

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

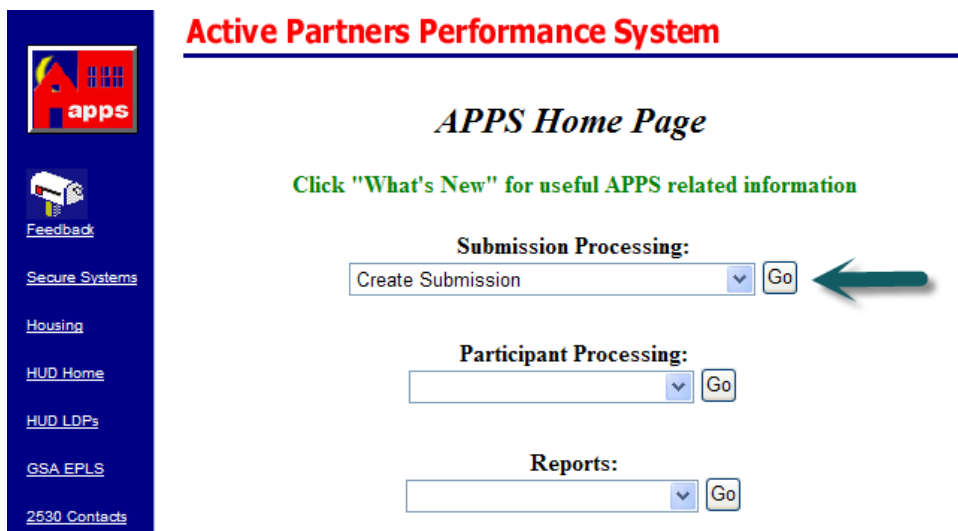
5.1 Major Organization Change Submissions

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.

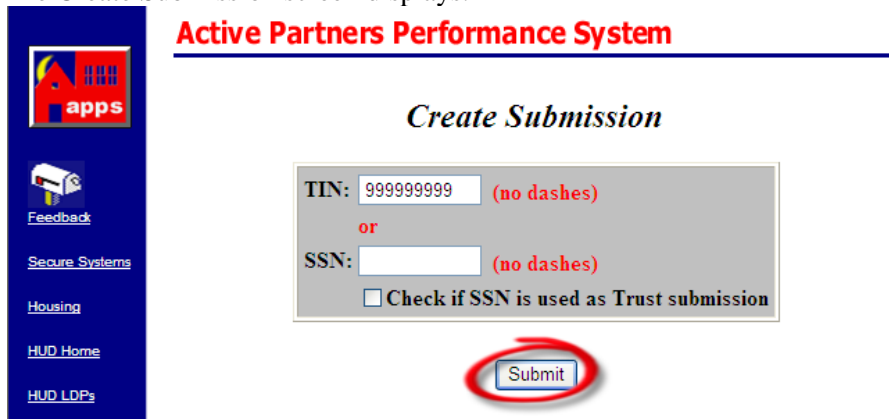
Step 1. On the APPS Home Page, select “**Create Submission**” from the *Submission Processing* drop-down list.



The screenshot shows the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green text prompt says 'Click "What's New" for useful APPS related information'. There are three sections: 'Submission Processing:' with a dropdown menu showing 'Create Submission' and a 'Go' button; 'Participant Processing:' with an empty dropdown menu and a 'Go' button; and 'Reports:' with an empty dropdown menu and a 'Go' button. A large green arrow points to the 'Go' button next to the 'Create Submission' dropdown. 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 2. Click “Go”.

Step 3. The Create Submission screen displays.



Step 4. Enter the applicant's TIN or SSN.

Step 5. Click "Submit".

