

# Baseline

## 2.0 Baseline Introduction

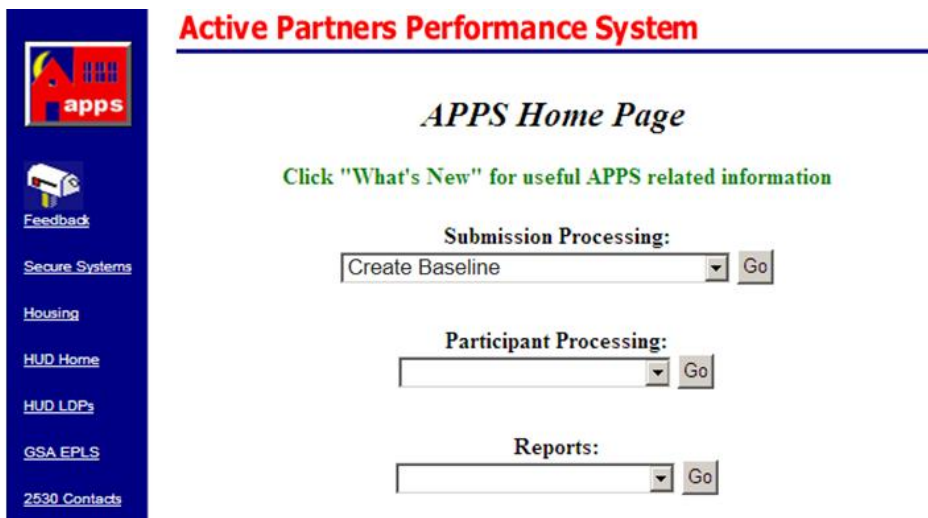
Completing a **Baseline** will be an organization's first step toward creating an electronic 2530. Through this step, an organization will establish its Organization Structure and Previous Participation. Baselines will not require HUD review; they are simply a means to establish the organization structure in APPS. The following qualifications must be met in order to complete a Baseline:

- An applicant that is an organization must have a Participant record in APPS. [Must be registered at Business Partner Registration, HUD Multifamily (See APPS Quick Tips for Details at <http://portal.hud.gov/hudportal/documents/huddoc?id=appsquicktips.pdf>)
- If the principal being added to the applicant's organization is an organization, that organization must have completed a Baseline in APPS.

### 2.1 Creating a Baseline

**Step 1.** On the APPS Home Page, select “**Create Baseline**” from the *Submission Processing* drop-down list.

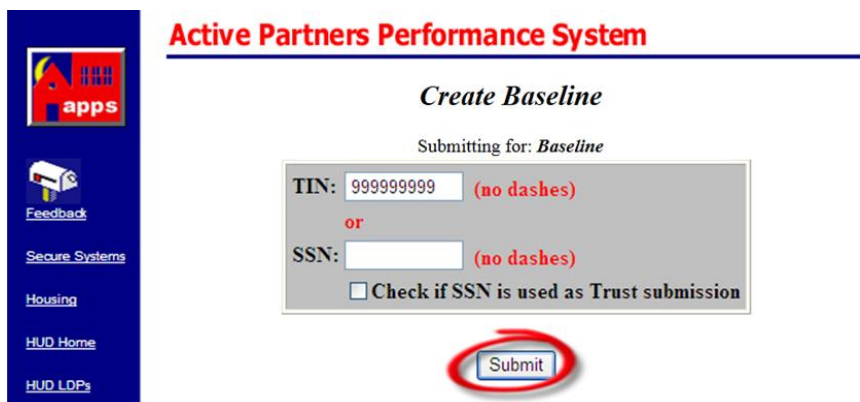
**Step 2.** Click “Go”.



The screenshot displays the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green message states: 'Click "What's New" for useful APPS related information'. The 'Submission Processing:' section features a dropdown menu with 'Create Baseline' selected and a 'Go' button. Below this, the 'Participant Processing:' section has an empty dropdown menu and a 'Go' button. The 'Reports:' section also has an empty dropdown menu and a 'Go' button. On the left side, there is a blue sidebar with the APPS logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and 2530 Contacts.

**Step 3.** The Create Baseline screen displays.

**[Note]** If a Baseline already exists in the system for that TIN, the Create Baseline page will display with message “Baseline already exists”.



