

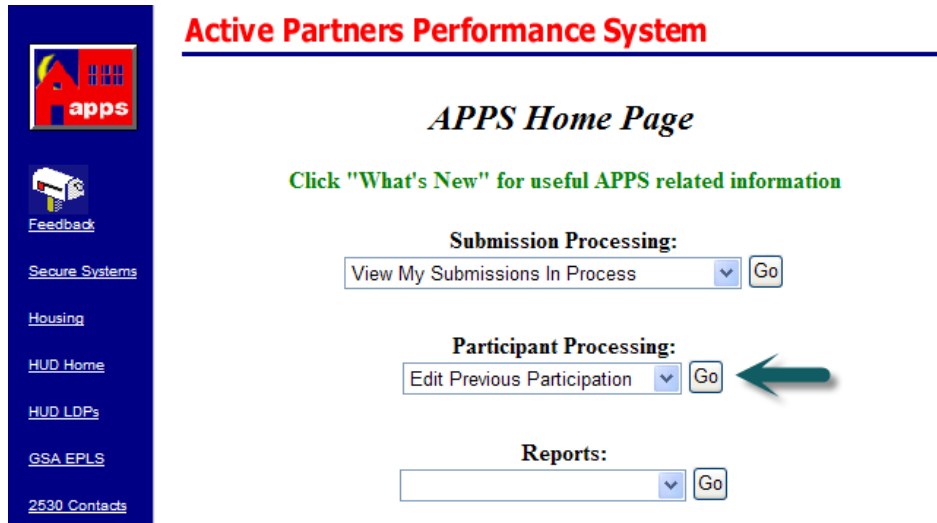
# **Adding & Editing Previous Participation**

## 4.0 Adding Previous Participation

**[Note]** Always update previous participation at the entity level to roll down the participation to all participants under that entity.

**Step 1.** From the APPS Home Page, select “**Edit Previous Participation**” from the *Participant Processing* drop-down list.

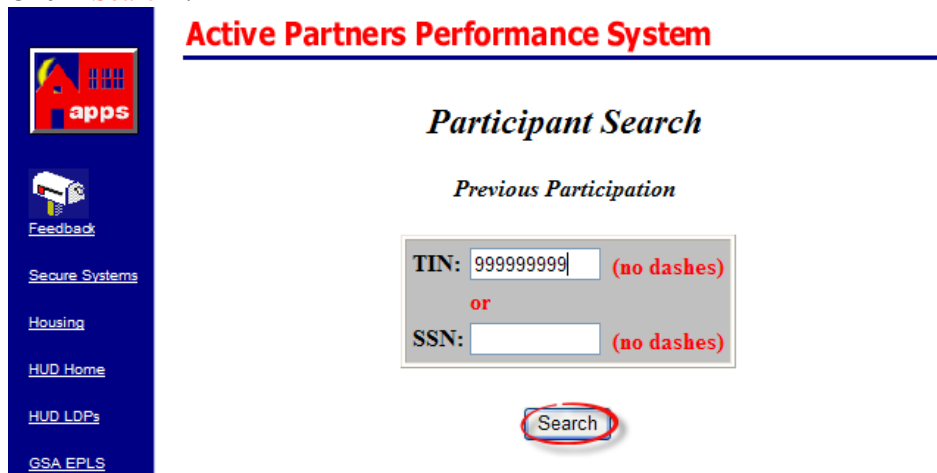
**Step 2.** Click “Go”.



**Step 3.** The Participant Search page will display.

**Step 4.** Enter Participant TIN or SSN.

**Step 5.** Click “**Search**”.



**Step 6.** The Previous Participation List screen will display.

**Step 7.** Click on the “Add Participation” button.

**Step 8.** The Previous Participation Property Search page will display.

**Step 9.** Select the Property Role. (Example: Managing Agent, Owner/Mortgagor, Limited Partner, etc.)

**Step 10.** Enter one of the following: Contract Number, FHA Number, Property ID, or Property Name.


**Step 11.** Click on the “Search” button.

**Step 12.** The Previous Participation Property List page will display.

**Step 13.** Select the radio button (if not already selected) next to the property you want to add.

**Step 14.** Click on the “Previous Participation” button.

**Step 15.** The Previous Participation Detail page will display.



Feedback

Secure Systems

Housing

HUD Home

HUD LDPs

GSA EPLS

2530 Contacts

User ID:

What's New

Online Help

Glossary

### Active Partners Performance System

#### *Previous Participation Detail*

PARTICIPANT:	ABC 123 Company (xxxxx2226), Denver, COLORADO		
PROPERTY NAME:	APPLE AVE APTS		
PROPERTY ID:	800030529		
PROPERTY TYPE:	Multifamily		
CONTRACT NO(S):	None		
CONTRACT AMOUNT:	None		
LOAN AMOUNT:	None		
FHA NO(S):	None		

**Agency/Role Information**

*Agency:	HUD	*Project Role:	Lessor (Landlord)
*From Date: (mm/dd/yyyy)	<input type="text"/>	*To Date: (mm/dd/yyyy)	<input type="text"/> <input type="checkbox"/> (check if current)

