Baseline

2.0   Baseline Introduction
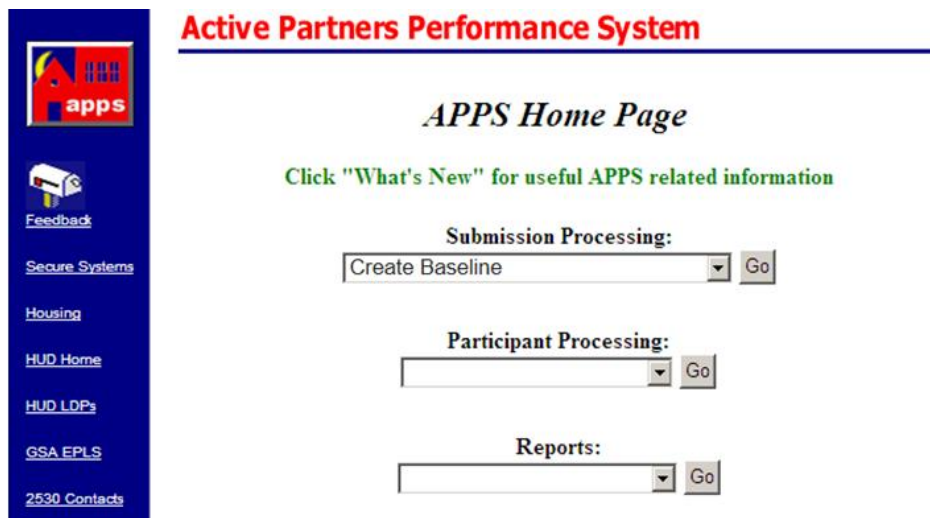
Completing a *Baseline* will be an organization's first step toward creating an electronic 2530. Through this step, an organization will establish its Organization Structure and Previous Participation. Baselines will not require HUD review; they are simply a means to establish the organization structure 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".

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".

Step 4.   Enter the entity's TIN.

Step 5.   Click "Submit".

Step 6.   The Edit Contact Information screen will display.

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.

Step 2.   The Participant Search Screen will display.

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.

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.

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: [USA   ▾]

If country not United States

Territory: [▾]
* Postal Code: [   ]
* Phone: [   ]
Fax: [   ]
* E-mail: [   ]
Cell Phone: [   ]

Parent Participant: [ALABAMA PROPERTIES, LTD II]
* Role in Entity: [▾]
Role Comment: [   ]
* Percent Ownership in Entity: [0   ] %   (100.00)
* Starting Date in Entity: [   ] - [   ] - [   ]   (mm-dd-yyyy)

[Save]
[Parent Organization Structure]
[2530 Submission]

Sidebar navigation: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXXXX, What's New, Online Help, Glossary

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
* Percent Ownership in Entity	The principal's ownership in the company.
* Starting Date in Entity	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".

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.

Step 3.   Click "Previous Participation".

Step 4.   The Previous Participation List screen will display.

Step 5.   Click "Add Participation".

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

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.

Step 12.   Enter the Agency/Role Information. If the "To Date" is current, check the "(check if current)" checkbox.
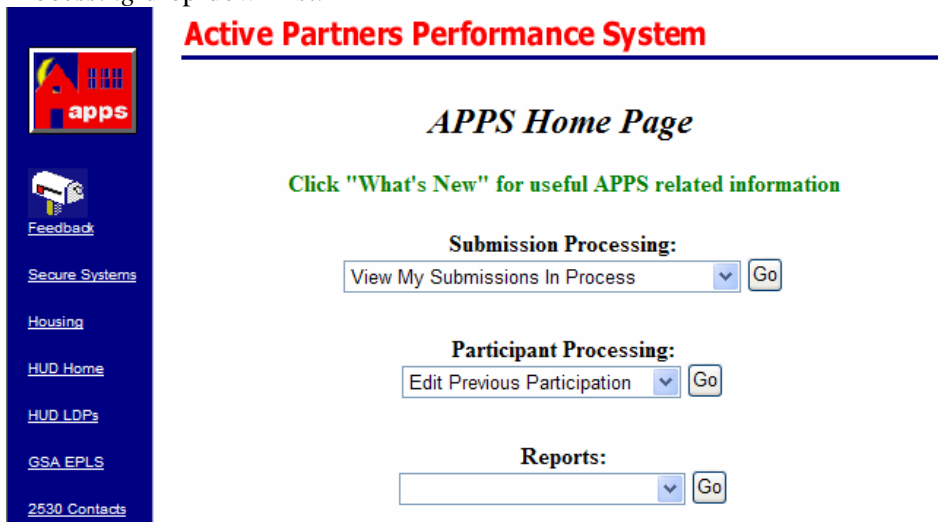
Step 13.   Enter the Loan Status Information. If the "As of Date" is current, check the "(check if current)" checkbox.

