

# APPS Glossary of Terms

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## A

### **Absolution**

Absolution means that once HUD approves an entity for a specific property role (e.g., management agent) in APPS, flags that the entity had up to that point are “absolved”, and if the entity subsequently is part of a 2530 for the same property role, APPS does not show these flags to the reviewer. However, if the subsequent 2530 is for a different property role, and the entity’s flags have not been absolved for this property role, APPS show the flags to the reviewer. Absolution ensures that HUD reviewers will not waste time unnecessarily, considering the same problems over and over again, as happened in the prior PPRS/F19 system.

### **Applicant**

Every APPS submission must have an applicant. The applicant of an APPS submission can be an organization or an individual, depending on the type of submission. A submission applicant must exist as an active Participant in APPS or REMS. If the entity already exists in REMS, APPS retrieves and displays the REMS information. The user can make necessary changes to most of the Participant information (except for Tax ID, and organization legal structure and type of ownership which can be changed only through an Identity Change submission), and then save the Participant in APPS.

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### **Baseline Submission**

A Baseline Submission will be the first submission that an organization enters in APPS. Through this submission an organization will establish its Baseline Organization Structure and Previous Participation. Baseline Submissions will not require HUD review; they are simply a means for Industry to set up their 2530-related information in APPS.

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### **Canceling a Submission**

While a submission is still in process, before sending it to HUD, a submitter can cancel the submission. To ensure this is what the user intends, APPS pops up a confirmation box and asks them to confirm the cancellation.

### **Certification**

Certifications are identified on the first page of the HUD-2530 form. Certifications are a series of statements to which a 2530 applicant and each of their principals must attest. As an example, one of the certification clauses says, "I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency." All of the clauses are stated in the negative, and if an entity answers "False" to a clause they must provide an explanation. Entities are subject to prosecution if HUD discovers they made a false claim or statement for a certification. Certifications are not inherited.

**2530 Contacts List**

The 2530 Contacts List identifies the 2530 Headquarters Analyst that covers each Servicing Site. That is, the person who is responsible for reviewing 2530 submissions forwarded by the individual HUD Servicing Sites. APPS provides the list as a convenience for Industry and HUD users so they will know which Headquarters 2530 Analyst to contact if they have a question about a submission. The list displays as a PDF file when the user clicks on the associated link on the APPS sidebar.

**Coordinator**

Each Business Partner must designate a Coordinator, typically an employee, to act as their representative in providing system access to Users. The Coordinator is then responsible for retrieving a User ID for the User, establishing the User's role in the system. A Coordinator can also serve as a User for the Business Partner. Therefore, if an individual will be responsible for system administration (Coordinator) and will also submit data (User), the individual should register as a Coordinator.

**Conditional Approval**

Final, when HUD gives a submission conditional approval and the applicant does not appeal for reconsideration within 30 days of the decision. This status is a final disposition.

**Court Approval**

When the court approves a submission. This status is a final disposition.

**Court Disapproval (first, second, and third)**

When the court disapproves a submission.

**Court Review (first, second, third)**

When an applicant asks a court to review HUD's decision.

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**Critical Finding**

Critical Finding indicates whether a finding requires the submission to be reviewed in Headquarters, i.e., APPS will prohibit the field from approving the submission. Currently, all findings are critical except for APPS Name Flags and PPRS/F19 matches on name.

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**D****Data Element**

The most elementary unit of data that can be identified and described in a dictionary or repository which cannot be subdivided.

**Data Dictionary**

A listing of information about data elements. Data dictionaries commonly describe the contents of data elements; provide the names used by functional users of the system to refer to elements, as well as the name or representation used within the programming and tables of the system, and other descriptive information. The other descriptive information may include the logic used to obtain that element; the size of the element; formatted reports that use the element; and the source, type and potential users of the element.

**Direct Previous Participation**

Indicates whether the applicant has had any direct previous participation with a property.

**Disapproval – Final**

When HUD disapproves a submission and the applicant does not appeal for reconsideration within 30 days of the decision or when a court issues a final disapproval. This status is a final disposition.

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### **Field Office Approval Recommended**

When a submission does not have critical findings and the reviewer believes the Field should approve the submission.

### **Findings**

Findings are derogatory information that APPS has found on the submission entities by searching various HUD and non-HUD data sources. APPS generates an initial set of findings automatically when a user sends a submission to HUD that requires review and approval. While a submission is in review, the current HUD reviewer can request a new set of findings whenever they want. This ensures that when a reviewer makes a decision on a submission, they have the latest information about the submission entities in case some time has elapsed since APPS generated the initial set of findings.

