

# Submission Queries and Reports

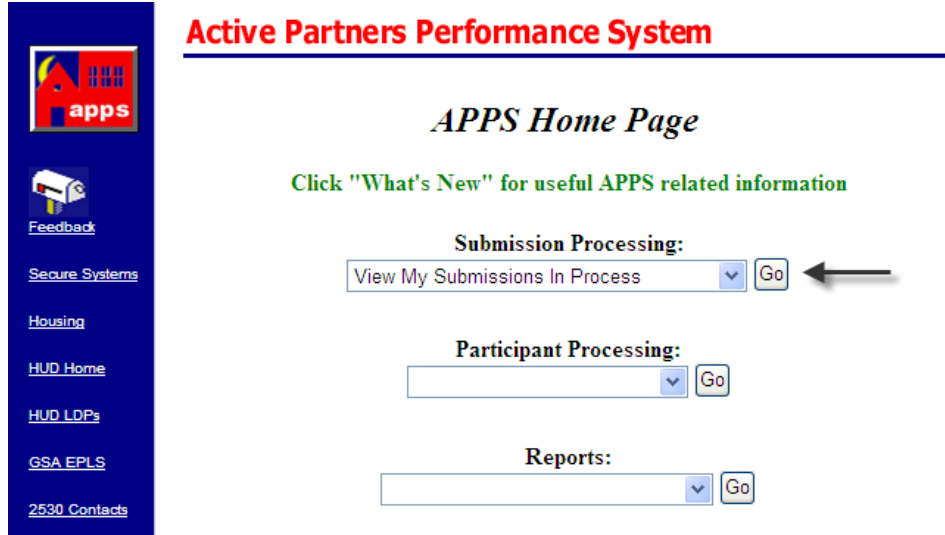
## 8.0 Submission Queries and Reports

Submission queries and reports allow users to extract and/or display relevant information from APPS.

### 8.1 View My Submissions in Process

**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.

**Step 2.** Click “Go”.

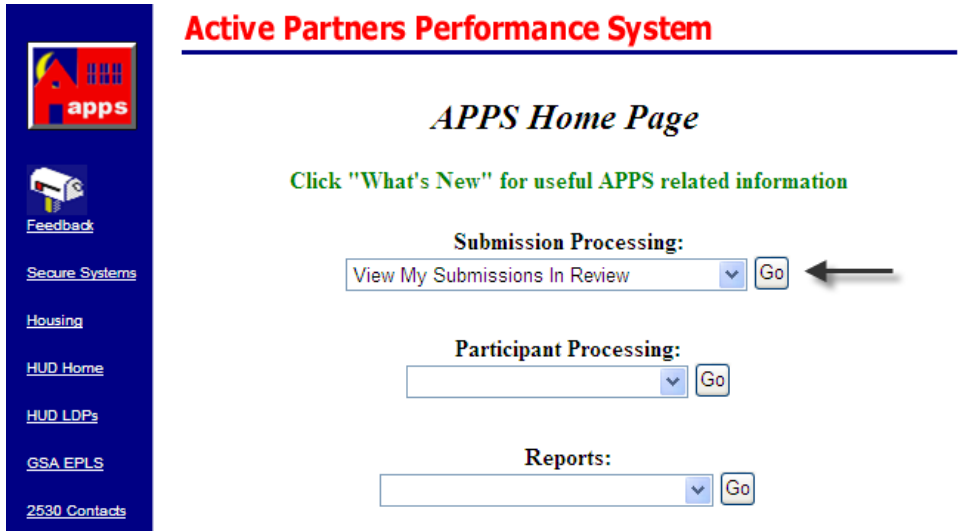


**Step 3.** The Submission List screen will display.

### 8.2 View My Submissions in Review

**Step 1.** From the APPS Home Page, select “**View My Submissions in Review**” from the *Submission Processing* drop-down list.

Step 2. Click "Go".