**Active Partners Performance System**

*Create Baseline*

Submitting for: *Baseline*

TIN: 999999999 (no dashes)

or

SSN: (no dashes)

☐ Check if SSN is used as Trust submission

**Submit**

**Step 4.** Enter the entity's TIN.

**Step 5.** Click “**Submit**”.

**Step 6.** The Edit Contact Information screen will display.



**Active Partners Performance System**

*Step 1. Edit Contact Information*

Submission ID: 105069 Reason: Baseline Organization Definition

Applicant: William Wood (212) 260-7661

Current Status: In Process, 12/10/2012

**Contact Information**

\* Name: John Doe

\* Phone: 999-999-9999

Fax:

\* Email: john.doe@contoso.com

Pager:

**Next Step** **Save & Exit** **Cancel Submission**

**Step 7.** Enter the Contact Information. *The fields marked with an asterisk (\*) are mandatory.*

**Step 8.** Click “**Next Step**”.

**Step 9.** The Edit Organization Structure screen will display. From this screen you can add Principals to the Organization.

### 2.1.1 Adding Principals to Organization Structure

**Step 1.** On the Edit Organization Structure screen, click the “**Add Principal**” button.

**[Note]** You can return to the previous screen at any time by clicking the “**Previous Step**” button.


[Feedback](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
[2530 Contacts](#)  
**User ID:**  
 MXXXXX  
[What's New](#)  
[Online Help](#)

## Active Partners Performance System

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### Step 2. Edit Organization Structure

Submission ID:  Reason:

Applicant:


Current Status:

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Select	Name	Type	Role	Ownership Percent	Begin Date in Organization
No principals within this organization.					

You must add an individual to your organization struction before moving to the next step.

**Step 2.** The Participant Search Screen will display.


[Feedback](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)

## Active Partners Performance System

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### Participant Search


TIN:  (no dashes)  
 or  
 SSN:  (no dashes)

**Step 3.** Enter the principal's TIN or SSN.

**[Note]** To add an entity as principal, the entity must be already registered in Business Partner Registration.

**Step 4.** Click "Search".

- Step 5.** The Add Principal to Organization screen will display with principal's information if the principal is already registered.


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[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
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## Active Partners Performance System

### Add Principal to Organization

**Prefix:**

**\* First Name:**

**Middle:**

**\* Last Name:**

**Suffix:**

**\* SSN:**

**Physical delivery address**

**\* Address:**

**\* City:**

**\* State:**

**\* Zip Code:**  -

**\* Country:**

**If country not United States**

**Territory:**

**\* Postal Code:**

**\* Phone:**

**Fax:**

**\* E-mail:**

**Cell Phone:**

**Parent Participant:**

**\* Role in Entity:**


**Role Comment:**

**\* Percent Ownership in Entity:**  % (100.00)

**\* Starting Date in Entity:**  -  -  (mm-dd-yyyy)

To add the above principal to the organization, enter all the required (\*) information, such as Role in Entity, Percent Ownership in Entity and Starting Date in Entity, and click the “Save” button.

If you are trying to add an individual as principal who is not registered in Business Partner Registration, the following screen will appear.


[Feedback](#)  
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[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
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## Active Partners Performance System

### Add Principal to Organization

Prefix:

\* First Name:

Middle:

\* Last Name:

Suffix:

\* SSN:

Physical delivery address

\* Address:

\* City:

\* State:

\* Zip Code:  -

\* Country:

If country not United States

Territory:

\* Postal Code:

\* Phone:

Fax:

\* E-mail:

Cell Phone:

Parent Participant:

\* Role in Entity:

Role Comment:

\* Percent Ownership in Entity:  % (100.00)

\* Starting Date in Entity:  -  -  (mm-dd-yyyy)

**Step 6.** Enter the Principal's information. *The fields marked with an asterisk (\*) are mandatory.*

**[Note]** Special fields are noted below.

Data Element	Description
* Role in Entity	The principal's role in the company.

Data Element	Description
* <b>Percent Ownership in Entity</b>	The principal's ownership in the company.
* <b>Starting Date in Entity</b>	Date the principal joined the organization.

