



# HUD ACTIVE PARTNERS PERFORMANCE SYSTEM (APPS)

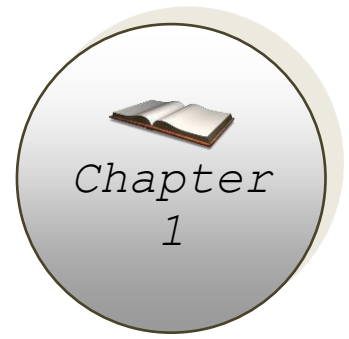
## Industry User Guide

**Disclaimer:** This user guide is intended solely to demonstrate the features of the Active Partners Performance System for use by industry and/or HUD users. The information contained in this user guide is not and should not be construed as an interpretation of 24 C.F.R. Part 200, Subpart H, HUD Handbook 4065.1, or any other HUD publications.

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# Introduction

## **1.0 Introduction to the Active Partners Performance System (APPS)**

The Active Partners Performance System (APPS) is developed to automate the submission and review of the HUD Previous Participation Certification (Form 2530). This User guide provides the step by step instructions to perform various functions using APPS. The HUD-2530 form initiates the approval process for Industry partners who wish to participate in HUD projects. The HUD-2530 contains data concerning principal participants in Multifamily Housing projects, including their previous participation with HUD and other housing agencies. Examples of when an applicant must submit a 2530 include, but are not limited to:

- To initiate management of a project
- To take ownership of a project (Transfer of physical assets)
- Make changes in the organization of the participant entity

The HUD-2530 form requires applicants to provide detailed information about their current organization makeup and previous participation in relevant housing projects. HUD reviews each HUD-2530 that is submitted and determines the applicant's suitability to participate in light of their previous records in carrying out past financial, legal and contractual obligations in a timely and satisfactory manner.

### **1.1 Submissions**

There are two major types of HUD-2530 submissions:

- Property Submission - allows an entity to seek HUD's approval to play a specific role in a particular project.
- Organization Change Submission - enables an organization to make changes in the organization's current makeup (example: to add, edit, or remove principals).

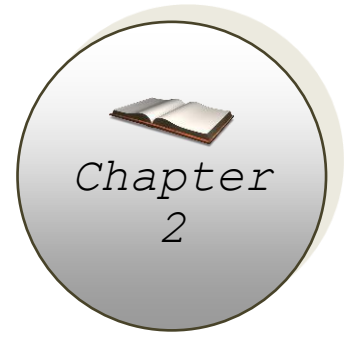
Applicants select a relevant reason and role while making a property submission. Examples of various reasons for submitting 2530 include:

- New Role in Project
- Substantial Rehab
- Application for Mortgage Insurance
- Assignment/Assumption of HAP contract
- Transfer of physical assets
- Risk Share Project
- New Management Agent
- Conditional Commitment for Mortgage Insurance
- Firm Commitment for Mortgage Insurance
- 202 Fund Reservation
- 202 Capital Advance
- 811 Fund Reservation

- 811 Capital Advance
- Reservation of funds for assistance payments
- Proposed New property
- Assumption of Interest Reduction Contract
- Assumption of Rent Supplement Contract
- Assumption of Rental Assistance Payment Contract
- New lessee
- New facility operator
- Buy foreclosure property
- Buy secretary owned project
- Buy mortgage note held by Commissioner
- GRP Grant/Loan
- Green Retrofit Program

## **1.2 Submission Review**

Depending on the type of submissions, the APPS automatically routes the submissions to the correct location/staff. For example, all property submissions are automatically routed to the HUD project manager (PM) responsible for the project. All organization changes, including modified transfer of physical assets, are routed to Policy and Participation Standards Division (PPSD) at HUD Headquarters in Washington DC. All organization changes that are deemed by the system as minor organization changes are instantly approved by the system without HUD staff review. Baselines are not submitted to HUD and are not reviewed by HUD staff.



# Baseline

## 2.0 Baseline Introduction

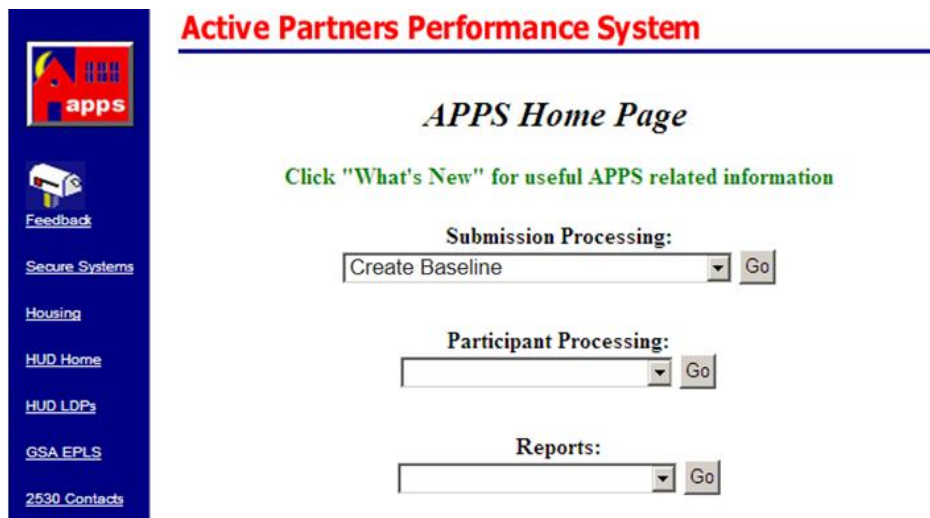
Completing a **Baseline** will be an organization's first step toward creating an electronic 2530. Through this step, an organization will establish its Organization Structure and Previous Participation. Baselines will not require HUD review; they are simply a means to establish the organization structure 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 several links: 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:	<input type="text" value="999999999"/>	(no dashes)
or		
SSN:	<input type="text"/>	(no dashes)
<input type="checkbox"/> Check if SSN is used as Trust submission		



- 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:	<input type="text" value="105069"/>	Reason:	<input type="text" value="Baseline Organization Definition"/>
Applicant:	<input type="text" value="William Wood (201) 455-7861"/>		
Current Status:	<input type="text" value="In Process, 12/10/2012"/>		

#### Contact Information

* Name:	<input type="text" value="John Doe"/>
* Phone:	<input type="text" value="999-999-9999"/>
Fax:	<input type="text"/>
* Email:	<input type="text" value="john.doe@contoso.com"/>
Pager:	<input type="text"/>

<input type="button" value="Next Step"/>	<input type="button" value="Save &amp; Exit"/>	<input type="button" value="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.

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with a logo and links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXXX, What's New, and Online Help. The main content area has a title 'Step 2. Edit Organization Structure'. Below the title are three input fields: 'Submission ID: 105069', 'Reason: Baseline Organization Definition', 'Applicant: William Wood (773) 399-7561', and 'Current Status: In Process, 12/10/2012'. Below these is a table header with columns: Select, Name, Type, Role, Ownership Percent, and Begin Date in Organization. The table body contains the text 'No principals within this organization.' Below the table are three buttons: 'Add Principal', 'Previous Step', 'Save & Exit', and 'Cancel Submission'. At the bottom, a message states: 'You must add an individual to your organization struction before moving to the next step.'

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


The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with a logo and links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs. The main content area has a title 'Participant Search'. Below the title are two input fields: 'TIN: (no dashes)' and 'SSN: 999999999 (no dashes)', separated by the word 'or'. Below these is a 'Search' button. At the bottom, there is a button labeled 'Organization Structure'.

**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.

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

## 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)**


Save

Parent Organization Structure

2530 Submission

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](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
[2530 Contacts](#)  
**User ID:**  
MX00000X  
[What's New](#)  
[Online Help](#)  
[Glossary](#)

## 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)

Save

Parent Organization Structure

2530 Submission

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

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

Data Element	Description
* <b>Role in Entity</b>	The principal's role in the company.
* <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 (P100796)

Current Status: In Process, 12/10/2012

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization
<input type="radio"/>	William Wood (P100796)	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.