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### **GSA EPLS**

EPLS is the electronic version of the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (Lists), which identifies those parties excluded throughout the U.S. Government (unless otherwise noted) from receiving Federal contracts or certain subcontracts and from certain types of Federal financial and non financial assistance and benefits.

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### **Hearing Officer Review (first, second, third, etc.)**

When the applicant believes that HUD's disapproval was incorrect and wants the Hearing Officer to make a determination.

### **HEREMS**

Database that integrates Multifamily housing systems that aims at eliminating duplication in common Housing data e.g., Properties, Contracts and Participants.

### **HUD 2530**

The HUD-2530 form initiates the approval process for Industry entities who would participate in a HUD project. The HUD-2530 contains data concerning principal participants in Multifamily Housing projects, including their previous participation with HUD and other housing agencies.

### **HUD LDP**

APPS provides a link to the Limited Denial of Participation (LDP) list that HUD publishes on the Internet, so reviewers can manually check the submission entities against the list. Once the Enforcement Center fully automates the LDP information, APPS can eliminate the need for reviewers to manually check the LDP List. At that point, APPS can implement an automated check against the Enforcement Center data and report the LDP information along with the other APPS findings. An LDP means an entity is prohibited from being involved in a HUD property for a stated period and locale.

### **HUDweb**

HUD's intranet - an internal web site available only to HUD employees.

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## I

### **Identity Change Submissions**

Enables an individual to change their SSN, or an organization to change its TIN, legal structure, and type of ownership. Identity Change Submissions require a Headquarters review in order to be approved.

### **In Process**

When a user creates a submission, APPS gives the submission a status of “In Process”. While a submission is in process, a user can edit the submission, cancel it or send it to HUD. If a user cancels a Baseline or Organization Change submission, APPS undoes any organization changes that the user made. In order to transmit a submission, other than a Baseline to HUD, all entities that HUD will review must have certified in APPS.

### **Inheritance**

Inheritance means that when HUD flags an organization, APPS automatically gives the flag to all entities that are principals in every tier of the organization’s structure at that point in time. This feature significantly reduces HUD staff data entry time, especially when flagging large, multi-tiered organizations.

### **Inherited**

Inherited indicates whether principals in an organization inherit the organization’s finding, i.e., whether APPS applies a finding against an organization to all the principals (in all organization tiers) who were part of the organization structure at the time of the problem.

### **Inside a Submission**

Inside a submission means when a user has accessed a submission and is navigating through the various submission screens to view information for the selected submission. While inside a submission a user can view detailed information associated with a submission (e.g., Submission ID, reason, status, applicant, and principals) and with the submission entities (e.g., certifications, organization structure, Participant detail, and previous participation). Users also can update information inside a submission within the APPS security rules.

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**J**[Return to Top](#)**K****Key Principal**

Key Principal is an individual with signing authority for the company, in situations where a company is solely made up of another company.

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Major Organization Change Submissions will allow an entity to add and change principals from its organization structure. Only Headquarters staff will review these type of submissions. Users can add either individuals or organizations as principals in the applicant organization. Users can change the following information for principals in the applicant tier: Starting date in the organization, Role in the organization (including changes to Limited Partner, General Partner or Managing General Partner) or Ownership percent (including changing a partner's ownership to more than 25% or a non-partner's ownership to more than 10%) The same principal can exist only once in the applicant tier and only once in a principal's organization chain.

**MPRC Approval Withheld (first, second, third, etc.)**

When the MPRC identifies items that the applicant must act upon before the committee can make a final decision on the submission.

**MPRC Approval**

When the MPRC approves a submission. This status is a final disposition.

**MPRC Conditional Approval (first, second, third, etc.)**

When the MPRC approves a submission with caveats.

**MPRC Disapproval (first, second, third, etc.)**

When the MPRC determines that there are compelling reasons for HUD not to approve a 2530 submission.

**Multifamily Participation Review Committee (MPRC) Review**

MPRC Review (first, second, third, etc.) occurs when the Headquarters 2530 Analyst determines that issues involving the submission participants warrant review by the Multifamily Participation Review Committee (MPRC).

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**Name Flag**

A name flag is a type of APPS flag. A name flag allows HUD Headquarters staff to flag the name of an entity. HUD uses this approach only when they cannot create an APPS Participant Flag against the entity because they are unable to get the information necessary to create them as an APPS Participant. APPS captures all the same information for a name flag and a Participant Flag, except there is no APPS Participant associated with a name flag. Only a Headquarters 2530 Analyst or 2530 Supervisor can create, resolve and delete a name flag.