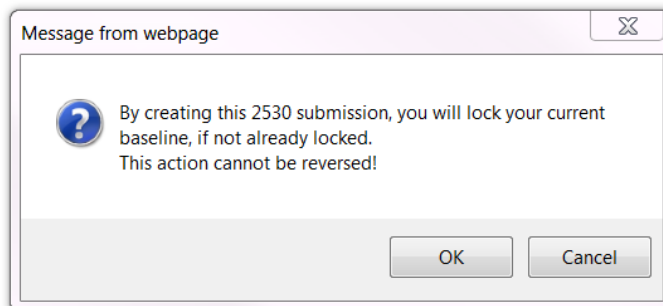
Step 6. The Create Submission screen will display.

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”.

Active Partners Performance System

2530 Submission
Select a Reason

Submission ID: 105888 Reason: Incomplete Organization Change
Applicant: XYZ LLC (99999999) Current Status: In Process, 01/22/2013

Organization Change Reason: Organization Change (Major)
Office of HealthCare Program (OHP): ☐ Yes ☒ No

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

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 105888 Reason: Organization Change (Major)
Applicant: XYZ LLC (99999999)
Current Status: In Process, 01/22/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Change
<input type="radio"/>	Doe, John (XXX-XX-2934)	Individual	Key Principal	0	03/01/2009	
<input type="radio"/>	LMNOP Hills, LLC (XXX-XX-7429)	Organization	General Partner	0.01	08/10/2007	



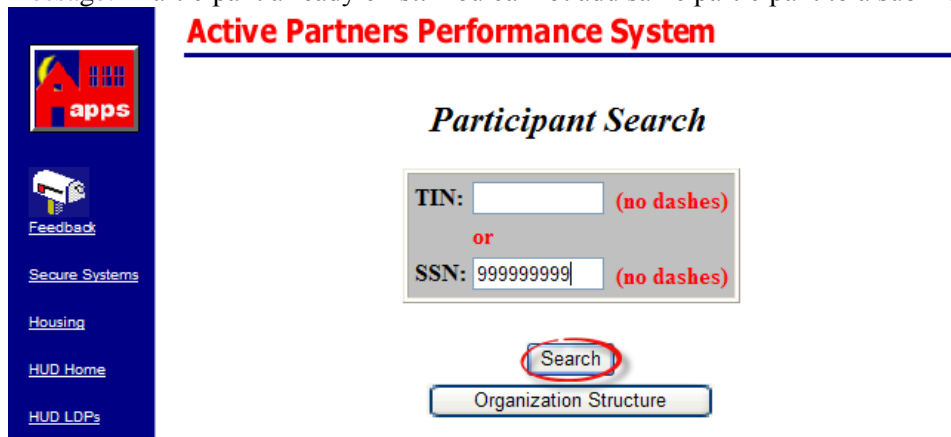
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[Note] The “Next Step” button does not display until after a principal is added to the organization structure.

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.”



Active Partners Performance System

Participant Search

TIN: (no dashes)


or

SSN: 999999999 (no dashes)

Search

Organization Structure

Step 5. The Add Principal to Organization screen displays.



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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. 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.

Active Partners Performance System

2530 Submission
Edit Organization Structure

Principal added Successfully

Submission ID: 105888 **Reason:** Organization Change (Major)

Applicant: XYZ LLC (99999999)

Current Status: In Process, 01/22/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Change
<input type="radio"/>	Doe, Jane (XXX-XX-7062)	Individual	Passive Investor	0	01/01/2013	Add
<input type="radio"/>	Doe, John (XXX-XX-2934)	Individual	Key Principal	0	03/01/2009	
<input type="radio"/>	LMNOP Hills, LLC (XXX-XX-7429)	Organization	General Partner	0.01	08/10/2007	

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**”.

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 105888 **Reason:** Organization Change (Major)

Applicant: XYZ LLC (99999999)

Current Status: In Process, 01/22/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Change
<input type="radio"/>	Doe, Jane (XXX-XX-7062)	Individual	Passive Investor	0	01/01/2013	Add
<input checked="" type="radio"/>	Doe, John (XXX-XX-2934)	Individual	Key Principal	0	03/01/2009	
<input type="radio"/>	LMNOP Hills, LLC (XXX-XX-7429)	Organization	General Partner	0.01	08/10/2007	

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**”.