  
  
[Feedback](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
[2530 Contacts](#)  
**User ID:**  
M0000X  
[What's New](#)  
[Online Help](#)  
[Glossary](#)

## Active Partners Performance System

### Step 3. Edit Previous Participation

**Submission ID:** 105069 **Reason:** Baseline Organization Definition

**Applicant:** William Wood (97-1298796)

**Current Status:** In Process, 12/10/2012



---

Applicant			
Select	Name	TIN/SSN	Direct Previous Participation
<input checked="" type="radio"/>	William Wood	97-1298796	No

Participants						
Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation
<input type="radio"/>	Charles Cook (2003-03-196)	Individual	Manager	100	01/01/2011	Yes

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

Step 4. The Previous Participation List screen will display.

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

## Active Partners Performance System

### Previous Participation List

**Submission ID:** 105069 **Reason:** Baseline Organization Definition

**Applicant:** Value Wood (01/00/796 )

**Current Status:** In Process , 12/10/2012

**Participant:** Value Wood (0000-000-0796 )  
Greenville, SOUTH CAROLINA

---

**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.								

[Add Participation](#)

[2530 Submission Edit Previous Participation](#)

Step 5. Click “Add Participation”.

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

  
  
[Feedback](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
[2530 Contacts](#)  
**User ID:**  
MXXXXX

## Active Partners Performance System

### 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.



[Feedback](#)

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2430 Contacts](#)

**User ID:**  
M00000

[What's New](#)

[Online Help](#)

[Glossary](#)

### Active Partners Performance System

#### Previous Participation Detail

<b>SUBMISSION ID:</b>	105069
<b>REASON:</b>	Baseline Organization Definition
<b>APPLICANT:</b>	William Wood (105069796 )
<b>CURRENT STATUS:</b>	In Process , 12/10/2012
<b>PARTICIPANT:</b>	William Wood (105069796 ), Greenville, SOUTH CAROLINA
<b>PROPERTY NAME:</b>	ABC Apartments
<b>PROPERTY ID:</b>	105069796
<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>	105069796

**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)

**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.

**Active Partners Performance System**

*APPS Home Page*

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

**Submission Processing:**  
View My Submissions In Process

**Participant Processing:**  
Edit Previous Participation

**Reports:**

- 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:

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	Willow Wood	Yes (San Francisco Field Office)	General Partner	08/01/2012	Current	12/10/2012	

- 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.

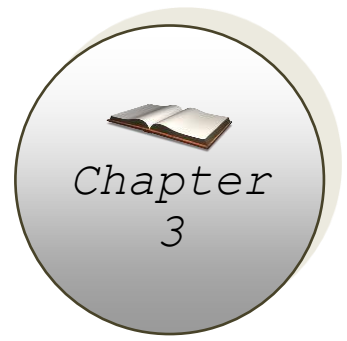
**[Note]** Comments added here are for an applicant's own information and will not be carried forward while creating a property submission.

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXXX, and What's New. The main content area has a title 'Active Partners Performance System' and a subtitle 'Step 4. Edit Applicant Comments'. It contains form fields for Submission ID (105069), Reason (Baseline Organization Definition), Applicant (William Wood (105069)), and Current Status (In Process, 12/10/2012). A red warning message states: 'Comments inserted here will not be carried forward to any new submissions'. Below this is a large text area for 'Applicant Comments:'. At the bottom are four buttons: Previous Step, Finish, Save & Exit, and 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.”

The screenshot shows the 'APPS Home Page' interface. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, and GSA EPLS. The main content area has a title 'Active Partners Performance System' and a subtitle 'APPS Home Page'. It includes a green message: 'Click "What's New" for useful APPS related information' and another green message: 'Baseline Submission 105076 has been locked.'. Below these are two sections: 'Submission Processing:' with a dropdown menu showing 'View My Submissions In Process' and a 'Go' button, and 'Participant Processing:' with an empty dropdown menu and a 'Go' button.



# Property Submission

### 3.0 Property Submissions

2530 Property Submissions are made to participate in a HUD project as an owner mortgagor, management agent or in any other capacity. In addition to providing the reason for a submission, the applicant has to identify the specific property role for which they are applying. This is done under the role drop-down on the 2530 submission screen. HUD field staff will review Property submissions, and, if further review is required, the submission will be forwarded to HUD headquarters.

Applicants should pay attention to pick the correct reason and role while making property submissions. For example, if the submission reason is 'Transfer of Physical Assets', the property role must be 'Owner/Mortgagor.'

- Starting a Property Submission will lock the baseline in process.
- Electronic 2530s could be submitted only for active properties (those with active FHA or Contract numbers).

#### 3.1 Creating a Property Submission

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

**Step 2.** Click “Go”.

The screenshot shows the 'Active Partners Performance System' (APPS) Home Page. On the left is a blue sidebar with icons and links for 'apps', 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', and '2530 Contacts'. The main content area has a title 'APPS Home Page' and a green instruction: 'Click "What's New" for useful APPS related information'. Below this are three sections: 'Submission Processing:' with a dropdown menu showing 'Create Submission' and a 'Go' button circled in red; 'Participant Processing:' with an empty dropdown and a 'Go' button; and 'Reports:' with an empty dropdown and a 'Go' button.

**Step 3.** The Create Submission screen will display.

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

**Step 5.** Click “Submit”.

**Active Partners Performance System**

---

*Create Submission*

TIN: 999999999 (no dashes)  
or  
SSN: (no dashes)  
☐ Check if SSN is used as Trust submission

**Submit**

**Step 6.** The Create Submission screen with the option to select a submission type will display.

**Step 7.** Select “Property Submission” from the *Select the type of submission you would like to create* drop-down list.

**Step 8.** Click “Submit”.

**Active Partners Performance System**

---

*Create Submission*

*Select the type of submission you would like to create:*

Property Submission

**Submit**

[\[APPS Home Page\]](#)  
Last Updated: February 1, 2013

**Step 9.** The Property Search Screen will display.

**Step 10.** Enter the Contract Number

**OR** FHA Number

**OR** Property ID

**OR** Property Name (a partial name may be entered)

**Step 11.** Click “Search”.

**Active Partners Performance System**

*Property Search*

**At least one Multifamily property value is REQUIRED**

**Multifamily Property**

Contract Number:  or

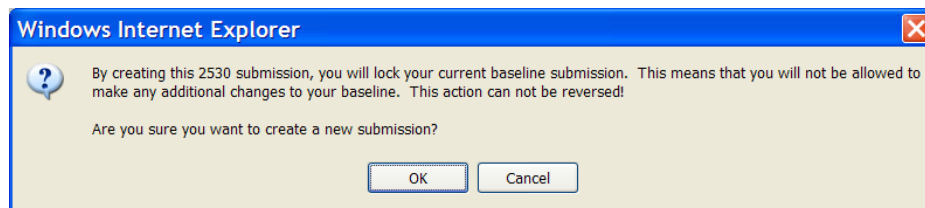
FHA Number:  or

Property ID:  or

Property Name:

**Search**

**Step 12.** 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 13.** Select “OK” to proceed.

**Step 14.** The Property List screen displays.

**[Note]** If multiple properties are listed, select the property for which you are submitting the 2530.

**Step 15.** Click “2530 Submission”.



**Active Partners Performance System**

*Property List*

Records (1-7) of 7

Select	Property ID	Property Name	City	State
<input checked="" type="radio"/>	800000019	VILLAGE APARTMENTS	ROANOKE	VA
<input type="radio"/>	800000026	VILLAGE WILLOW APARTMENTS	CLIFTON PARK	NY
<input type="radio"/>	800000034	VILLAGE CREEK APARTMENTS	CAPITOL HEIGHTS	MD
<input type="radio"/>	800000049	VILLAGE OAK APARTMENTS	RICHMOND	VA
<input type="radio"/>	800000950	WESTGATE VILLAGE APARTMENTS	ELOY	AZ
<input type="radio"/>	800000957	ENGLISH VILLAGE APARTMENTS	PHOENIX	AZ
<input type="radio"/>	800000969	VILLAGE SQUARE APARTMENTS	Cottonwood	AZ