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### **Organization Change Submission**

Organization Change submission will enable an organization to make changes to the principals in the first tier of its organization structure. Since the structure of an organization has to be the same for every property in which it plays a role, changes to the structure will apply "across the board" or globally. Organizations will be able to add, edit, or remove principals, or to change a principal's role, ownership percentage, starting date within an entity. Organization Change Submissions Major Organization Change and Corporate Buyout require a Headquarters review. Other Organization Change Submissions (Court Order\ Inheritance and Minor Organization Changes) do not require a review.

### **Organization Structure**

An organization structure identifies how an organization is constructed and who the principals are in each tier of the organization. The Organization Structure screen displays the principals in a specific tier of a selected organization. The screen initially displays the principals in the 1st tier of the selected entity. From there, a user can, within the APPS security rules, interactively drill down into each tier in the organization, displaying the principals in the selected principal's tier. Drilling down, of course, requires the 1st tier to have has a principal that is an organization.

### **Organization Tier Structure Report**

The Organization Tier Structure Report identifies the organizations in an entity's organization structure by tier. For each tier, APPS lists organizations alphabetically. Within an organization APPS lists the principals alphabetically.

### **Outside a Submission**

Outside a submission means APPS allows a user to view and update an entity's information that is normally part of a submission, without going inside a submission. Specifically, APPS lets authorized HUD and Industry users view the current version of an entity's certifications, organization structure, participant detail and previous participation, and update all of the information except for organization structure, at any time . These functions are options on the APPS Home Page. The right to view and update entity information is subject to the APPS security rules.

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### **Participant Detail**

Participant Detail is basic information about an entity such as their name, Tax ID (TIN or SSN), and address. For an organization, it also includes their legal structure and type of ownership.

### **Participant Property Approval Report**

Gives reviewers details on when HUD last approved 2530s in APPS involving the submission entities. It indicates, by entity and property role combination, the most recent APPS submission that HUD approved.

### **Passive Investor**

Investment participants are passive investors in HUD participants. Investment participants do not have operational or policy control or influence but only a passive financial interest in the participant organization

### **Property Submissions**

Property Submissions are used when an Industry Business partner requests HUD's approval to assume either a specific role for a property or additional financial responsibility for a property in which they currently play a role. Applicants must identify the reason for the property submission and specify the type of property role for which they are applying. After the submission is made, HUD field office staff will review the Property Submission and if further review is required the process will continue at HUD Headquarters.

### **2530 - Previous Participation Report**

2530 Previous Participation Report gives reviewers a picture of the breath of property experience that submission entities have. It lists the information that the submission entities entered into APPS about the HUD and non-HUD properties in which they are currently or have played a role.

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**Participant Flag**

APPS will allow authorized HUD staff to “flag” individuals and organizations that have had performance problems while involved participating in HUD properties or conducting business with other government agencies. Flagging will provide a way for HUD staff to highlight entities that deserve special attention in a 2530 review.

**Participant Mark**

A Participant Mark as its name implies is a mark against an entity (individual or organization that is an APPS Participant. A Participant Mark can have two possible status actions: Active or Inactive

**Policy Participation Standards Division (PPSD) Approval**

PPSD Approval, when the Headquarters 2530 Analyst determines that there is no compelling reason not to approve a submission and they approve it on HUD’s behalf. This status is a final disposition.

**PPSD Review Recommended**

When a submission has critical findings and the Field Reviewer believes the submission should continue to be reviewed, the 2530 submission goes to the Field Office Supervisor/HUD Director, who reviews the submission, adds comments and forwards to Headquarters recommending approval for PPSD review.

**Previous Participation**

Previous Participation is required by Schedule A of the HUD-2530 form. It identifies an entity’s history of involvement with HUD and non-HUD properties. For each property, entities must disclose information on the status of a loan, last physical inspection, and last management review. HUD asks Industry for this information in order to give 2530 reviewers a sense of the breadth of an entity's project experience and their ability to handle specific property roles.

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## R

### **Real Estate Management System (REMS)**

REMS provides data to the Real Estate Assessment Center and also is the primary system for the Departmental Enforcement Center. REMS is the official source of data on Multifamily Housing's portfolio of insured and assisted properties. REMS provides automated support to collect/maintain accurate data and enables Multifamily Program Centers and Hubs and Enforcement Center staff to perform servicing functions and implement enforcement actions where needed. REMS contains critical data on each property's location, size, ownership, financing and assistance contracts. A list of recommended actions and detailed narrative descriptions of property condition are also maintained.