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Edit Principal within Organization

Prefix:	Mr. <input type="button" value="v"/>
* First Name:	John <input type="text"/>
Middle:	<input type="text"/>
* Last Name:	Doe <input type="text"/>
Suffix:	<input type="button" value="v"/>
* SSN:	<input type="text"/>
Physical delivery address	
* Address:	123 Anywhere Street <input type="text"/>
	Suite 123 <input type="text"/>
* City:	Fairfax <input type="text"/>
* State:	VIRGINIA <input type="button" value="v"/>
* Zip Code:	22031 - <input type="text"/>
* Country:	USA <input type="button" value="v"/>
If country not United States	
Territory:	<input type="button" value="v"/>
* Postal Code:	<input type="text"/>
* Phone:	999-999-9999 <input type="text"/>
Fax:	999-999-9999 <input type="text"/>
* E-mail:	john.doe@contoso.com <input type="text"/>
Cell Phone:	<input type="text"/>

Parent Participant:	XYZ LLC <input type="text"/>
* Role in Entity:	Key Principal <input type="button" value="v"/>
Role Comment:	<input type="text"/>
* Percent Ownership in Entity:	0 <input type="text"/> % (100.00)
* Starting Date in Entity:	3 <input type="text"/> - 1 <input type="text"/> - 2009 (mm-dd-yyyy)

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Last Updated: August 23, 2012

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

Step 7. Click “**Parent Organization Structure**”.

Parent Organization Structure

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



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2530 Submission Edit Organization Structure

Submission ID: 105888 **Reason:** Organization Change (Major)

Applicant: XYZ LLC (99999999)

Current Status: In Process, 01/22/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Change
<input type="radio"/>	Doe, Jane (XXX-XX-7062)	Individual	Passive Investor	0	01/01/2013	Add
<input type="radio"/>	Doe, John (XXX-XX-2934)	Individual	Key Principal	50	03/01/2009	Change
<input type="radio"/>	LMNOP Hills, LLC (XXX-XX-7429)	Organization	General Partner	0.01	08/10/2007	

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.

Active Partners Performance System

2530 Submission
Edit Contact Information

Submission ID: 105888 Reason: Organization Change (Major)
Applicant: XYZ LLC (99999999) Current Status: In Process, 01/22/2013

Contact Information

* Name: Sam Doe
* Phone: 999-999-9999
Fax: 999-999-9999
* Email: sam.doe@contoso.com
Pager:

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

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”.

Active Partners Performance System


2530 Submission
Edit Applicant Comments

Submission ID: 105888 Reason: Organization Change (Major)
Applicant: XYZ LLC (99999999)
Current Status: In Process, 01/22/2013

Applicant Comments:

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

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



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2530 Submission Certify Submission

Submission ID: 105888

Reason: Organization Change (Major)

Applicant: XYZ LLC (99999999)

Current Status: In Process, 01/22/2013

Reminder: Update your previous participation at the applicant level before submitting to HUD

Only the new person(s)/entity added to the organization and the applicant have to certify and sign the submission package

Applicant		Submission ID: 105888			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	999999999	No	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, Jane	XXX-XX-7062	Individual	Yes	No
<input type="radio"/>	Doe, John	XXX-XX-2934	Individual	Yes	No
<input type="radio"/>	LMNOP Hills, LLC	XXX-XX-7429	Organization	Yes	No

Information on how to send a submission to HUD when the coordinator does not have access to a participant is described in step 6 of the APPS Quick Tips Guide under the APPS Wizard Process section.


[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.





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PARTICIPANT CERTIFICATION

PARTICIPANT	XYZ LLC (XXX-XX-XXXX) Fairfax , VIRGINIA
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Certify for:	Submission ID:	<input type="text" value="105888"/>
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Verify that neither you nor any of your principals or affiliates have ever been found to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105 (a). If you or any of your principals or affiliates have been found to be in noncompliance with any such requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any. I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C 1001, 1010, 1012;31 U.S.C 3729,3802)

I further certify that:

1. Schedule A contains a listing of every assisted or insured project of HUD, USDA-FmHA and State and local government housing finance agencies in which I have been or am now a principal.