**2530 Submission**

Property Search

**Step 16.** The 2530 Submission Select Reason and Role screen displays.

**Step 17.** Select the correct Reason and the appropriate Role for the submission.

**Step 18.** Click “Next Step”.


**Active Partners Performance System**


**2530 Submission**  
**Select Reason and Role**

**Submission ID:** 107117      **Reason:** Incomplete Property  
**Property ID:** 800000019      **Name:** Village Apartments

**Applicant:** XYZ LLC (999999999)      **Current Status:** In Process, 02/07/2013

**Property Information**  
ID/Servicing Site: 800000019 / Richmond  
Name: Village Apartments  
FHA: [Primary](#) 051EE033  
Contract: VA36S941007

**\*Reason:** --- Select A Reason --- 

**\*Role:** --- Select A Role --- 

[Next Step](#) [Save & Exit](#) [Cancel Submission](#)

[\[APPS Home Page\]](#)  
Last Updated: February 4, 2013

**Step 19.** The 2530 Submission Edit Contact information screen displays.

**Step 20.** Edit the contact information (if applicable).

**Step 21.** Click “Next Step”.

**Active Partners Performance System**

---

**2530 Submission**  
**Edit Contact Information**

**Submission ID:** 107118      **Reason:** Substantial Rehab  
**Property ID:** 800000019      **Name:** Village Apartments

**Applicant:** XYZ LLC      **Current Status:** In Process, 02/07/2013  
(999999999)

**Contact Information**

* Name:	Jane Doe
* Phone:	123-456-7890
Fax:	
* Email:	jane.doe@xyz.com
Pager:	

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

[\[APPS Home Page\]](#)  
Last Updated: October 3, 2011

**Sidebar Links:** apps, Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXXX, What's New, Online Help, Glossary

**Step 22.** The 2530 Submission Edit Applicant Comments screen will display.

**Step 23.** Enter comments in the comments field (if applicable). **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 24.** Click “Next Step”.

**Active Partners Performance System**

**2530 Submission**  
**Edit Applicant Comments**

Submission ID: 107118 Reason: Substantial Rehab  
Property ID: 800000019 Name: Village Apartments  
Applicant: XYZ LLC  
Current Status: In Process, 02/07/2013

Applicant Comments:

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

[\[APPS Home Page\]](#)  
Last Updated: July 8, 2011

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

**Step 25.** The 2530 Submission Certify Submission screen displays.

**[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 the “**Edit Previous Participation**” button.


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

## Active Partners Performance System

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### 2530 Submission Certify Submission

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

Applicant		Submission ID: 107119			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	99999999	No	No	



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


Certify  
Edit Previous Participation  

Previous Step
Next Step
Save & Exit
Cancel Submission

**Step 26.** Select the applicant and each participant (one at a time) and click “Certify”. Make sure the certification is read before certifying.

**Step 27.** The Participant Certification screen will display. Click “Add Certification”. The Participant Certification will refresh with the certification statements.


  
  

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

## Active Partners Performance System

---

### PARTICIPANT CERTIFICATION

<b>PARTICIPANT</b>	XYZ LLC (XXX-XX-XXXX) Fairfax, VIRGINIA
--------------------	---

<b>Certify for:</b>	<b>Submission ID:</b>	105888
---------------------	-----------------------	--------

*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 28.** Read and answer the certification statements, when finished click “Save”. If any of the statements are not applicable, select “False” and provide an explanation.

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

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 29.** The 2530 Submission Certify Submission screen will display with the message, “Certification has been saved successfully”.



**Step 30.** The 2530 Submission Certify Submission screen will display with “Yes” listed in the “Certified” column.

**Step 31.** Click “**Next Step**”.

**Step 32.** The 2530 Submission Send to HUD screen will display.

**Step 33.** 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).

### 3.2 Printing Submission Package without Submitting 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**”.

[Previous Step](#) [Send To HUD](#) [Cancel Submission](#)

**Step 3.** The 2530 Submission Package Screen will appear.

U.S. Department of Housing  
and Urban Development  
Office of Housing/Federal Housing Commissioner

**2530 Submission Package**

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

\*\*\*\*\*

---

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

---

<b>Property Name:</b>	Village Apartments	<b>City/State:</b>	ROANOKE VA
<b>Property Role:</b>	Vice Chairman	<b>Section of the Act (Description):</b>	ZPE (202 Capital Advance for Elderly)
<b>Primary FHA Number:</b>	XXXXXX-XXXX	<b>Other FHA Number:</b>	
<b>Property ID:</b>	800000019	<b>Contract Number:</b>	XXXXXXXXXXXX

---

**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-XXXX	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	TIN/EIN	Participant	Role in	Ownership	Begin Date in	Other Previous
------	-------------	---------	-------------	---------	-----------	---------------	----------------

**Step 4.** Click “Print” on your browser’s toolbar.

**Step 5.** 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 after sending the submission to HUD.

**Step 6.** Click “Back” on your browser’s toolbar to exit the 2530 Submission Package.

### 3.3 Canceling the Submission

**Step 1.** If you entered incorrect information or no longer wish to send the 2530 submission, you may cancel the submission by clicking on the “Cancel” button.

**Step 2.** A warning will appear stating “All information in this submission will be deleted! Are you sure you want to cancel?”

**Step 3.** Click “OK” to cancel the submission.

### 3.4 Sending to HUD

**Step 1.** From the 2530 Submission Send to HUD page, click “Send To HUD” if all information is accurate.

**Step 2.** A message will appear stating “Action cannot be reversed! Change status to “Send To HUD”?”

**Step 3.** Click “OK” to proceed.

**Step 4.** The screen will refresh with the message “Submission sent to HUD Successfully” at the top of the page.

### 3.5 Printing the Submission Package

After you have successfully sent the submission to HUD, upload the signed submission package (provide upload steps here) or mail the hard copy with signatures to the address listed on the submission package.

**Step 1.** Click “**Print Submission Package**” on the 2530 Submission page.

**Step 2.** The 2530 Submission Package Screen will display.

<b>2530 Submission Package</b>	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:** HUD Office  
235 Cumberland Bend Drive  
Suite 200  
Nashville, TN 37228-1803

\*\*\*\*\*

<b>Submission ID:</b>	10001	<b>Submission Contact:</b>	Holly Joe
<b>Submission Reason:</b>	Assignment/Assumption of HAP Contract	<b>Contact Phone:</b>	214/750-8300
<b>Submission Status:</b>	In Process	<b>Submitted To:</b>	HUD
<b>Status Date:</b>	08/11/2010		

<b>Property Name:</b>	ABC Company, Inc	<b>City/State:</b>	SHELBYVILLE TN
<b>Property Role:</b>	Investor Limited Partner in Limited Partnership	<b>Section of the Act (Description):</b>	OMI (221d4 NC/SR)
<b>Primary FHA Number:</b>		<b>Other FHA Numbers:</b>	
<b>Property ID:</b>		<b>Contract Number:</b>	

**Applicant:** *ABC Company, Inc (XXX-XX-0977)*

Name	TIN/SSN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
ABC Company, Inc	XXX-XX-0977	Limited Partnership	Profit Motivated	5630 Dyer St.	Dallas	TX	75206-0000	222-256-0000

**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 package.

**Step 5.** Click “**Back**” on your browser’s toolbar to exit the 2530 Submission Package.

### 3.6 Querying the Submission

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

### 3.7 Withdrawing the Submission

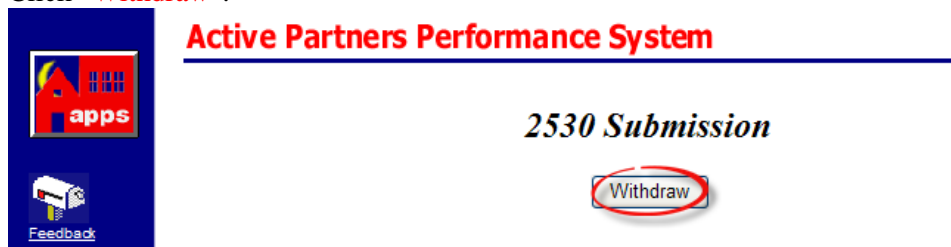
**Step 1.** From the APPS Home Page, Select “**View my Submissions in Review**” from the *Submission Processing* drop-down list.