Affiliation Comments:

**Loan Status Information**

[Default or Delinquency Status: N/A ]

Loan #	Loan Status	As of Date (mm/dd/yyyy)	Loan Status Comment	Was Project in Default during your participation	Explanation for Project default
1	<input type="text"/>	<input type="text"/> <input type="checkbox"/> (check if current)	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

**Last Physical Inspection**  No scores received

Inspection Number:	<input type="text"/>	Inspection Date: (mm/dd/yyyy)	<input type="text"/>
REAC Score:	<input type="text"/>	Rating:	<input type="text"/>
Performed By:	<input type="text"/>		

Explanation for Rating:

Physical Inspection Information retrieved from HUD's Database  I agree to this score

Inspection Number:	<input type="text"/>	Inspection Date: (mm/dd/yyyy)	<input type="text"/>
REAC Score:	<input type="text"/>	Rating:	<input type="text"/>
Performed By:	<input type="text"/>		

**Last Management Review**  No scores received

Rating:	<input type="text"/>	Review Date: (mm/dd/yyyy)	<input type="text"/>
Performed By:	<input type="text"/>		

Explanation for Rating:

Management Review Information retrieved from HUD's Database  I agree to this score

Rating:	<input type="text"/>	Review Date: (mm/dd/yyyy)	<input type="text"/>
Performed By:	<input type="text"/>		

**Step 16.** If the Agency/Role Information “To Date” is current, click the “(check if current)” checkbox.

**Step 17.** Enter the Loan Status Information. If the “As of Date” is current, click the “(check if current)” checkbox.

**Step 18.** Review the Physical Inspection score (if applicable). If the score is accurate, click **“I agree to this score”** and update the **“Performed by”** box to indicate who performed the inspection (usually this is the HUD contractor). If you did not receive a physical inspection during your participation, check **“No scores received”**.

**[Note]** Users must select a response for the *Performed by* drop-down list while updating a score. The “Explanation for Rating” field is editable for any comments the participant may want to enter. The following comment will populate automatically when “No scores received” is checked: “No physical inspection score.” You can edit this comment and enter any relevant comments that you want.

**Step 19.** Review the Management Review Information rating (if applicable). If the rating is accurate, click **“I agree to this score”**. If you did not receive a management review during the time you were part of the property, select **“No scores received”**.

**[Note]** Users must select a response for the *Performed by* drop-down list while updating a score. The “Explanation for Rating” field is editable for any comments the participant may want to enter. The following comment will populate automatically when “No scores received” is checked: “No management review rating.”

**Step 20.** Click **“Save”**.

**Step 21.** Screen displays with the message **“Save was successful”**.

**Active Partners Performance System**

*Previous Participation Detail*

Save was successful

**PARTICIPANT:** XYZ LLC, (XXXXXXXXXX), Fairfax, VIRGINIA  
**PROPERTY NAME:** Access Village  
**PROPERTY ID:** 800000997  
**PROPERTY TYPE:** Multifamily  
**CONTRACT No(S):** XXXXXXXX  
**CONTRACT AMOUNT:** \$165,600.00  
**LOAN AMOUNT:** \$1,312,600.00  
**FHA No(s):** XXXXXXXX

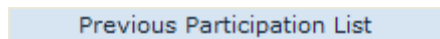
Agency/Role Information

\*Agency: HUD \*Project Role: Board Member  
 \*From Date: 02/01/2013 \*To Date: (mm/dd/yyyy) (check if current)

Affiliation Comments:

Loan Status Information

**Step 22.** When you are finished, click on the **“Previous Participation List”** button.



**Step 23.** The Previous Participation List screen will display with your new information.

**Active Partners Performance System**

*Previous Participation List*

Participant: XYZ LLC (XXX-XX-7484)  
Fairfax, VIRGINIA

Direct Previous Participation Records (1 - 1) of 1

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	Village Apartments (999999999) New York, NY	XYZ LLC	(New York Field Office)	Board Member	02/01/2013	Current	02/08/2013	

[\[APPS Home Page\]](#)  
 Last Updated: September 11, 2012

### 4.1 Editing Previous Participation

**Step 1.** From the APPS Home Page, select “**Edit Previous Participation**” from the *Participant Processing* drop-down list.