☒ True ☐ False

Explanation 1:

2. For the period beginning 10 years prior to the date of this certification, and except as shown by me on the certification.


a. No mortgage on a project listed by me has ever been in default, assigned to the Government or foreclosed, nor has mortgage relief by the mortgagee been given;


☒ True ☐ False

Explanation 2a:

b. I have not experienced defaults or noncompliances under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;

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.





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7. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America.

☒ True ☐ False

Explanation 7:


Save

Participant Certification List

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**”.



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2530 Submission Certify Submission

Submission ID:

Reason:

Applicant:

Current Status:

Certification has been saved successfully

Reminder: Update your previous participation at the applicant level before submitting to HUD

Only the new person(s)/entity added to the organization and the applicant have to certify and sign the submission package

Applicant		Submission ID: 105888			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	999999999	No	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, Jane	XXX-XX-7062	Individual	Yes	No
<input type="radio"/>	Doe, John	XXX-XX-2934	Individual	Yes	No
<input type="radio"/>	LMNOP Hills, LLC	XXX-XX-7429	Organization	Yes	No

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

Active Partners Performance System

2530 Submission

Previous Step Send To HUD Cancel Submission

Submission ID: 105888
Current Status: In Process

Organization Change Reason: Organization Change (Major)

Applicant

Name	TIN/SSN	Direct Previous Participation	Certified
XYZ LLC	999999999	No	Yes

--- Select participant processing --- Go

Contact Information

* Name: Sam Doe

* Phone: 999-999-9999

Fax: 999-999-9999

* Email: sam.doe@contoso.com

Pager:

Save Contact Information

Applicant Comments:

Save Comment

Current Submission Status: In Process

----- Select query ----- Go [Select submission query](#)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Previous Step Send To HUD Cancel Submission

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”.

Applicant Comments:

Current Submission Status: In Process

2530 Submission Package [Select submission query](#)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Step 3. The 2530 Submission Package Screen will appear.

2530 Submission Package

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)

Send To: Dept. of Housing & Urban Development (HUD Office)
Multifamily Housing
600 East Broad Street, Suite 300
Richmond, VA 23219-1800

Submission ID:	107118	Submission Contact:	Jane Doe
Submission Reason:	Substantial Rehab	Contact Phone:	123-456-7890
Submission Status:	In Process	Submitted To:	HUD
Status Date:	02/07/2013		

Property Name:	Village Apartments	City/State:	ROANOKE VA
Property Role:	Vice Chairman	Section of the Act (Description):	ZPE (Q02 Capital Advance for Elderly)
Primary FHA Number:	XXXXXXXXXX	Other FHA Numbers:	
Property ID:	800000019	Contract Number:	XXXXXXXXXX

Applicant: XYZ LLC (XXX-XX-7484)

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

Organization Structure

Tier 1: Applicant Organization: **XYZ LLC (XXX-XX-7484)**

Name	Participant	Participant	Role in	Ownership	Begin Date in	Other Previous

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”.



The screenshot displays the "Active Partners Performance System" header and the "APPS Home Page". On the left is a blue sidebar with links: "here", "apps" (with a house icon), "Feedback" (with a mail icon), "Secure Systems", "Housing", "HUD Home", "HUD LDPs", "GSA EPLS", and "2530 Contacts". The main content area has a green link: "Click 'What's New' for useful APPS related information". Below this are three sections: "Submission Processing:" with a dropdown menu showing "View My Submissions In Process" and a "Go" button; "Participant Processing:" with an empty dropdown menu and a "Go" button; and "Reports:" with an empty dropdown menu and a "Go" button. A large green arrow points to the "Go" button in the Submission Processing section.

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.