**Step 2.** Click “Go”.

**Step 3.** The Submission List screen will display.

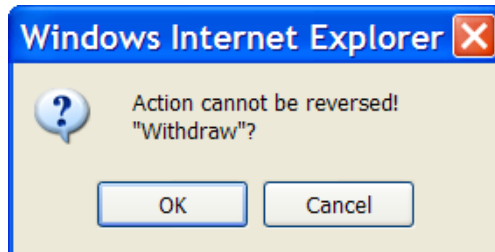
- Step 4.** Select the Submission you would like to withdraw.
- Step 5.** Click “2530 Submission”.
- Step 6.** The 2530 Submission screen will display.
- Step 7.** Enter explanatory comments in the *Applicant Comments (for Withdraw only)* field.

- Step 8.** Click “Withdraw”.

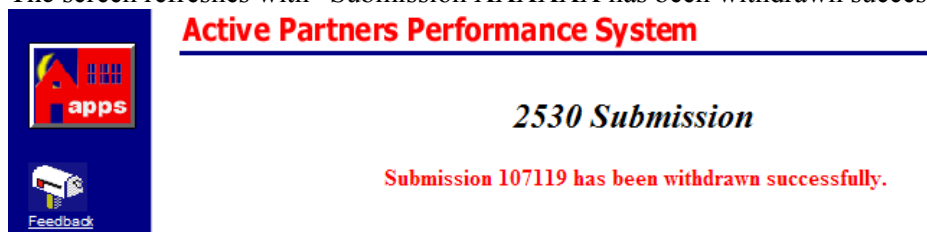


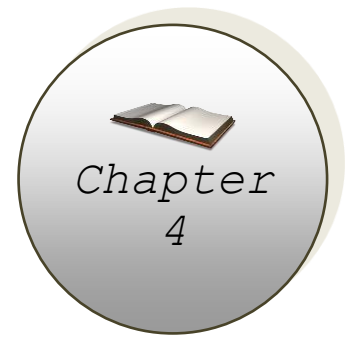
- Step 9.** A warning will display, ‘Action cannot be reversed! “Withdraw”?’

- Step 10.** Click “OK”.



- Step 11.** The screen refreshes with “Submission XXXXXX has been withdrawn successfully.”





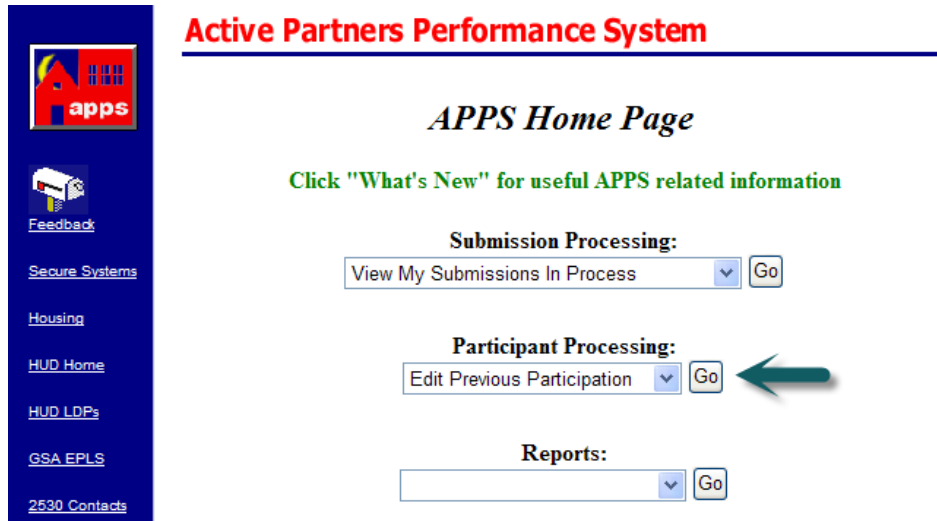
# Adding & Editing Previous Participation

## 4.0 Adding Previous Participation

**[Note]** Always update previous participation at the entity level to roll down the participation to all participants under that entity.

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

**Step 2.** Click “Go”.

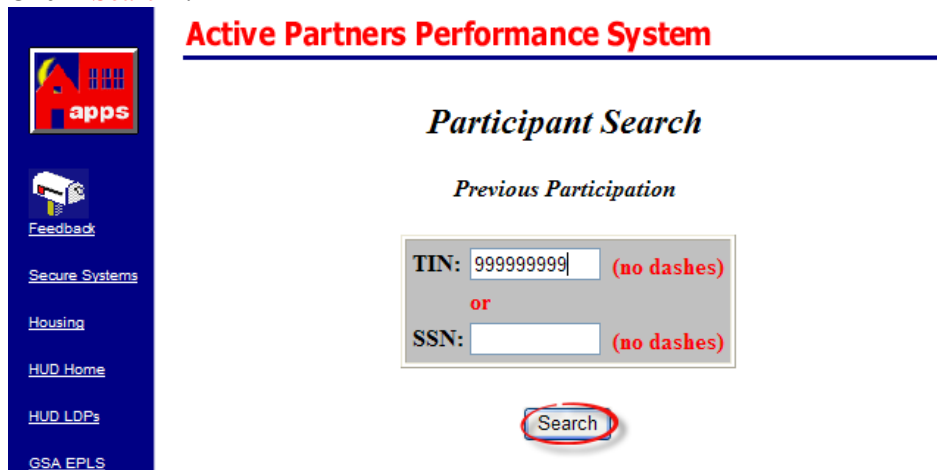


The screenshot shows the 'Active Partners Performance System' header. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and 2530 Contacts. The main content area is titled 'APPS Home Page' and includes a green instruction: 'Click "What's New" for useful APPS related information'. Below this are three sections: 'Submission Processing' with a dropdown menu set to 'View My Submissions In Process' and a 'Go' button; 'Participant Processing' with a dropdown menu set to 'Edit Previous Participation' and a 'Go' button, which is highlighted by a green arrow; and 'Reports' with an empty dropdown menu and a 'Go' button.

**Step 3.** The Participant Search page will display.

**Step 4.** Enter Participant TIN or SSN.

**Step 5.** Click “**Search**”.



The screenshot shows the 'Active Partners Performance System' header. The main content area is titled 'Participant Search' and has a sub-header 'Previous Participation'. It contains a search form with two input fields: 'TIN: 999999999' (with '(no dashes)' in red text) and 'SSN: ' (with '(no dashes)' in red text), separated by 'or'. Below the form is a 'Search' button, which is circled in red. The left sidebar is identical to the previous screenshot.