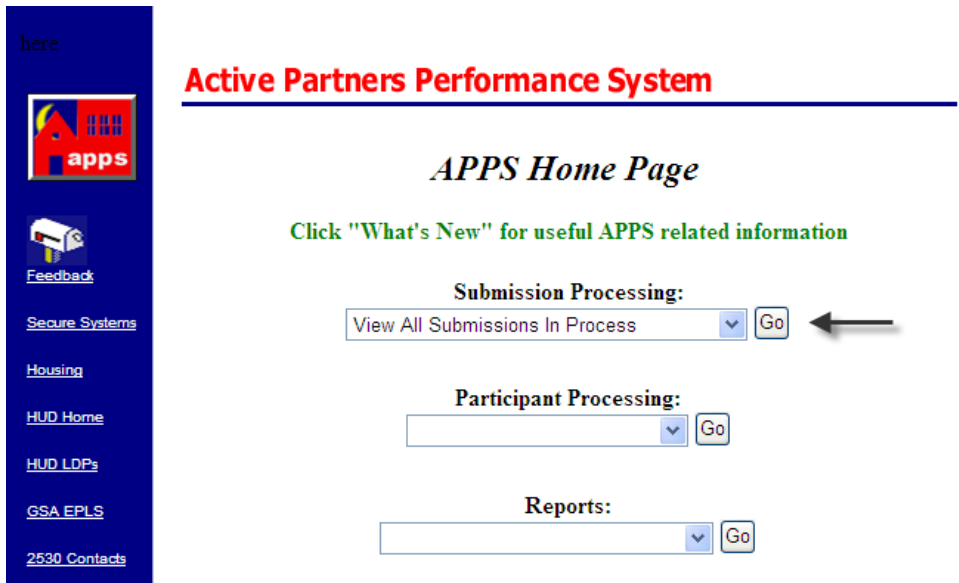


Step 3. The Submission List screen will display.

### 8.3 View All Submissions in Process

Step 1. From the APPS Home Page, select "View All Submissions In Process" from the *Submission Processing* drop-down list.

Step 2. Click "Go".



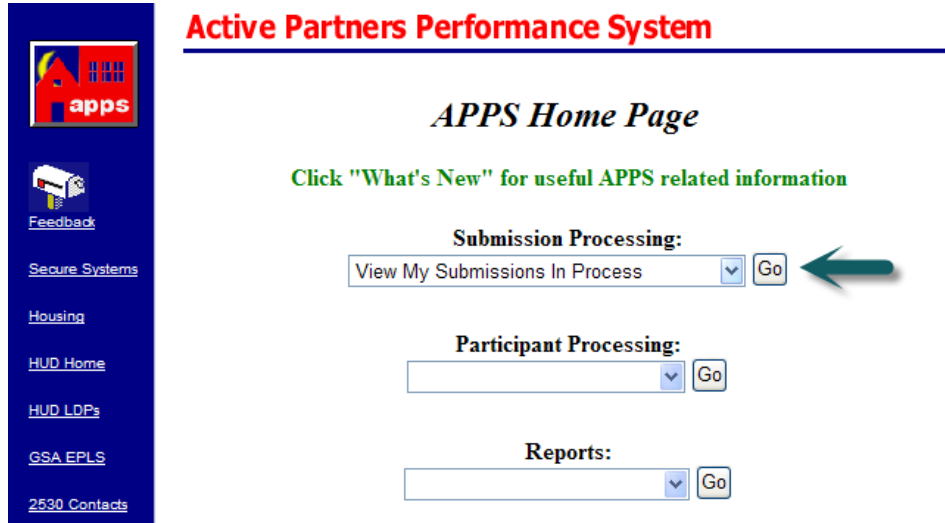
Step 3. The Submission List screen will display.

### 8.4 Submission Status History

This allows the user to view the chronological history of submission statuses.

**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.  
**[Note]** The Submission Status History can also be accessed through “View My Submissions in Review”, and “View All Submissions in Process”.

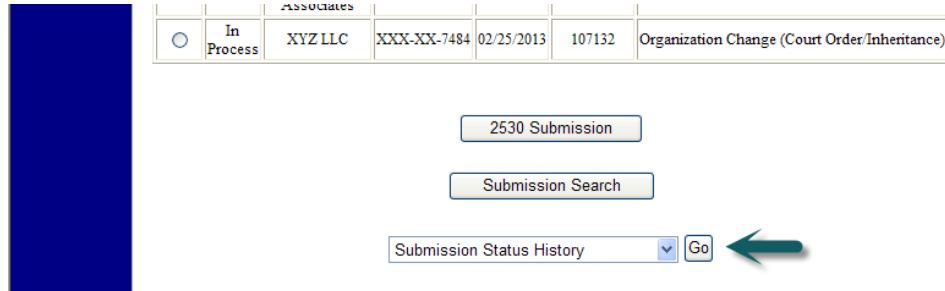
**Step 2.** Click “Go”.



**Step 3.** The Submission List screen will display.

**Step 4.** Select “**Submission Status History**” from the *Select Query* drop-down.

**Step 5.** Click “Go”.



**Step 6.** The Submission Status History screen displays.

### 8.5 Verify Submission History

This allows a user to view the final disposition for 2530 submissions with view only rights.

**Step 1.** From the APPS Home Page, select “**Verify Submission History**” from the *Submission Processing* drop-down list.