Active Partners Performance System

Submission List

For User ID:

Records (1 - 27) of 27

Select	Status	Applicant Name	Tax ID	Date of Last Action	Submission ID	Reason For Submission
<input type="radio"/>	In Process	Health Care Resources	XXX-XX-8627	01/04/2013	106786	Organization Change (Major)
<input type="radio"/>	In Process	XYZ LLC	XXX-XX-7484	02/15/2013	107127	Organization Change (Major)

2530 Submission

Submission Search

Select query

[\[APPS Home Page\]](#)
Last Updated: July 18, 2011

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”.

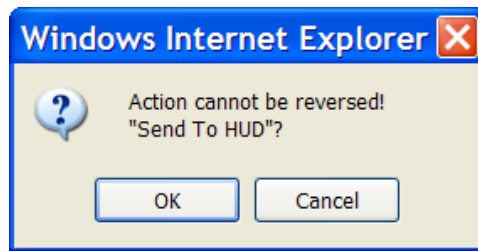
Step 16. The 2530 Submission page will display.

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.


Send To HUD

- 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.




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Active Partners Performance System

2530 Submission

Submission Sent to HUD successfully
Please Print out the submission package, sign and send to HUD

[Previous Step](#)
[Print Submission Package](#)

Submission ID: 105888
Current Status: PPSD Review
Sent to HUD: 01/22/2013
2530 Package Received at HUD:

Organization Change	Reason: Organization Change (Major)
----------------------------	-------------------------------------

Applicant

Name	TIN/SSN	Direct Previous Participation	Certified
XYZ LLC	999999999	No	Yes

--- Select participant processing --- [Go](#)

Contact Information

* **Name:**

* **Phone:**

Fax:

* **Email:**

Pager:

[Save Contact Information](#)

Applicant Comments:
(for Withdraw only)

Current Submission Status: PPSD Review **Sent to HUD:** 01/22/2013

----- Select query ----- [Go](#) [Select submission query](#)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

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5.8 Printing the Submission Package

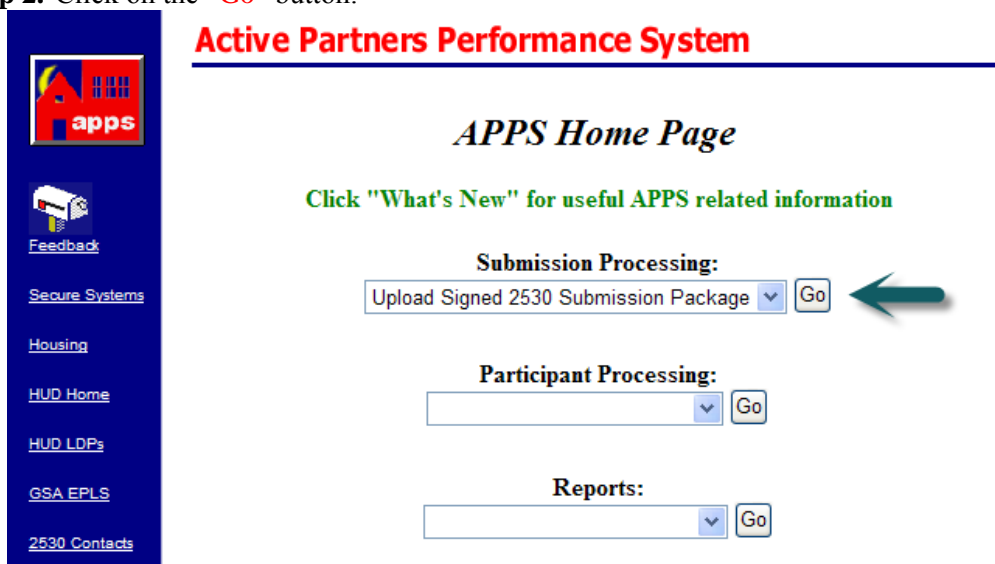
- Step 1.** From the 2530 Submission Screen, click the “**Print Submission Package**” button.
- Step 2.** The 2530 Submission Package screen will display.
- Step 3.** Click “**Print**” on your browser’s toolbar.
- Step 4.** Once you print the Submission Package, you need to obtain signatures and send 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.