**Step 6.** The Previous Participation List screen will display.

**Step 7.** Click on the “Add Participation” button.

**Active Partners Performance System**

*Previous Participation List*

Participant: XYZ LLC (XXX-XX-7484 )  
Fairfax, VIRGINIA

**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.								

**Add Participation**

**Step 8.** The Previous Participation Property Search page will display.

**Step 9.** Select the Property Role. (Example: Managing Agent, Owner/Mortgagor, Limited Partner, etc.)

**Step 10.** Enter one of the following: Contract Number, FHA Number, Property ID, or Property Name.

**Step 11.** Click on the “Search” button.

**Active Partners Performance System**

*Previous Participation Property Search*

\* Property Role: Managing Agent

☒ HUD Property ☐ Other Property

**HUD Multifamily Property**

Contract Number:  or

FHA Number:  or

Property ID:  or

Property Name:


**Search**


**Step 12.** The Previous Participation Property List page will display.


**Step 13.** Select the radio button (if not already selected) next to the property you want to add.


**Step 14.** Click on the “**Previous Participation**” button.


**Step 15.** The Previous Participation Detail page will display.


**apps**


  
Feedback


  
Secure Systems


  
Housing


  
HUD Home


  
HUD LOPs


  
GSA EPLS

  
2530 Contacts

  
User ID:

  
What's New

  
Online Help

  
Glossary

### Active Partners Performance System

#### Previous Participation Detail

<b>PARTICIPANT:</b>	ABC 123 Company (xxxxx2226), Denver, COLORADO		
<b>PROPERTY NAME:</b>	APPLE AVE APTS		
<b>PROPERTY ID:</b>	800030529		
<b>PROPERTY TYPE:</b>	Multifamily		
<b>CONTRACT NO(S):</b>	None		
<b>CONTRACT AMOUNT:</b>	None		
<b>LOAN AMOUNT:</b>	None		
<b>FHA NO(S):</b>	None		

Agency/Role Information

<b>*Agency:</b>	HUD	<b>*Project Role:</b>	Lessor (Landlord)
<b>*From Date:</b> (mm/dd/yyyy)		<b>*To Date:</b> (mm/dd/yyyy)	

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	

Add Remove

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

Save

Previous Participation List

**Step 16.** If the Agency/Role Information “**To Date**” is current, click the “**(check if current)**” checkbox.

**Step 17.** Enter the Loan Status Information. If the “As of Date” is current, click the “(check if current)” checkbox.

**Step 18.** 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]** Users must select a response for the *Performed by* drop-down list while updating a score. 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.” You can edit this comment and enter any relevant comments that you want.

**Step 19.** Review the Management Review Information rating (if applicable). If the rating is accurate, click “I agree to this score”. If you did not receive a management review during the time you were part of the property, select “No scores received”.

**[Note]** Users must select a response for the *Performed by* drop-down list while updating a score. 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 20.** Click “Save”.

**Step 21.** Screen displays with the message “Save was successful”.

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with navigation links: 'apps', 'Feedback', 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', '2530 Contacts', 'User ID: MXXXXX', 'What's New', 'Online Help', and 'Glossary'. The main content area has a title 'Previous Participation Detail' and a green message 'Save was successful'. Below this is a table with participant information:

<b>PARTICIPANT:</b>	XYZ LLC, (REDACTED), Fairfax, VIRGINIA
<b>PROPERTY NAME:</b>	Access Village
<b>PROPERTY ID:</b>	800000997
<b>PROPERTY TYPE:</b>	Multifamily
<b>CONTRACT NO(S):</b>	(REDACTED)
<b>CONTRACT AMOUNT:</b>	\$165,600.00
<b>LOAN AMOUNT:</b>	\$1,312,600.00
<b>FHA NO(S):</b>	(REDACTED)

Below the table is the 'Agency/Role Information' section with the following fields:

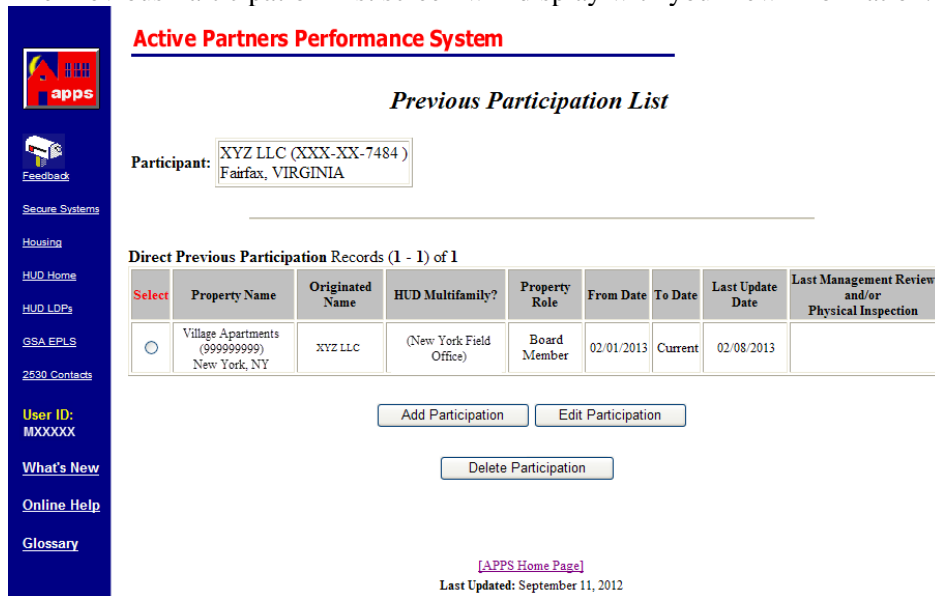
- \*Agency: HUD
- \*Project Role: Board Member
- \*From Date: 02/01/2013
- \*To Date: (mm/dd/yyyy) with a calendar icon and a checked box for '(check if current)'

There is also an 'Affiliation Comments' text area and a 'Loan Status Information' section at the bottom.

**Step 22.** When you are finished, click on the “Previous Participation List” button.

Previous Participation List

**Step 23.** The Previous Participation List screen will display with your new information.



**Active Partners Performance System**

*Previous Participation List*

Participant: XYZ LLC (XXX-XX-7484)  
Fairfax, VIRGINIA

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 type="radio"/>	Village Apartments (999999999) New York, NY	XYZ LLC	(New York Field Office)	Board Member	02/01/2013	Current	02/08/2013	

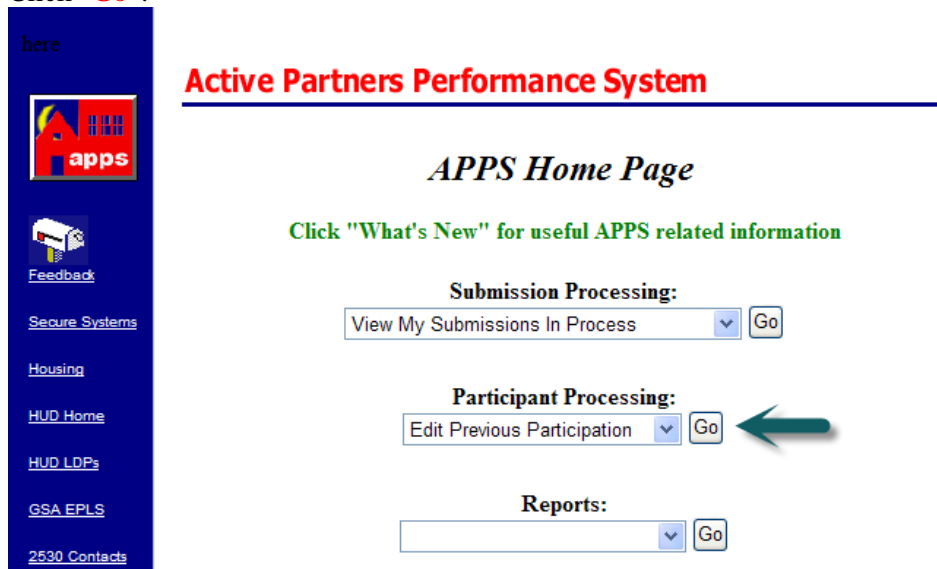
[Add Participation](#)
[Edit Participation](#)
[Delete Participation](#)

[\[APPS Home Page\]](#)  
 Last Updated: September 11, 2012

## 4.1 Editing Previous Participation

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

**Step 2.** Click “Go”.



**Active Partners Performance System**

*APPS Home Page*

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

**Submission Processing:**

View My Submissions In Process [Go](#)

**Participant Processing:**

Edit Previous Participation [Go](#)

**Reports:**

[Go](#)

**Step 3.** The Participant Search page will display.

**[Note]** During the process of creating any submission or a baseline, a user can update the previous participation of an applicant.

**Step 4.** Enter Participant TIN or SSN.

**Step 5.** Click “Search”.

The screenshot shows the 'Active Partners Performance System' header. On the left is a blue sidebar with the 'apps' logo and links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, and GSA EPLS. The main content area is titled 'Participant Search' and 'Previous Participation'. It contains a form with two input fields: 'TIN: 999999999 (no dashes)' and 'or SSN: (no dashes)'. Below the form is a 'Search' button, which is circled in red.

