Organization Change Major/Minor

5.0   Organization Change Submissions

Organization Change Submissions will enable an organization to make changes to the principals in the organization. Every organization change submission must have one of the following reasons:

- Major Organization Change

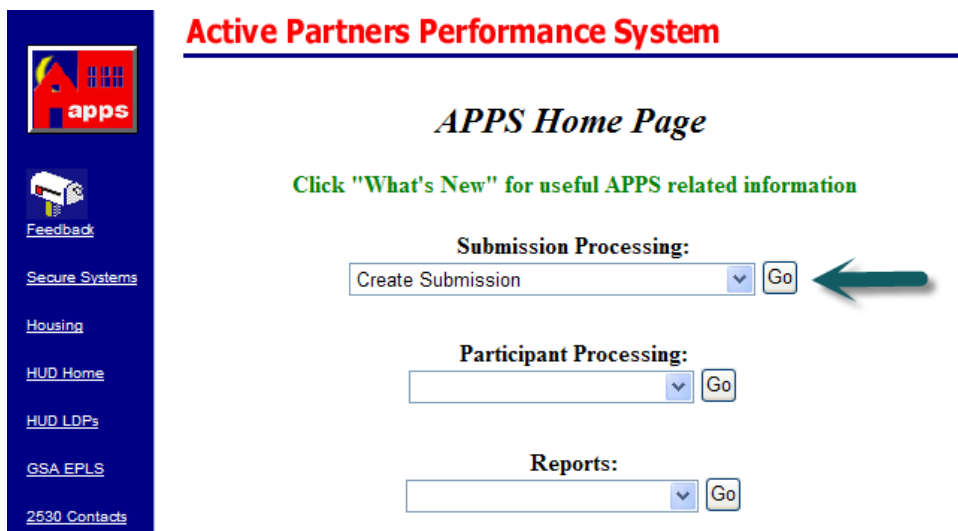- Modified TPA

- Court Order/Inheritance

5.1   Major Organization Change Submissions

Major Organization Change Submissions will allow an entity to add or change principals in its organization structure. Users can add individuals/organizations as principals in the organization. If the principal being added is an organization, that organization must have completed a Baseline in APPS. If the principal being added is an individual, that individual may either exist within APPS or the Coordinator can create them.

5.2   Creating a Major Organization Change Submission

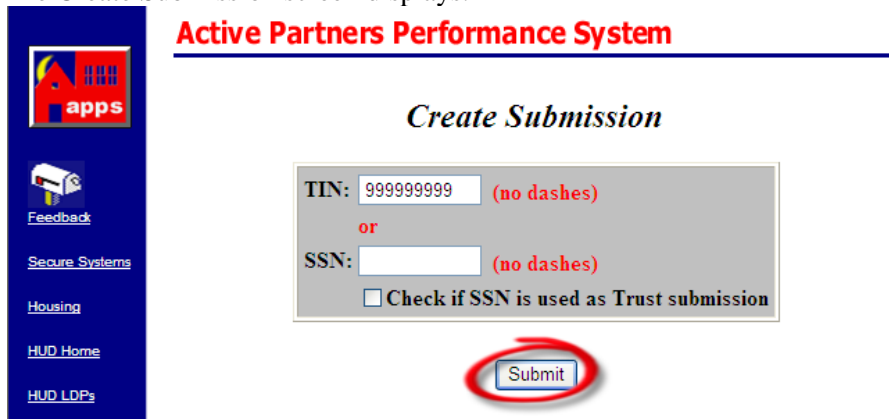The Organization Change Submission is a Wizard process that will take you through each of the steps.

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

Step 2.   Click "Go".

Step 3.   The Create Submission screen displays.

Step 4.   Enter the applicant's TIN or SSN.
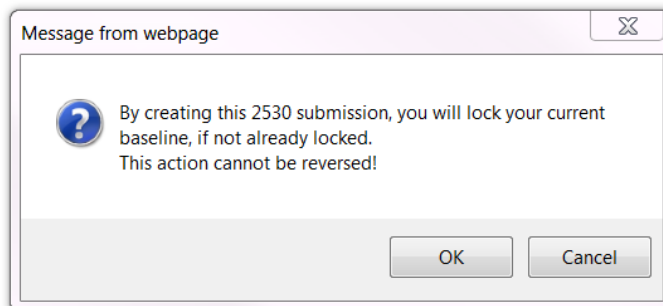
Step 5.   Click "Submit".

Step 6.   The Create Submission screen will display.

Step 7.   Select "Organization Change" as the type of submission you would like to create from the drop-down list.

Step 8.   Click "Submit".