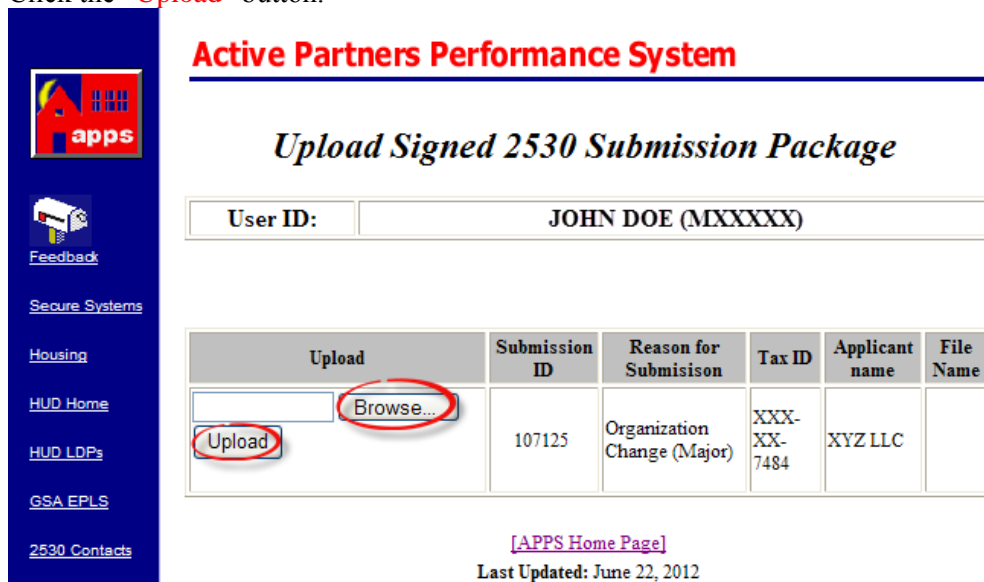
The screenshot shows the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green text prompt says 'Click "What's New" for useful APPS related information'. There are three sections: 'Submission Processing:' with a dropdown menu showing 'Upload Signed 2530 Submission Package' and a 'Go' button; 'Participant Processing:' with an empty dropdown and a 'Go' button; and 'Reports:' with an empty dropdown and a 'Go' button. A large green arrow points to the 'Go' button next to the 'Submission Processing' dropdown. On the left is a blue sidebar with the APPS logo and links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and 2530 Contacts.

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.