**Step 6.** The Previous Participation List screen will display.

**Step 7.** Select Previous Participation to edit by selecting the radio button next to the Property Name.

**Step 8.** Click on the “Edit Participation” button.

The screenshot shows the 'Active Partners Performance System' header. On the left is a blue sidebar with the 'apps' logo and links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID: MXXXXX, What's New, Online Help, and Glossary. The main content area is titled 'Previous Participation List'. It shows a 'Participant:' field with 'XYZ LLC (XXX-XX-7484 ) Fairfax, VIRGINIA'. Below this is a table titled 'Direct Previous Participation Records (1 - 1) of 1'. The table has columns: Select, Property Name, Originated Name, HUD Multifamily?, Property Role, From Date, To Date, Last Update Date, and Last Management Review and/or Physical Inspection. The first row shows 'Village Apartments (999999999) New York, NY', 'XYZ LLC', '(New York Field Office)', 'Board Member', '02/01/2013', 'Current', '02/08/2013', and an empty cell. Below the table are three buttons: 'Add Participation', 'Edit Participation' (circled in red), and 'Delete Participation'. A green arrow points to the radio button in the 'Select' column of the first row. At the bottom, there is a link '[APPS Home Page]' and the text 'Last Updated: September 11, 2012'.

Select	Property Name	Originated Name	HUD Multifamily?	Property Role	From Date	To Date	Last Update Date	Last Management Review and/or Physical Inspection
<input type="radio"/>	Village Apartments (999999999) New York, NY	XYZ LLC	(New York Field Office)	Board Member	02/01/2013	Current	02/08/2013	

**Step 9.** The Previous Participation Detail page will display.

**Step 10.** Edit any relevant Information and update the inspection score and MOR rating, if applicable.

**Step 11.** Click “Save”.

**Step 12.** The Previous Participation page displays with the message “Save was Successful”.

The screenshot shows the 'Active Partners Performance System' interface. On the left is a blue sidebar with links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, User ID, What's New, Online Help, and Glossary. The main content area has a red header 'Active Partners Performance System' and a title 'Previous Participation Detail'. A green message 'Save was successful.' is displayed. Below is a form with the following fields: PARTICIPANT (blank), PROPERTY NAME: Test 2, PROPERTY ID: 800218559, PROPERTY TYPE: Multifamily, CONTRACT NO(S): (blank), CONTRACT AMOUNT: None, LOAN AMOUNT: \$0.00, and FHA NO(s): 10198091. The 'Agency/Role Information' section includes: \*Agency: HUD, \*Project Role: Key Principal (dropdown), \*From Date: 01/02/2012 (calendar icon), \*To Date: (calendar icon) with a checked box for '(check if current)', and Affiliation Comments: (text area). The bottom section is 'Loan Status Information'.

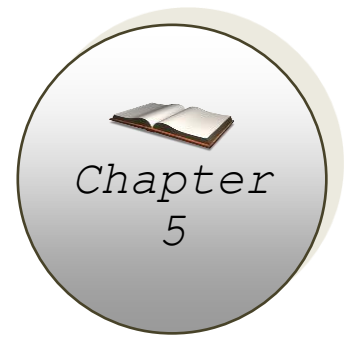
<b>PARTICIPANT:</b>	
<b>PROPERTY NAME:</b>	Test 2
<b>PROPERTY ID:</b>	800218559
<b>PROPERTY TYPE:</b>	Multifamily
<b>CONTRACT NO(S):</b>	
<b>CONTRACT AMOUNT:</b>	None
<b>LOAN AMOUNT:</b>	\$0.00
<b>FHA NO(s):</b>	10198091

<b>Agency/Role Information</b>	
<b>*Agency:</b> HUD	<b>*Project Role:</b> Key Principal
<b>*From Date:</b> 01/02/2012	<b>*To Date:</b> (calendar icon) <input checked="" type="checkbox"/> (check if current)
<b>Affiliation Comments:</b>	
<div></div>	

**Loan Status Information**

**Step 13.** When finished, click on the “**Previous Participation List**” button.

**Step 14.** The Previous Participation List screen will display with your new information.



# 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

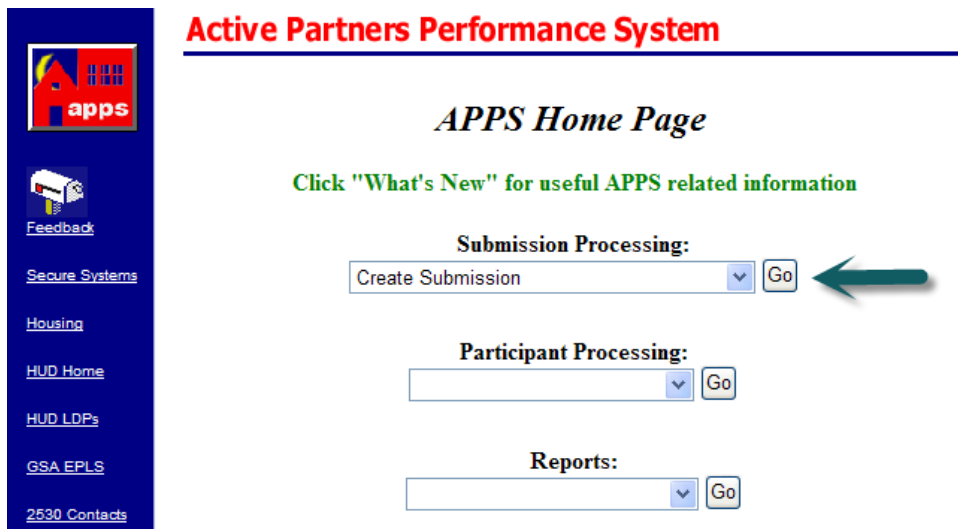
### 5.1 Major Organization Change Submissions

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.

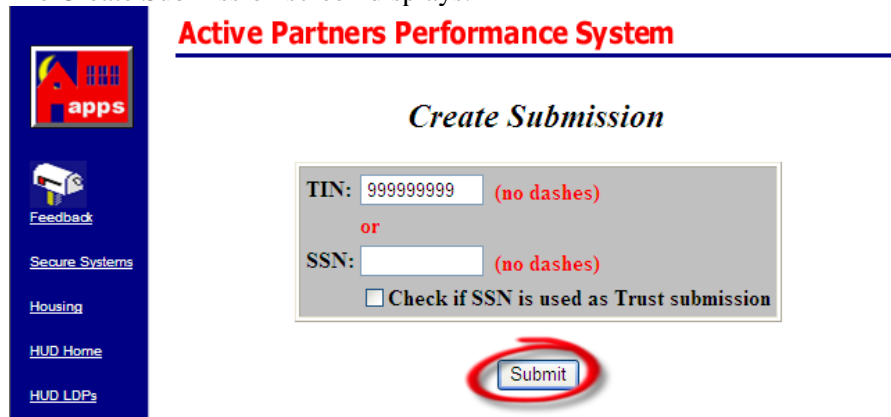
**Step 1.** On the APPS Home Page, select “**Create Submission**” from the *Submission Processing* drop-down list.



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.

**Step 2.** Click “Go”.

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



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

**Step 5.** Click "Submit".

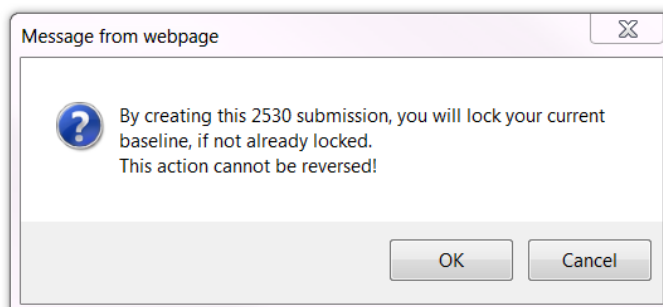
**Step 6.** The Create Submission screen will display.