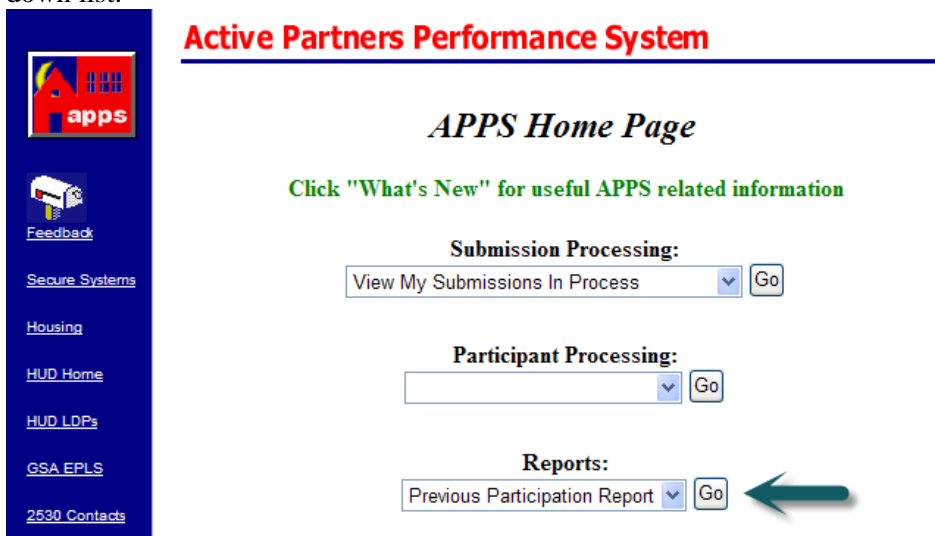
**Step 2.** Click “Go”.



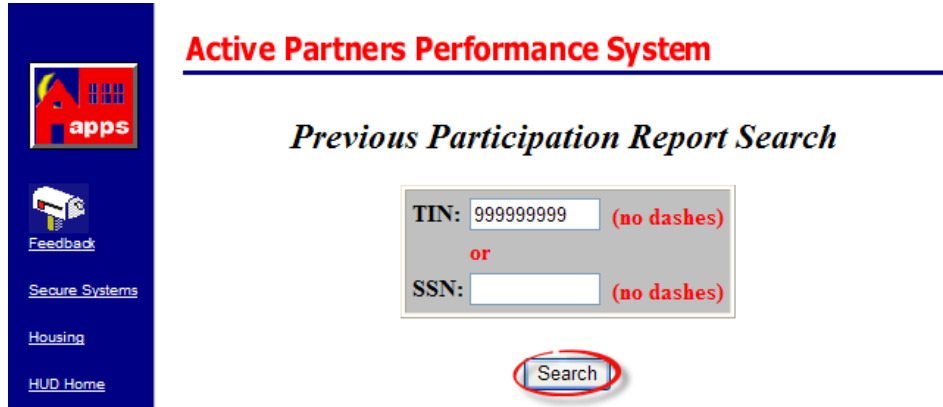
**Step 3.** The Final disposition for 2530 Submission screen will display.

### 8.6 2530 Previous Participation Report

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



- Step 2.** The Previous Participation Report Search screen will display.
- Step 3.** Enter the TIN or SSN.
- Step 4.** Click “Search”.



- Step 5.** The 2530 Previous Participation Report will display.

**2530 Previous Participation**

U.S. Department of Housing and Urban Development Office of Housing/Federal Housing Commissioner	U.S. Department of Agriculture Rural Housing OMB Approval No. 2502-0118 (Exp. 11/30/2012)
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**Organization: XYZ LLC (XXX-XX-7484)**

Name	TIN/SSN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
XYZ LLC	XXX-XX-7484	Limited Partnership	Profit Motivated	123 Fountain Lane Suite 123	Fairfax	VA	22031	123-456-7890

**Schedule A: List of Previous Projects and Section 8 Contracts.**

By my name below is the complete list of my previous projects and my participation history as a principal: in Multifamily Housing programs of HUD/FmHA, State, and Local Housing Finance Agencies.

1. List Each Principal's Name (list in alphabetical order, last name first)	2. List Previous Projects (give the ID number, project name, city location, and government agency involved if other than HUD)	3. List Principals' Role(s) (indicate dates participated and if fee or identity of interest participant)	4. Status of Loan (current, defaulted, assigned, or foreclosed)	5. Was Project ever in Default during your participation?		6. Last Management Review and/or Physical Inspection
				Yes	No	
XYZ LLC (XXX-XX-7484)	800000997 [REDACTED] Claremont, CA	Board Member Fr: 02/01/2013 To: Current	Current Current		N	No management review rating.  No physical inspection score.

