 form requires applicants to provide detailed information about their current organization makeup and previous participation in relevant housing projects. HUD reviews each HUD-2530 that is submitted and determines the applicant's suitability to participate in light of their previous records in carrying out past financial, legal and contractual obligations in a timely and satisfactory manner.

1.1 Submissions

There are two major types of HUD-2530 submissions:

- Property Submission - allows an entity to seek HUD's approval to play a specific role in a particular project.
- Organization Change Submission - enables an organization to make changes in the organization's current makeup (example: to add, edit, or remove principals).

Applicants select a relevant reason and role while making a property submission. Examples of various reasons for submitting 2530 include:

- New Role in Project
- Substantial Rehab
- Application for Mortgage Insurance
- Assignment/Assumption of HAP contract
- Transfer of physical assets
- Risk Share Project
- New Management Agent
- Conditional Commitment for Mortgage Insurance
- Firm Commitment for Mortgage Insurance
- 202 Fund Reservation
- 202 Capital Advance
- 811 Fund Reservation
- 811 Capital Advance

- Reservation of funds for assistance payments
- Proposed New property
- Assumption of Interest Reduction Contract
- Assumption of Rent Supplement Contract
- Assumption of Rental Assistance Payment Contract
- New lessee
- New facility operator
- Buy foreclosure property
- Buy secretary owned project
- Buy mortgage note held by Commissioner
- GRP Grant/Loan
- Green Retrofit Program

1.2 Submission Review

Depending on the type of submissions, the APPS automatically routes the submissions to the correct location/staff. For example, all property submissions are automatically routed to the HUD project manager (PM) responsible for the project. All organization changes, including modified transfer of physical assets, are routed to Policy and Participation Standards Division (PPSD) at HUD Headquarters in Washington DC. All organization changes that are deemed by the system as minor organization changes are instantly approved by the system without HUD staff review. Baselines are not submitted to HUD and are not reviewed by HUD staff.