**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

Next Step

Save & Exit

Cancel Submission

**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	

Add Principal

Edit Principal

Remove Principal

Previous Step

Save & Exit

Cancel Submission



[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

**User ID:**

XXXXXX

[What's New](#)

[Online Help](#)



[Glossary](#)

**[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.”

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

## 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.

apps

Feedback

Secure Systems

Housing

HUD Home

HUD LDPs

GSA EPLS

2530 Contacts

User ID:  
MXXXXX

What's New

Online Help

Glossary

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)

Save

Parent Organization Structure

2530 Submission

**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.



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

Add Principal

Edit Principal

Remove Principal

Previous Step

Next Step

Save & Exit

Cancel Submission

## 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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[2530 Contacts](#)

**User ID:**  
MXXXXX

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## Active Partners Performance System

### *Edit Principal within Organization*

Prefix:	Mr. <input type="button" value="v"/>
* First Name:	<input type="text" value="John"/>
Middle:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="button" value="v"/>
* SSN:	<input type="text" value="123456789"/>
<b>Physical delivery address</b>	
* Address:	<input type="text" value="123 Anywhere Street"/> <input type="text" value="Suite 123"/>
* City:	<input type="text" value="Fairfax"/>
* State:	<input type="text" value="VIRGINIA"/> <input type="button" value="v"/>
* Zip Code:	<input type="text" value="22031"/> - <input type="text"/>
* Country:	<input type="text" value="USA"/> <input type="button" value="v"/>
<b>If country not United States</b>	
Territory:	<input type="text"/> <input type="button" value="v"/>
* Postal Code:	<input type="text"/>
* Phone:	<input type="text" value="999-999-9999"/>
Fax:	<input type="text" value="999-999-9999"/>
* E-mail:	<input type="text" value="john.doe@contoso.com"/>
Cell Phone:	<input type="text"/>

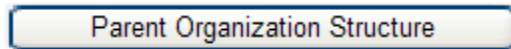
Parent Participant:	<input type="text" value="XYZ LLC"/>
* Role in Entity:	<input type="text" value="Key Principal"/> <input type="button" value="v"/>
Role Comment:	<input type="text"/>
* Percent Ownership in Entity:	<input type="text" value="0"/> % <span style="color: red;">(100.00)</span>
* Starting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

[\[APPS Home Page\]](#)

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.

The screenshot shows the "Active Partners Performance System" interface. On the left is a blue sidebar with a navigation menu containing links like "Feedback", "Secure Systems", "Housing", "HUD Home", "HUD LDPs", "GSA EPLS", "2530 Contacts", "User ID: MXXXXX", "What's New", "Online Help", and "Glossary". The main content area has a title "2530 Submission Edit Organization Structure". Below the title are form fields for "Submission ID: 105888", "Reason: Organization Change (Major)", "Applicant: XYZ LLC(99999999)", and "Current Status: In Process, 01/22/2013". A table lists three principals with columns for Select, Name, Type, Role, Ownership Percent, Begin Date in Organization, and Change. A green arrow points to the "Change" link for the second principal. At the bottom are buttons for "Add Principal", "Edit Principal", "Remove Principal", "Previous Step", "Next Step", "Save & Exit", and "Cancel Submission".

**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 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	

Add Principal Edit Principal Remove Principal

Previous Step Next Step Save & Exit Cancel Submission

**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**

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

**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:**

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


  

  
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[Housing](#)
  
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[HUD LDPs](#)
  
[GSA EPLS](#)
  
[2530 Contacts](#)
  
**User ID:**
  
**MB0652**
  
**What's New**
  
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## Active Partners Performance System

### 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.

  
[Feedback](#)
  
  
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## Active Partners Performance System

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### PARTICIPANT CERTIFICATION

<b>PARTICIPANT</b>	XYZ LLC (XXX-XX-XXXX) Fairfax , VIRGINIA
--------------------	---

<b>Certify for:</b>	<b>Submission ID:</b>	<input type="text" value="105888"/>
---------------------	-----------------------	-------------------------------------

*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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[Secure Systems](#)
  
  
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[2530 Contacts](#)
  
  
**User ID:**  
 MXXXXX
   
  
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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**”.

  
  
Feedback  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LDPs](#)  
[GSA EPLS](#)  
[2530 Contacts](#)  
**User ID:**  
MB0652  
[What's New](#)  
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[Glossary](#)

## Active Partners Performance System

### 2530 Submission Certify Submission

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

**Applicant:** XYZ LLC (99999999)

**Current Status:** In Process, 01/22/2013

**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.


[Feedback](#)  
[Secure Systems](#)  
[Housing](#)  
[HUD Home](#)  
[HUD LOPs](#)  
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[2530 Contacts](#)  
**User ID:**  
 MXXXXX  
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## Active Partners Performance System

### 2530 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 ---

**Contact Information**

**\* Name:**

**\* Phone:**

**Fax:**

**\* Email:**

**Pager:**

**Applicant Comments:**

**Current Submission Status:** In Process

----- Select query -----

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 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 7.** From the 2530 Submission screen, select “**2530 Submission Package**” from the “-----  
Select query -----” drop-down list.

**Step 8.** 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 9.** 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 10.** Click “Print” on your browser’s toolbar.

**Step 11.** Click “Back” on your browser’s toolbar to exit the 2530 Submission Package and return to the 2530 Submission page.

**Step 12.** Click on the “Previous Step” button to return to the 2530 Submission Certify Submission page.

**Step 13.** Click the “Save & Exit” button to save and exit.

**Step 14.** Once the 2530 Submission Package has been printed, all the necessary signatures must be obtained.

**Step 15.** 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”.

here

**Active Partners Performance System**

*APPS Home Page*

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

**Submission Processing:**

View My Submissions In Process Go

**Participant Processing:**

Go

**Reports:**

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.

**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	XXXX-XX-XXXX	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”.

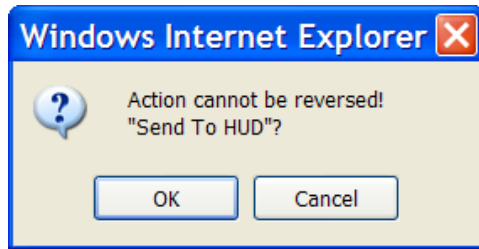
**Step 16.** The 2530 Submission page will display.

## 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.


  

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

## 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:**

<b>Organization Change</b>	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)

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

## 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 and the 'APPS Home Page' title. On the left is a blue sidebar with links: Feedback, 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 set to '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 in the Submission Processing section.

**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="Upload"/> <input data-bbox="646 604 760 646" type="button" value="Browse..."/>	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="Upload"/> <input data-bbox="646 1360 760 1402" type="button" value="Browse..."/>	107125	Organization Change (Major)	XXX-XX-7484	XYZ LLC	test.pdf

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

## 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.



[Feedback](#)

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

**User ID:**  
MXXXXX

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## Active Partners Performance System

### 2530 Submission Certify Submission

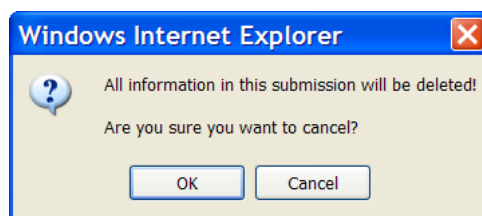
Update your previous participation at the applicant level before submitting to HUD.

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

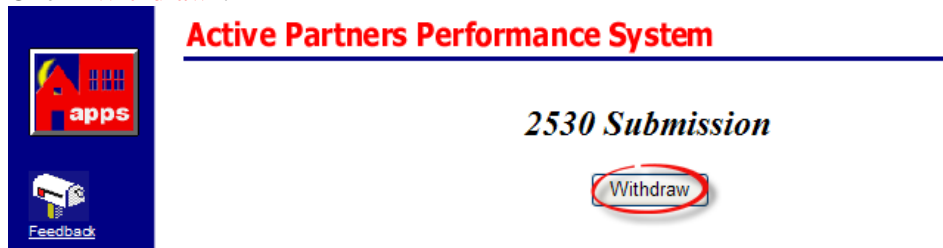
Refer to [Chapter 8](#), Submission Queries and Reports.