**Step 7.** To add the principal to the organization, click the “**Save**” button.

**Step 8.** The screen refreshes with the message “Principal added Successfully”.

**Active Partners Performance System**

*Step 2. Edit Organization Structure*

**Principal added Successfully**

Submission ID: 105069 Reason: Baseline Organization Definition

Applicant: William Wood (11000796)

Current Status: In Process, 12/10/2012

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization
<input type="radio"/>	William Wood (11000796)	Individual	Manager	100	01/01/2011

**Step 9.** Repeat the process to add any additional principals.


- To **Edit** Principal information, select the radio button next to that principal and click the “**Edit Principal**” button.
- To **Remove** a Principal, select the radio button next to that principal and click the “**Remove Principal**” button.
- To **Cancel** the Baseline Submission, click the “**Cancel Submission**” button.

### 2.2.1 Establishing Previous Participation

You can add/edit Previous Participation while creating the baseline submission. Previous Participation is also accessible from the APPS Home Page under the *Participant Processing* drop-down list. Previous Participation will roll down to nth tiers of a Trust's or an organization's structure. Add/edit previous participation at the applicant level (Tier 1).

**Step 1.** From the Edit Organization Structure screen, click “**Next Step**”.

**Step 2.** The Edit Previous Participation screen will display.


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## Active Partners Performance System

### Step 3. Edit Previous Participation

**Submission ID:** 105069 **Reason:** Baseline Organization Definition  
**Applicant:** Willow Wood (97-1006796)  
**Current Status:** In Process, 12/10/2012

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**Applicant**


Select	Name	TIN/SSN	Direct Previous Participation
<input checked="" type="radio"/>	Willow Wood	97-1006796	No

**Participants**

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation
<input type="radio"/>	Charles Keith (333-33-786)	Individual	Manager	100	01/01/2011	Yes

**Step 3.** Click “Previous Participation”.

**Step 4.** The Previous Participation List screen will display.


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[Secure Systems](#)  
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**User ID:**  
 MXXXXX  
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## Active Partners Performance System

### Previous Participation List

**Submission ID:** 105069 **Reason:** Baseline Organization Definition  
**Applicant:** Willow Wood (97-1006796)  
**Current Status:** In Process , 12/10/2012

**Participant:** Willow Wood (333-33-4796)  
 Greenville, SOUTH CAROLINA

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**Direct Previous Participation**

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
No direct previous participation.								



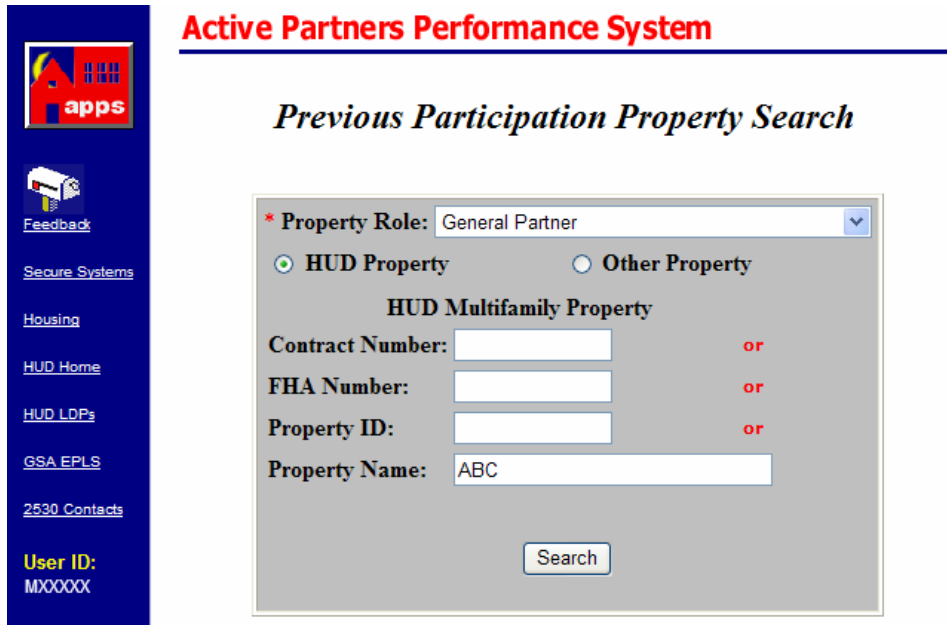
**Step 5.** Click “Add Participation”.