Step 9.   A warning will appear if an applicant has a baseline in process or a baseline that has not been completed.

[Note] By selecting "OK" you are locking the baseline, preventing further changes to the organization structure without a 2530 submission for organization change.

Step 10. Select "OK" to proceed.

Step 11. The 2530 Submission Select a Reason screen will display.

Step 12. Select "Organization Change (Major)" from the *Organization Change Reason* drop-down list.

[Note] Even if the Organization Change is minor, you should select Organization Change (Major) as the reason while creating the submission.

Step 13. Click "Next Step".

Step 14. The 2530 Edit Organization Structure screen will display.

> **[Note]** The "Next Step" button does not display until after a principal is added to the organization structure.

5.3   Adding a Principal

Step 1.   From the Edit Organization Structure screen, Click "Add Principal".

Step 2.   The Participant Search screen displays.

Step 3.   Enter the participant's TIN or SSN

Step 4.   Click "Search".

> **[Note]** If you add a participant that is the same as the applicant, you will receive the following message: "Participant already exist. You cannot add same participant to a submission."

Step 5.   The Add Principal to Organization screen displays.

Step 6.   Select the Principal's Role in Entity; enter Percent Ownership in Entity and Starting Date in Entity. You will not be able to enter a future date as Starting Date. Fields marked with a red asterisk (*) are required. If you are adding a principal to a nonprofit entity or adding a trustee, percent ownership is zero.

Step 7.   Click "Save".

Step 8.   The Add Principal within Organization screen refreshes with the message "Principal added Successfully."

Step 9.   The 2530 Submission Edit Organization Structure screen will display with the new principal information.

5.4   Editing Principal

Step 1.   On the 2530 Submission Edit Organization Structure screen, select the principal to be edited.

Step 2.   Click "Edit Principal".

Step 3.   The Edit Principal within Organization screen displays.

Step 4.   Make the necessary edits to the principal. A coordinator/authorized user can edit all fields except SSN for individuals and TIN, legal structure and type of ownership for entities.

Step 5.   Click "Save".

Active Partners Performance System

Edit Principal within Organization

Prefix:	Mr.
* First Name:	John
Middle:	
* Last Name:	Doe
Suffix:	
* SSN:	

Physical delivery address

* Address:	123 Anywhere Street
	Suite 123
* City:	Fairfax
* State:	VIRGINIA
* Zip Code:	22031 -
* Country:	USA

If country not United States

Territory:	
* Postal Code:	
* Phone:	999-999-9999
Fax:	999-999-9999
* E-mail:	john.doe@contoso.com
Cell Phone:	

Parent Participant:	XYZ LLC
* Role in Entity:	Key Principal
Role Comment:	
* Percent Ownership in Entity:	0 % (100.00)
* Starting Date in Entity:	3 - 1 - 2009 (mm-dd-yyyy)

Save

Parent Organization Structure

2530 Submission

[APPS Home Page]
Last Updated: August 23, 2012

Step 6.   The screen refreshes with the message "Save was successful."

Step 7.   Click "Parent Organization Structure".

Step 8.   The 2530 Submission Edit Organization Structure screen displays.

Step 9.   Repeat the process to edit other principals.

Step 10.   Click "Next Step".

Step 11. The 2530 Submission Edit Contact Information screen will display.

Step 12. Edit contact information as necessary and click "Next Step".

Step 13. The 2530 Submission Edit Applicant Comments screen will display.

Step 14. Enter relevant comments. **Important:** If the total ownership does not add up to 100% in any tiers listed, provide the comments. Example: The 2 members not listed in ABC LLC in tier 2 own less than 25% in the LLC. Shareholders not listed in XYZ Corporation own less than 10% shares in the corporation etc.

Step 15. Click "Next Step".

Step 16. The 2530 Submission Certify Submission screen will display.

[Note] "Update your previous participation at the applicant level before submitting to HUD" is a friendly reminder to update the previous participation before sending the submission to HUD. Update the participation at the applicant level to ensure previous participation is rolled down to all participants. To update previous participation, click on Edit Previous Participation button.

Step 17. Select the applicant and each participant (one at a time) and click "Certify". **Important:** For organization change submissions, only the applicant and new participants have to certify. Make sure the certification is read before certifying.

Step 18. The Participant Certification screen will display. Click the "Add Certification" button.

Step 19. The Participant Certification will refresh and display the certification statements.

Step 20. Read and answer the certification statements, when finished click "Save". If any of the statements are not applicable, select False and provide explanation.

Step 21. The 2530 Submission Certify Submission screen will display with the message, "Certification has been saved successfully".

Step 22. Repeat this process until the applicant and all new participants are certified.