**Step 2.** Click “Go”.

**Active Partners Performance System**

*APPS Home Page*

Click "What's New" for useful APPS related information

**Submission Processing:**  
View My Submissions In Process

**Participant Processing:**  
Edit Previous Participation  ←

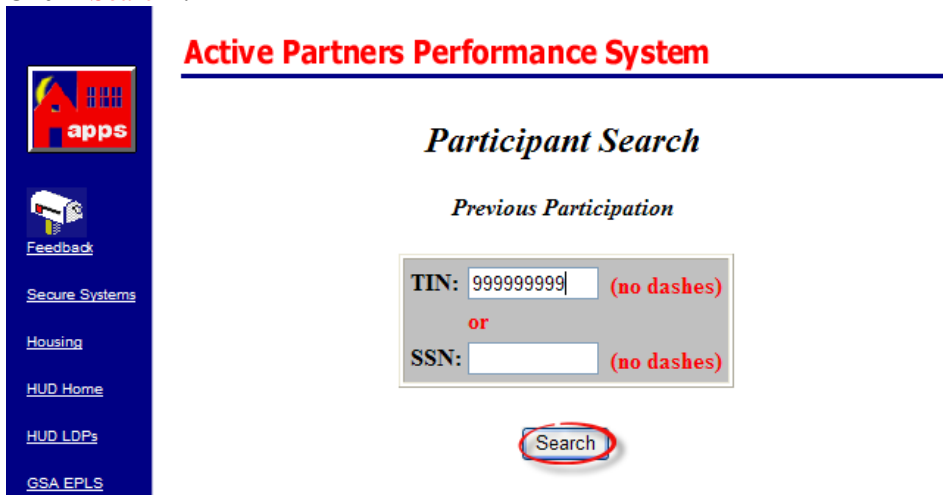
**Reports:**

**Step 3.** The Participant Search page will display.

**[Note]** During the process of creating any submission or a baseline, a user can update the previous participation of an applicant.

**Step 4.** Enter Participant TIN or SSN.

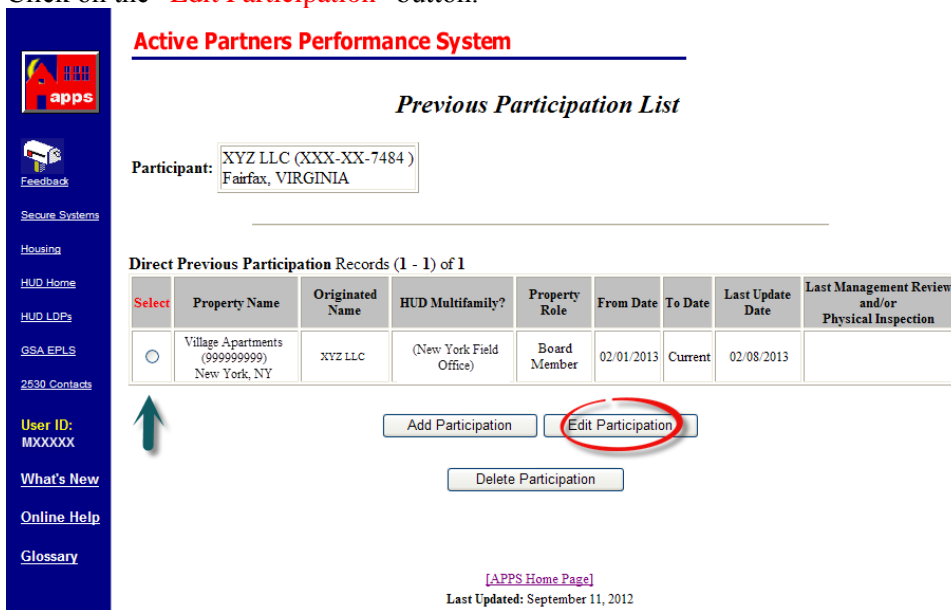
**Step 5.** Click “Search”.



**Step 6.** The Previous Participation List screen will display.

**Step 7.** Select Previous Participation to edit by selecting the radio button next to the Property Name.

**Step 8.** Click on the “Edit Participation” button.



**Step 9.** The Previous Participation Detail page will display.

**Step 10.** Edit any relevant Information and update the inspection score and MOR rating, if applicable.

**Step 11.** Click “Save”.

**Step 12.** The Previous Participation page displays with the message “Save was Successful”.

The screenshot shows the HUD APPS interface. On the left is a dark blue sidebar with a logo at the top and several menu items: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530\_Contacts, User ID, What's New, Online Help, and Glossary. The main content area has a red header "Active Partners Performance System" and a sub-header "Previous Participation Detail". A green message "Save was successful." is displayed. Below this is a form with the following fields:

<b>PARTICIPANT:</b>	[Redacted]		
<b>PROPERTY NAME:</b>	Test 2		
<b>PROPERTY ID:</b>	800218559		
<b>PROPERTY TYPE:</b>	Multifamily		
<b>CONTRACT NO(S):</b>			
<b>CONTRACT AMOUNT:</b>	None		
<b>LOAN AMOUNT:</b>	\$0.00		
<b>FHA NO(S):</b>	10198091		

Below the form is the "Agency/Role Information" section:

<b>*Agency:</b>	HUD	<b>*Project Role:</b>	Key Principal
<b>*From Date:</b> (mm/dd/yyyy)	01/02/2012	<b>*To Date:</b> (mm/dd/yyyy)	[Date] <input checked="" type="checkbox"/> (check if current)

There is also a text area for "Affiliation Comments:" and a "Loan Status Information" section at the bottom.

**Step 13.** When finished, click on the “**Previous Participation List**” button.

**Step 14.** The Previous Participation List screen will display with your new information.