Active Partners Performance System

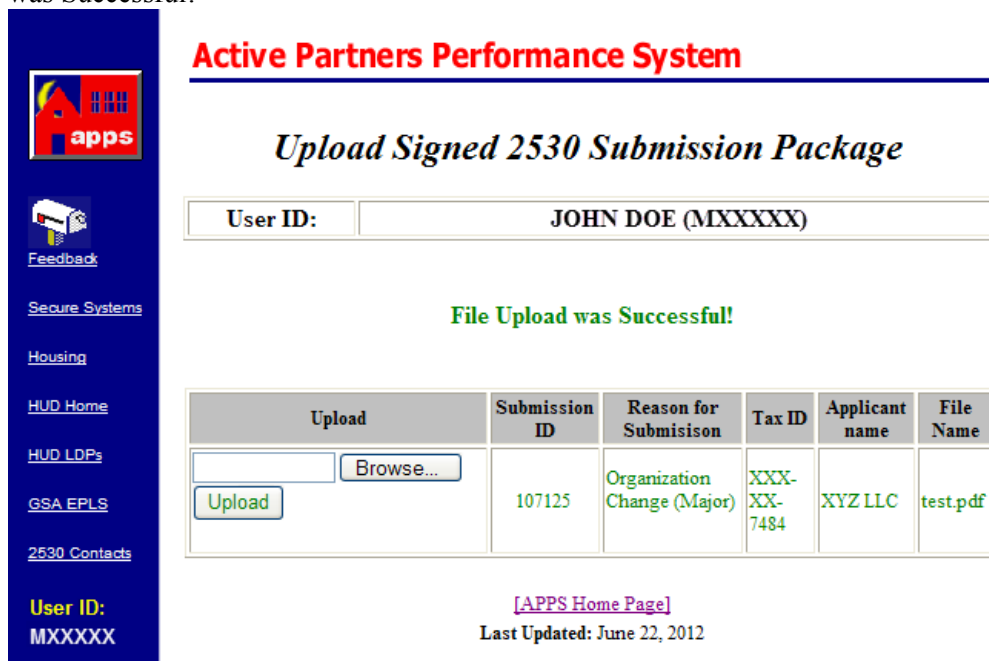
Upload Signed 2530 Submission Package

User ID: JOHN DOE (MXXXXXX)

Upload	Submission ID	Reason for Submission	Tax ID	Applicant name	File Name
<input type="button" value="Browse..."/> <input type="button" value="Upload"/>	107125	Organization Change (Major)	XXX-XX-7484	XYZ LLC	

[\[APPS Home Page\]](#)
Last Updated: June 22, 2012

Step 7. The Upload Signed 2530 Submission Package page will display with the message “File Upload was Successful!”



Active Partners Performance System

Upload Signed 2530 Submission Package

User ID: JOHN DOE (MXXXXXX)

File Upload was Successful!

Upload	Submission ID	Reason for Submission	Tax ID	Applicant name	File Name
<input type="button" value="Browse..."/> <input type="button" value="Upload"/>	107125	Organization Change (Major)	XXX-XX-7484	XYZ LLC	test.pdf

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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.

Active Partners Performance System

2530 Submission
Certify Submission

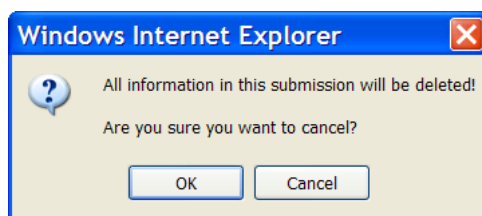
Update your previous participation at the applicant level before submitting to HUD.

Applicant		Submission ID: 105888			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	999999999	No	Yes	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, Jane	XXX-XX-7062	Individual	Yes	Yes
<input type="radio"/>	Doe, John	XXX-XX-2934	Individual	Yes	Yes
<input type="radio"/>	LMNOP Hills, LLC	XXX-XX-7429	Organization	Yes	Yes

Only the new person(s)/entity added to the organization has to certify and sign the submission package.

- 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*.”



Active Partners Performance System

APPS Home Page

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

Submission ID: 105888 has been cancelled for
Applicant: XYZ LLC

5.11 Querying the Submission

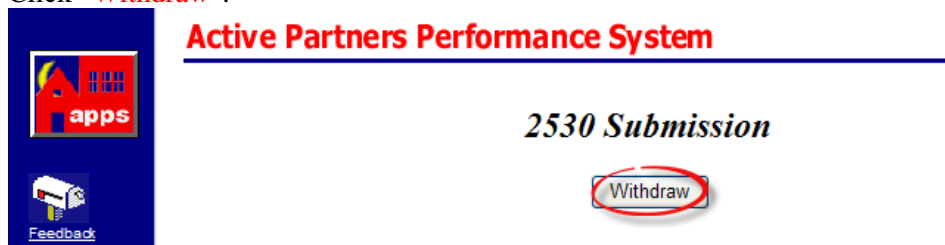
Refer to [Chapter 8](#), Submission Queries and Reports.

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.