Step 23. Click "Next Step".

Step 24. The 2530 Submission Send to HUD screen will display.

Step 25. To view the applicant's entire organization structure, select the Organization Tier Structure Report from the *Select Query* drop-down list (please refer to Chapter 8, Submission Queries and Reports).

5.5 Printing Submission Package without Sending Submission to HUD

If the applicant needs a significant amount of time to obtain all the signatures, the applicant has the ability to print the submission package *without* first sending the submission to HUD. Once the applicant has acquired all the necessary signatures, the applicant may mail a hard copy of the application or upload a PDF copy.

Step 1. From the 2530 Submission screen, select "2530 Submission Package" from the *"----------Select query ----------"* drop-down list.

Step 2.   Click "Go".

Step 3.   The 2530 Submission Package Screen will appear.

Step 4.   Click "Print" on your browser's toolbar.

Step 5.   Click "Back" on your browser's toolbar to exit the 2530 Submission Package and return to the 2530 Submission page.

Step 6.   Click on the "Previous Step" button to return to the 2530 Submission Certify Submission page.

Step 7.   Click the "Save & Exit" button to save and exit.

Step 8.   Once the 2530 Submission Package has been printed, all the necessary signatures must be obtained.

Step 9.   Once all the necessary signatures are obtained, the applicant must either mail a hard copy to the address located on the 2530 Submission Package **OR** Upload a PDF version of the signed 2530 Submission Package to APPS (Section 5.9).

5.6   Sending the Submission to HUD once all Signatures have been Obtained

If you decided to postpone sending the submission to HUD in order to obtain all the required signatures, you must go back into APPS and send the submission.

Step 1.   On the APPS Home Page, select "Create Submission" from the Submission Processing drop-down list.

Step 2.   Click "Go".

Step 3.   The Submission List page displays.

Step 4.   Select the submission you would like to send to HUD.

Step 5.   Click the "2530 Submission" button.

Step 6.   The 2530 Submission Select a Reason page will display.

Step 7.   Click "Next Step".

Step 8.   The 2530 Submission Edit Organization Structure Page will display.

Step 9.   Click "Next Step".

Step 10.   The 2530 Submission Edit Contact Information screen will display.

Step 11.   Click "Next Step".

Step 12.   The 2530 Submission Edit Applicant Comments page will display.

Step 13.   Click "Next Step".

Step 14.   The 2530 Submission Certify Submission screen will display.

Step 15.   Click "Next Step".

Step 16.   The 2530 Submission page will display.

5.7   Sending the Submission to HUD

Step 1.   If all information is accurate, click "Send to HUD" on the 2530 Submission Send to HUD page.

Step 2.   A message will appear with the message, 'Action cannot be reversed! "Send To HUD"?'. If you would like to proceed, click "OK".
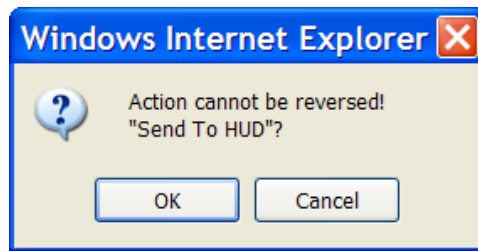
Step 3.   The screen will refresh with the message "Submission sent to HUD Successfully" displayed at the top of the page.
[Note] If all principals who are supposed to certify have not certified, the system will not allow you to send the submission to HUD. If an error message appears while trying to send the submission, fix the error and send the submission.

5.8   Printing the Submission Package

Step 1.   From the 2530 Submission Screen, click the "Print Submission Package" button.

Step 2.   The 2530 Submission Package screen will display.

Step 3.   Click "Print" on your browser's toolbar.

Step 4.   Once you print the Submission Package, you need to obtain signatures and send the hard copy to the address listed on the submission package or upload the submission package.

5.9   Upload Signed 2530 Submission Package in APPS

[Note] In order to upload a PDF version of the signed 2530 Submission Package, the 2530 Submission must already have been submitted to HUD (Section 5.7). Only the coordinator/user that created the submission can upload the package. Sign the submission package, scan and save it, using the submission ID, as a PDF file on a computer.

Step 1. On the APPS Home Page, select the "Upload Signed 2530 Submission Package" from the *Submission Processing* drop-down list.

Step 2. Click on the "Go" button.

Step 3.   The Upload Signed 2530 Submission Package page will display.

Step 4.   Click the Browse button next to Submission ID and select the submission package file from its saved location on your computer.

Step 5.   Choose the correct Signed PDF'd 2530 Submission Package from your computer.