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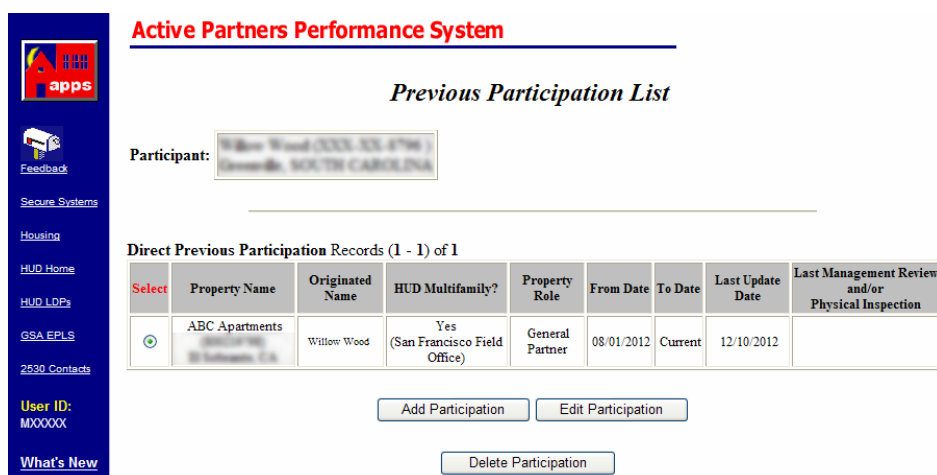
Step 1. From the APPS Home Page, select "Edit Previous Participation" from the *Participant Processing* drop-down list.

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".

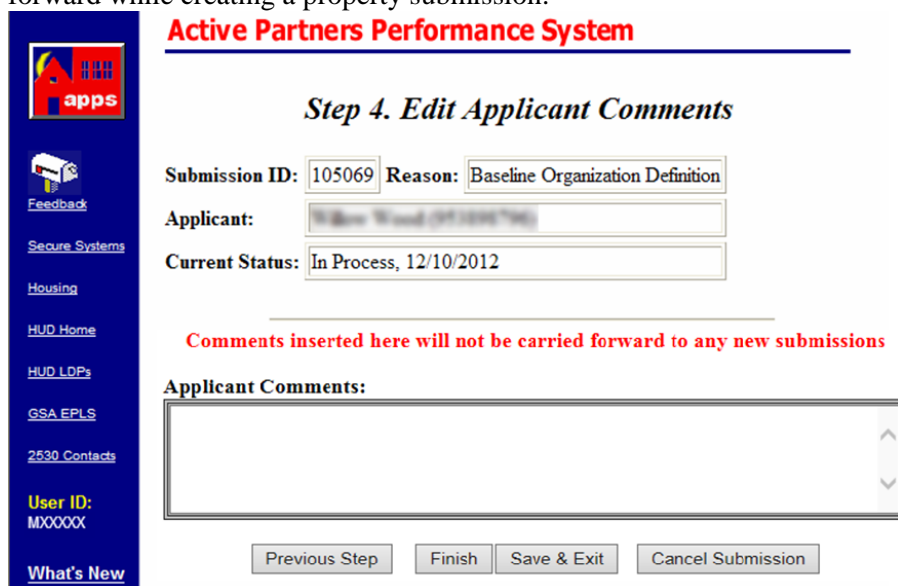**Step 9.**   The Previous Participation List screen will display with your new information.

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.

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."