**Step 6.** The Previous Participation Property Search screen will display.

**Active Partners Performance System**

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*Previous Participation Property Search*



\* Property Role: General Partner

☒ HUD Property ☐ Other Property

HUD Multifamily Property

Contract Number:  or

FHA Number:  or

Property ID:  or

Property Name:

Search

**Step 7.** Select a Property Role, select “HUD Property” (if adding a HUD project) or “Other Property”, and enter property identification information into the field(s) as appropriate to search for the property.

**Step 8.** Click “Search”.

**Step 9.** The Previous Participation Property List screen will display. If multiple properties are displayed, while searching by property name, select the property for which you want to establish Previous Participation.

**Step 10.** Click “Previous Participation”.

**Step 11.** The Previous Participation Detail screen displays.

**Active Partners Performance System**

*Previous Participation Detail*

<b>SUBMISSION ID:</b>	105069		
<b>REASON:</b>	Baseline Organization Definition		
<b>APPLICANT:</b>	William Wood, [751.0000.7500]		
<b>CURRENT STATUS:</b>	In Process, 12/10/2012		
<b>PARTICIPANT:</b>	William Wood, [751.0000.7500], Greenville, SOUTH CAROLINA		
<b>PROPERTY NAME:</b>	ABC Apartments		
<b>PROPERTY ID:</b>	[7500.00.7500]		
<b>PROPERTY TYPE:</b>	Multifamily		
<b>CONTRACT NO(S):</b>	CA39Q031001		
<b>CONTRACT AMOUNT:</b>	\$44,800.00		
<b>LOAN AMOUNT:</b>	\$1,543,800.00		
<b>FHA NO(S):</b>	[751.0000.7500]		

Agency/Role Information

<b>*Agency:</b>	HUD	<b>*Project Role:</b>	General Partner
<b>*From Date:</b> (mm/dd/yyyy)		<b>*To Date:</b> (mm/dd/yyyy)	
	<input type="checkbox"/> (check if current)		<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="radio"/> Yes <input checked="" type="radio"/> No	

Last Physical Inspection ☐ No scores received

<b>Inspection Number:</b>		<b>Inspection Date:</b> (mm/dd/yyyy)	
<b>REAC Score</b>		<b>Rating</b>	
<b>Performed By</b>			

**Explanation for Rating**

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

<b>Inspection Number:</b>		<b>Inspection Date:</b> (mm/dd/yyyy)	
<b>REAC Score:</b>		<b>Rating:</b>	
<b>Performed By:</b>			

Last Management Review ☐ No scores received

<b>Rating</b>		<b>Review Date:</b> (mm/dd/yyyy)	
<b>Performed By</b>			

**Explanation for Rating**

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

<b>Rating</b>	Satisfactory	<b>Review Date:</b> (mm/dd/yyyy)	09/18/2009
<b>Performed By</b>	HUD/Contractor		

**Step 12.** Enter the Agency/Role Information. If the “To Date” is current, check the “(check if current)” checkbox.

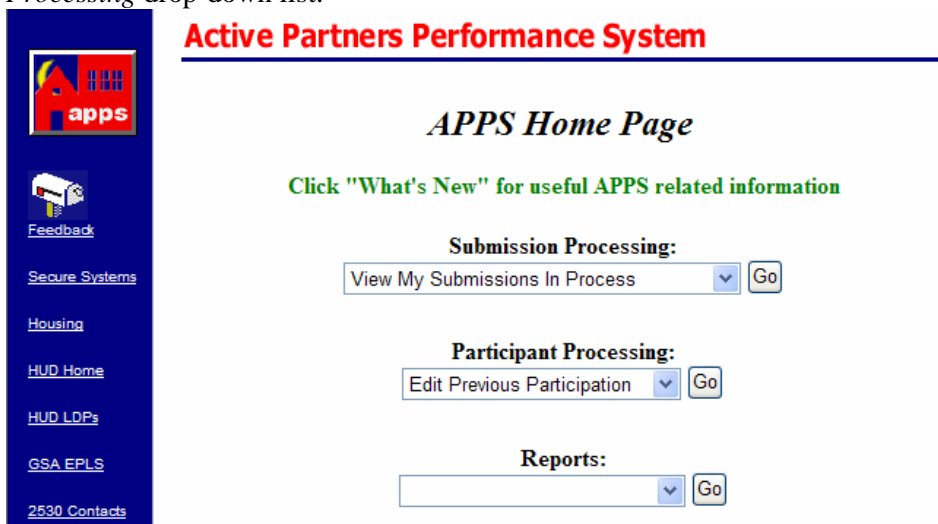
**Step 13.** Enter the Loan Status Information. If the “As of Date” is current, check the “(check if current)” checkbox.