Step 6. Click the "Upload" button.
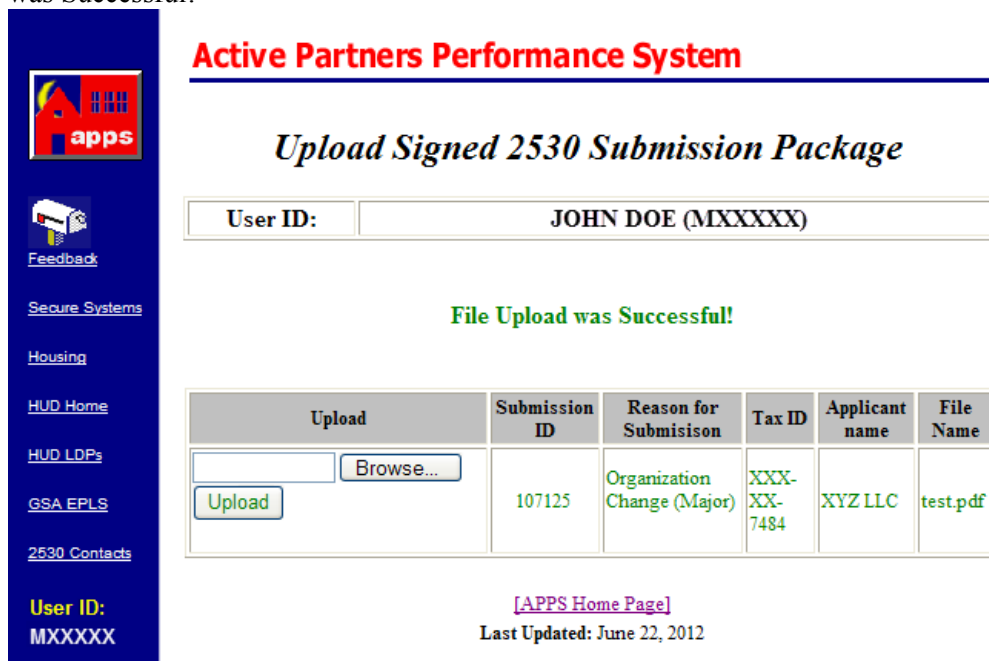
Step 7. The Upload Signed 2530 Submission Package page will display with the message "File Upload was Successful!"

5.10   Canceling the Submission

Step 1. If you entered incorrect information or no longer wish to send the 2530 submission to HUD, you may cancel the submission by clicking "Cancel Submission" button.
[Note] You can cancel the submission at any step during the wizard process.

Step 2. A warning displays with the message, "All information in this submission will be deleted! Are you sure you want to cancel?"
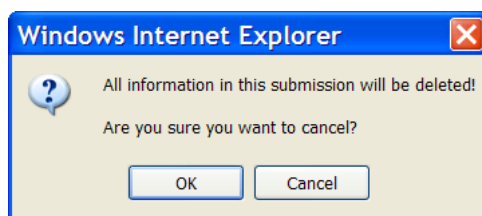
Step 3. Click "OK" to cancel the submission. By cancelling the submission, only changes made to the organization through this submission will be lost.

Step 4.   You are returned to the APPS Home Page with the message, "Submission ID: *XXXXX* has been canceled for Applicant: *Applicant Name*."

5.11   Querying the Submission

Refer to Chapter 8, Submission Queries and Reports.

5.12   Withdrawing the Submission

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.

Step 4.   Select the Submission you would like to withdraw.

Step 5.   Click "2530 Submission".

Step 6.   The 2530 Submission screen will display.

Step 7.   Enter explanatory comments in the *Applicant Comments (for Withdraw only)* field.

Step 8.   Click "Withdraw".

Step 9.   A warning will display, 'Action cannot be reversed! "Withdraw"?'

Step 10. Click "OK".
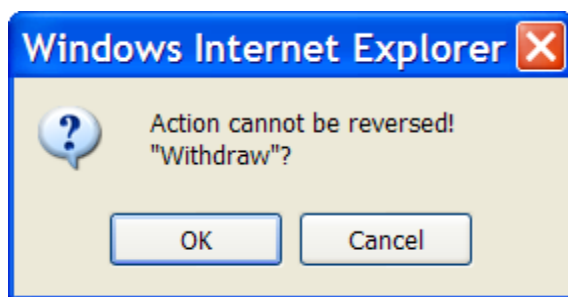
Step 11. The screen refreshes with "Submission XXXXXX has been withdrawn successfully."
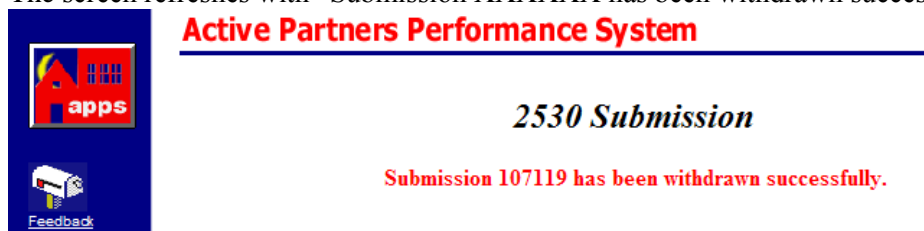
5.13   Organization Change – Minor Introduction