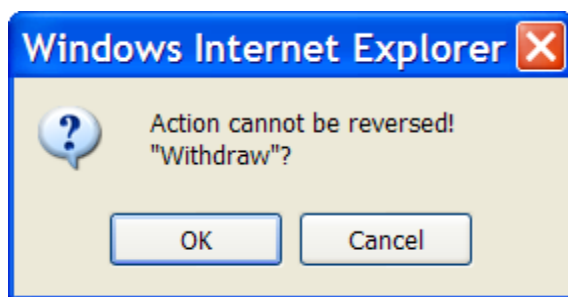
Applicant Comments: (for Withdraw only)	
<input type="text" value="I am withdrawing this submission, and these are my comments explaining why."/>	
<hr/>	
Current Submission Status: Field Office Review	Sent to HUD: 02/08/2013
<input type="text" value="----- Select query -----"/> <input type="button" value="Go"/> Select submission query	
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	

Step 8. Click “Withdraw”.

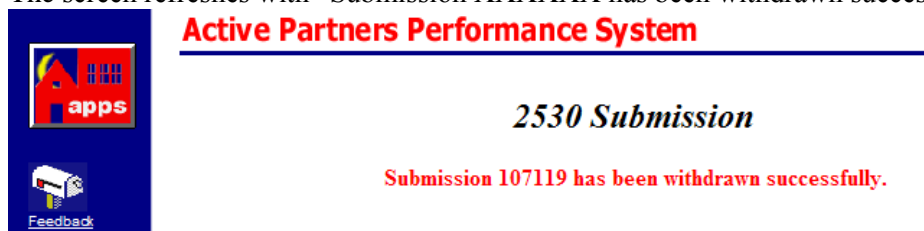


Step 9. A warning will display, ‘Action cannot be reversed! “Withdraw”?’

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**”.

Active Partners Performance System

2530 Submission
Edit Organization Structure

Submission ID: 105890 Reason: Organization Change (Major)

Applicant: XYZ LLC (999999999)

Current Status: In Process, 01/22/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-7062)	Individual	Manager	0	01/01/2013	Yes	No	Add
<input checked="" type="radio"/>	Doe, John (XXX-XX-2934)	Individual	Key Principal	0	03/01/2009	Yes	No	
<input type="radio"/>	LMNOP Hills, LLC (XXX-XX-7429)	Organization	General Partner	0.01	08/10/2007	Yes	No	


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.


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[Secure Systems](#)
[Housing](#)
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Active Partners Performance System

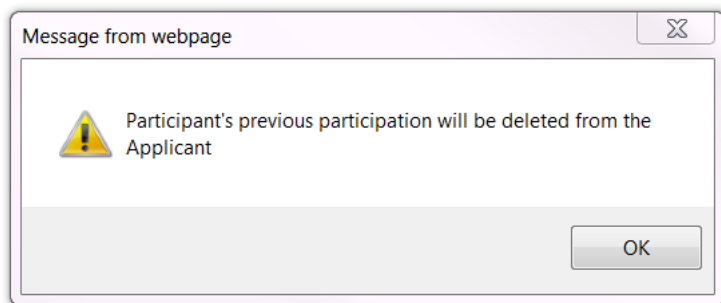
Remove Principal from Organization

Prefix:	Mr.
First Name:	John
Middle:	
Last Name:	Doe
Suffix:	
* SSN:	<input type="text"/>
Physical delivery address	
Address:	123 Anywhere Street
	Suite 123
City:	Fairfax
State:	VIRGINIA
Zip Code:	22031
Country:	USA
If country not United States	
Territory:	<input type="text"/>
Postal Code:	<input type="text"/>
Phone:	999-999-9999
Fax:	999-999-9999
* E-mail:	john.doe@contoso.com
Cell Phone:	<input type="text"/>

Parent Participant:	XYZ LLC
Role in Entity:	Key Principal
Role Comment:	<input type="text"/>
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: <input type="checkbox"/>	

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.


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Active Partners Performance System

2530 Submission Edit Organization Structure

Principal has been removed successfully.

Submission ID:

Reason:

Applicant:

Current Status:

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	XYZ Express LLC (XXX-XX-9999)	Organization	General Partner	0.01	08/10/2007	Yes	No	Remove
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/01/2009	Yes	No	

[APPS Home Page]

Last Updated: November 26, 2012

5.16 Querying the Submission

Refer to [Chapter 8](#), Submission Queries and Reports.