- Step 14.** 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]** 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.”
- Step 15.** Review the Management Review Information rating (if applicable). If the rating is accurate, click “**I agree to this score**” and update the “**Performed By**” box to indicate who performed the inspection. If you did not receive a management review during your participation, select “**No scores received**”.  
**[Note]** 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 16.** When all required information has been entered, click “**Save**”.
- Step 17.** The screen will refresh with the message “Save was successful”.
- Step 18.** **[Optional]** Click “**Previous Participation List**” to return to the Previous Participation List screen.

### 2.2.2 Editing Previous Participation

An applicant’s Previous Participation will be automatically rolled down to all participants in its organization structure (Previous Participation (PP) is rolled down to the nth tiers). Participants should list their previous participation in HUD/FmHA and state and local housing finance agency projects for the **last 10 years**.

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



The screenshot displays the 'Active Partners Performance System' header. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and 2530 Contacts. The main content area is titled 'APPS Home Page' and includes a green link for 'What's New'. It features three sections: 'Submission Processing' with a dropdown for 'View My Submissions In Process' and a 'Go' button; 'Participant Processing' with a dropdown for 'Edit Previous Participation' and a 'Go' button; and 'Reports' with an empty dropdown and a 'Go' button.

- Step 2.** Click “**Go**”.

- Step 3.** The Previous Participation Search screen or the Previous Participation List screen displays depending on where you started. If at the Search page, enter Participant TIN or SSN and click “**Search**” and the Previous Participation List screen will display.
- Step 4.** Select the Previous Participation to edit by selecting the radio button next to the Property Name.
- Step 5.** Click “**Edit Participation**”.
- Step 6.** When all required information (\*) has been entered, click “**Save**”.
- Step 7.** The screen will refresh with the message “Save was successful”.
- Step 8.** When you are finished, click “**Previous Participation List**”.
- Step 9.** The Previous Participation List screen will display with your new information.

**Active Partners Performance System**

*Previous Participation List*

Participant: Willow Wood (000-333-4798)  
Greenville, SOUTH CAROLINA

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 checked="" type="radio"/>	ABC Apartments 12345 Main St Greenville, S.C.	Willow Wood	Yes (San Francisco Field Office)	General Partner	08/01/2012	Current	12/10/2012	

User ID: MXXXXX

What's New

Add Participation Edit Participation

Delete Participation

- Step 10.** [Optional] Click “**2530 Submission Edit Previous Participation**” to return to the 2530 Submission page.

## 2.3 Adding Comments

The 4th step in the Baseline process is the Applicant Comments section.

- Step 1.** From the Edit Previous Participation screen, click “**Next Step**”.
- Step 2.** The 2530 Edit Applicant Comments screen will display.

**[Note]** Comments added here are for an applicant's own information and will not be carried forward while creating a property submission.

**Active Partners Performance System**

*Step 4. Edit Applicant Comments*

Submission ID: 105069 Reason: Baseline Organization Definition

Applicant: William Wood (105069)

Current Status: In Process, 12/10/2012

**Comments inserted here will not be carried forward to any new submissions**

Applicant Comments:

Previous Step Finish Save & Exit Cancel Submission

**Step 3.** Add any comments and click “**Finish**” only if the baseline has been completed. If you want to continue editing at a later time/date, click the “**Save & Exit**” button. Once you finish a baseline, any edits to the baseline can be done only through an organization change submission.

**Step 4.** You are returned to the APPS Home Page with the message, “Baseline Submission XXXXXX has been locked.”

**Active Partners Performance System**

*APPS Home Page*

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

**Baseline Submission 105076 has been locked.**

**Submission Processing:**

View My Submissions In Process Go

**Participant Processing:**

Go