### **Referencing a Submission**

Referencing a submission allows a HUD or Industry user to access only a subset of submission-related information. A user references a submission from the Submission List screen. Although a user may do this for convenience, the primary reason an Industry user references a submission is because they need access to certain information for a submission, but APPS will not let them get inside the submission.

### **Return to Applicant Recommended**

The Field Office Reviewer sends the submission to the Field Office Supervisor recommending the application be returned to the applicant.

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### **Sending a Submission to HUD**

APPS gives submitters a “Send to HUD” button so they can signal that they have finished entering information and the submission is ready to move to the next processing status. When a submitter clicks the “Send to HUD” button, APPS pops up a confirmation box and asks them to confirm their intent.

### **2530 Submission**

The 2530 Submission screen is the main submission screen in APPS for submission and submission review activity. It is like the “home page” for a submission.

### **Submission Comments**

Before a submitter sends a submission to HUD, they have the option of entering comments. The comments can be for their own use or to provide additional information to HUD. Submitters can enter or revise their submission comments only while a submission is in process, before they send it to HUD.

### **Submission Contact**

APPS requires a submitter to enter the name and telephone number of a submission contact \* the person HUD should contact if there are questions about a submission. APPS also gives the submitter the option of entering an E-mail address, Fax Number, and Pager Number for the submission contact. A submitter can change the contact information while the submission is in process or in HUD review, up to the point when the submission reaches a final disposition.

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**2530 Submission Directory Report**

2530 Submission Directory Report gives reviewers a snapshot of the applicant's organization. It identifies the principals in each organization tier and provides an alphabetic directory of the principals along with their address.

**Submission ID**

To ensure that Industry and HUD staff can easily track and reference submissions, when a user creates a submission, APPS assigns it a unique number called Submission ID.

**Submission Package**

Until HUD implements electronic signatures, 2530 applicants must continue to submit a hard copy document containing the signatures of their principals. Users can generate this required documentation, called the 2530 Submission Package, in APPS. HUD staff will not review a submission in APPS until they receive the signed, hardcopy 2530 Submission Package from Industry.

**Submission Status History**

Report that allows you to view the chronological history of submission statuses.

**Social Security Number (SSN)**

An SSN is a nine-digit number issued by the Social Security Administration. It is used to identify individuals. The digits are arranged as follows: 999-99-9999. The first three digits of an individual's social security number are determined by the ZIP Code of the mailing address shown on the application for a SSN.

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### **Taxpayer Identification Number (TIN)**

A Taxpayer Identification Number (TIN) is either a nine-digit Employer Identifying Number (EIN) or nine-digit Social Security Number (SSN). TINs are required under the Debt Collection Improvement Act of 1996 for debt collection and under the Internal Revenue Code for income reporting.

### **True Submission**

True Submissions are proper Organization Changes, Identity Changes, Corporate Buyouts, Major organization changes and Property Submissions.

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## U

### **User**

A User can be an employee of the Business Partner or a third party authorized by the Business Partner's Coordinator to submit data for the Business Partner. Unlike a Coordinator, registered Users cannot control system access or perform system maintenance functions. The User is dependent on the Coordinator for system access as well as updating User information (e.g., email address).

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### **WEB Access Security Subsystem (WASS)**

The purpose of the WEB Access Security Subsystem (WASS) is to provide a common framework for administering application-level security for HUD systems. HUD's internal staff and external trusted business partners require access to many of HUD's proprietary systems. In order to provide secured, controlled access to these systems, the Secure Systems and Secure Connection are components of REAC's WEB Access Security Subsystem (WASS). New systems developed for HUD that require secure access to proprietary HUD information must use the WASS security framework. WASS supports a growing number of systems and users. APPS uses information in WASS security tables to control what a user can do and see in APPS.

### **Withdrawing a Submission**

While a submission is still in a review status, meaning it does not have a final disposition, a submitter can withdraw the submission. When the user clicks the Withdraw Submission button, APPS pops up a confirmation box for the user to confirm the withdrawal. After confirming, APPS gives the user the option of entering comments explaining the reason for the withdrawal. When a user withdraws an Organization Change submission, APPS does not undo the changes made in the submission. APPS keeps this organization structure and uses it as the starting point for the entity's next submission.

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