- Step 6.** Click “Print” on your browser’s toolbar if you want to print the report.
- Step 7.** To exit the Previous Participation Report, click “Back” on you browser’s toolbar (in this case, the Back button can be used).

### 8.7 2530 Submission Directory Report

This allows users to see a list of the principals in the submission with all of their participant information.

**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.



**Step 2.** The Submission List screen will display.

**Step 3.** Select “**Submission Directory Report**” from the *Select Query* drop-down list.

**Step 4.** Click “**Go**”.



**Step 5.** The 2530 Submission Directory Report displays.

**Step 6.** To print the report, click the browser’s “**Print**” button.

**Step 7.** To exit the 2530 Submission Directory Report, click the browser’s “**Back**” button (in this case the Back button can be used).

### 8.8 Organization Tier Structure Report

This allows a user to view an Organization’s Structure.

**Step 1.** From the APPS Home Page, select “**Organization Tier Structure Report**” from the *Reports* drop-down list.

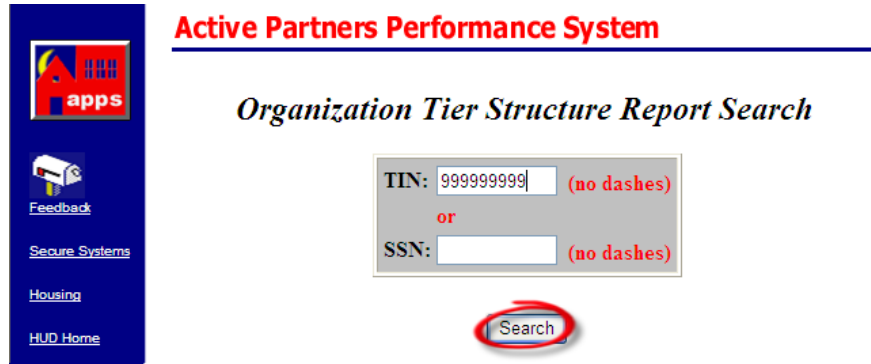
**Step 2.** Click “Go”.



**Step 3.** The Organization Tier Structure Report Search page displays.

**Step 4.** From the Organization Tier Structure Report Search page, enter the TIN.

**Step 5.** Click “Search”.



**Step 6.** The Organization Tier Structure Report will display.

**Step 7.** To print the report, click the browser’s “Print” button.

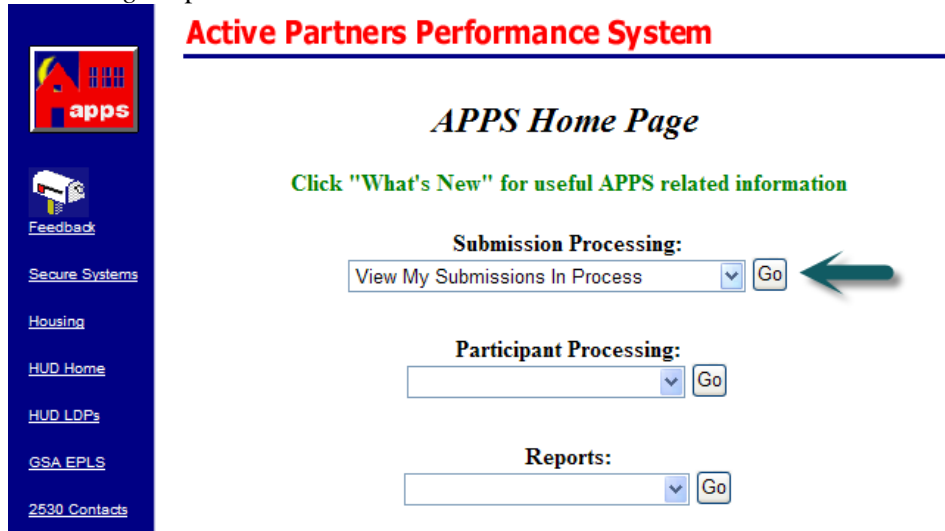
**Step 8.** Use the browser’s “Back” button to exit the Organization Tier Structure Report (in this case the Back button can be used).

## 8.9 Participant Property Approval Report

This allows a user to view the dates on which a participant last had a 2530 approved.



**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.



**Step 2.** The Submission List screen will display.

**Step 3.** Select “**Participant Property Approval Report**” from the *Select Query* drop-down list.

**Step 4.** Click “**Go**”.



**Step 5.** The Participant Property Approval Report displays.

**Step 6.** To print the report, click the browser’s “**Print**” button.

**Step 7.** To exit the Participant Property Approval Report, click the browser’s “**Back**” button (in this case the Back button can be used).