Minor Organization Change Submissions will allow an entity to make minor changes to its organization structure. The following are examples of minor organization changes

- Changing Starting date in the organization

- Changing Roles in the organization (except for changes to Limited Partner, General Partner or Managing General Partner)

- Ownership percent (other than changing a limited partner's or member's ownership to more than 25% or a shareholder's ownership to more than 10%)

These submissions will not require HUD review. The following message will appear stating the submission was approved, "Since only minor changes to the organization were made, the Submission has been changed to a Minor Organization Change which does not require a HUD review. Submission Sent to HUD successfully." **Important:** The applicant does not have the option to choose minor organization change while creating organization change submission. Therefore, all organization change submission should select "Organization Change Major" as the reason while creating the submission. If the submission qualifies as a minor organization change, the system will automatically notify the user if a submission was approved without review soon after the submission is sent to HUD. If this message appears, a user does not need to send/upload a submission package.

5.14   Editing a Principal

Refer to Chapter 5, Section 4, Editing Principal.

5.15   Removing a Principal

Step 1.   To remove a principal, select the principal on the 2530 Submission Edit Organization Structure screen.

Step 2.   Click "Remove Principal".

Step 3.   The Remove Principal from Organization screen displays.

Step 4.   On the Remove Principal Organization screen, enter the Ending Date in Entity.

OR

Click the checkbox labeled, "Check here if principal originally added in error:" if you are removing a principal added erroneously.

[Note] If a user removes a principal because they are no longer part of the organization structure, the removed principal will show on the Edit Organization Structure page with a "Remove" indicator. The principal is marked as deleted but not erased from the system. Alternatively, if a principal is removed due to an error, it is permanently purged from the system.

Active Partners Performance System

Remove Principal from Organization

Prefix:	Mr.
First Name:	John
Middle:	
Last Name:	Doe
Suffix:	
* SSN:	

Physical delivery address

Address:	123 Anywhere Street
	Suite 123
City:	Fairfax
State:	VIRGINIA
Zip Code:	22031
Country:	USA

If country not United States

Territory:	
Postal Code:	
Phone:	999-999-9999
Fax:	999-999-9999
* E-mail:	john.doe@contoso.com
Cell Phone:	

Parent Participant:	XYZ LLC
Role in Entity:	Key Principal
Role Comment:	
Percent Ownership in Entity:	0%
Starting Date in Entity:	03/01/2009 (mm-dd-yyyy)

Ending Date in Entity: 01 - 10 - 2013   (mm-dd-yyyy)

or

Check here if principal originally added in error: ☐

Remove Principal

Parent Organization Structure

2530 Submission

Feedback

Secure Systems

Housing

HUD Home

HUD LDPs

GSA EPLS

2530 Contacts

User ID:
MXXXXX

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Step 5.   Click "Remove Principal".

                [Note] If the "Check here if principal originally added in error" box was checked, then the following alert message reading "Participant's previous participation will be deleted from the Applicant" will appear after clicking the "Remove Principal" button.
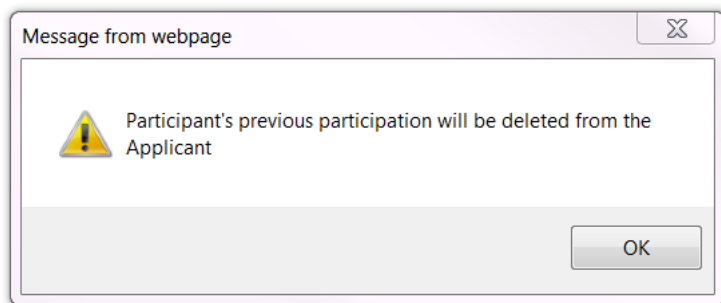
Step 6.   The 2530 Submission Edit Organization Structure screen displays with the message "Principal has been removed successfully."

Step 7.   The 2530 Submission Edit Organization Structure screen displays the new structure.

5.16   Querying the Submission

Refer to Chapter 8, Submission Queries and Reports.