## 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.

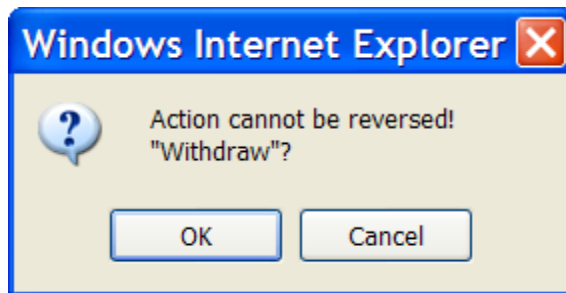
<b>Applicant Comments:</b> (for Withdraw only)	
<input type="text" value="I am withdrawing this submission, and these are my comments explaining why."/>	
<hr/>	
<b>Current Submission Status:</b> Field Office Review	<b>Sent to HUD:</b> 02/08/2013
<input type="text" value="----- Select query -----"/> <input type="button" value="Go"/> <a href="#">Select submission query</a>	
<b>Warning:</b> 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”.

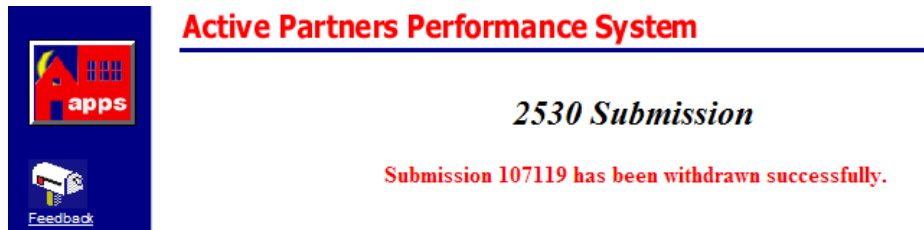


**Step 9.** A warning will display, ‘Action cannot be reversed! “Withdraw”?’

**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.

[Feedback](#)[Secure Systems](#)[Housing](#)[HUD Home](#)[HUD LDPs](#)[GSA EPLS](#)[2530 Contacts](#)

User ID:  
MXXXXX

[What's New](#)[Online Help](#)[Glossary](#)

## Active Partners Performance System

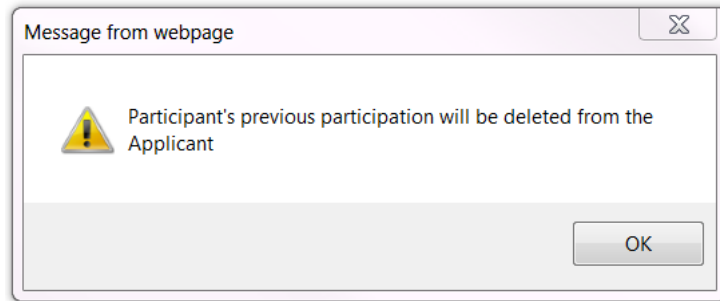
### Remove Principal from Organization

Prefix:	<input type="text" value="Mr."/>
First Name:	<input type="text" value="John"/>
Middle:	<input type="text"/>
Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="text"/>
* SSN:	<input type="text" value="999-99-9999"/>
<b>Physical delivery address</b>	
Address:	<input type="text" value="123 Anywhere Street"/>
	<input type="text" value="Suite 123"/>
City:	<input type="text" value="Fairfax"/>
State:	<input type="text" value="VIRGINIA"/>
Zip Code:	<input type="text" value="22031"/>
Country:	<input type="text" value="USA"/>
<b>If country not United States</b>	
Territory:	<input type="text"/>
Postal Code:	<input type="text"/>
Phone:	<input type="text" value="999-999-9999"/>
Fax:	<input type="text" value="999-999-9999"/>
* E-mail:	<input type="text" value="john.doe@contoso.com"/>
Cell Phone:	<input type="text"/>

Parent Participant:	<input type="text" value="XYZ LLC"/>
Role in Entity:	<input type="text" value="Key Principal"/>
Role Comment:	<input type="text"/>
Percent Ownership in Entity:	<input type="text" value="0%"/>
Starting Date in Entity:	<input type="text" value="03/01/2009"/> (mm-dd-yyyy)
Ending Date in Entity:	<input type="text" value="01"/> - <input type="text" value="10"/> - <input type="text" value="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.

  
  
Secure Systems  
Housing  
HUD Home  
HUD LDPs  
GSA EPLS  
2530 Contacts  
User ID: MXXXXX  
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### Active Partners Performance System

---

## 2530 Submission Edit Organization Structure

Principal has been removed successfully.

Submission ID: 107121 Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)

Current Status: In Process, 02/11/2013

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	<a href="#">Remove</a>
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/01/2009	Yes	No	

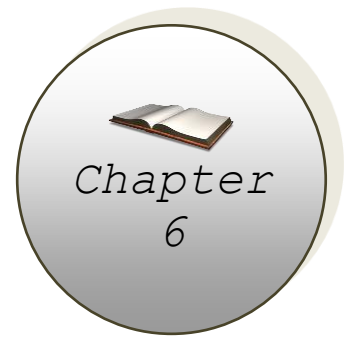
[Add Principal](#) [Edit Principal](#) [Remove Principal](#)

[Previous Step](#) [Next Step](#) [Save & Exit](#) [Cancel Submission](#)

[\[APPS Home Page\]](#)  
Last Updated: November 26, 2012

## 5.16 Querying the Submission

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



# Modified TPA

## 6.0 Introduction – Modified Transfer of Physical Assets

**Modified TPA submissions** are made to change ownership percentages of principles in an entity. Changes in ownership percentages are made within existing principals of the entity or by adding new principles to the current organization structure. Details on the types of transactions that qualify as modified TPA are discussed in [HUD Handbook 4350.1, Chapter 10](#).

### 6.1 Creating a Modified TPA Submission

The Modified TPA Submission is completed via a wizard process guiding users through each step.

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

**Step 2.** Click “**Go**”.

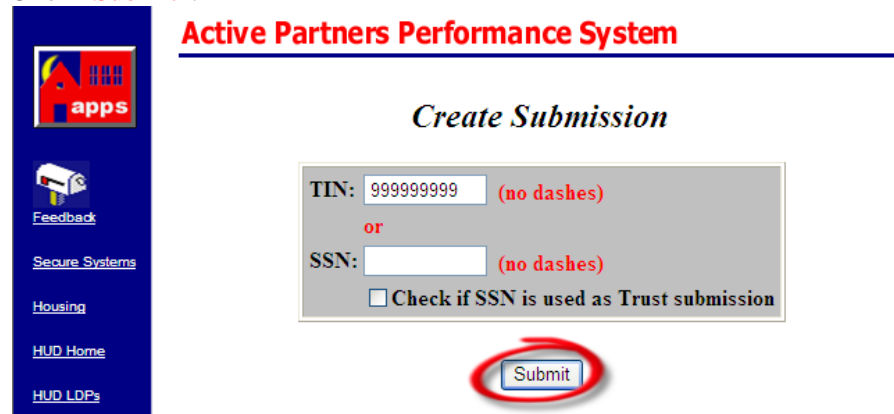


The screenshot shows the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green text prompt says 'Click "What's New" for useful APPS related information'. There are three sections: 'Submission Processing:' with a dropdown menu showing 'Create Submission' and a 'Go'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

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

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

**Step 5.** Click “**Submit**”.



The screenshot shows the 'Active Partners Performance System' header. Below it is the 'Create Submission' title. The main form area has two input fields: 'TIN: 999999999 (no dashes)' and 'SSN: (no dashes)', with 'or' between them. Below these is a checkbox labeled 'Check if SSN is used as Trust submission'. At the bottom, the 'Submit' button is circled in red. On the left is the same blue sidebar as in the previous screenshot.

**Step 6.** The Create Submission screen will display.

**Step 7.** Select “**Modified TPA/Org. Change**” from the type of submission drop-down list.

**Step 8.** Click “**Submit**”.



**Active Partners Performance System**

*Create Submission*

Select the type of submission you would like to create:

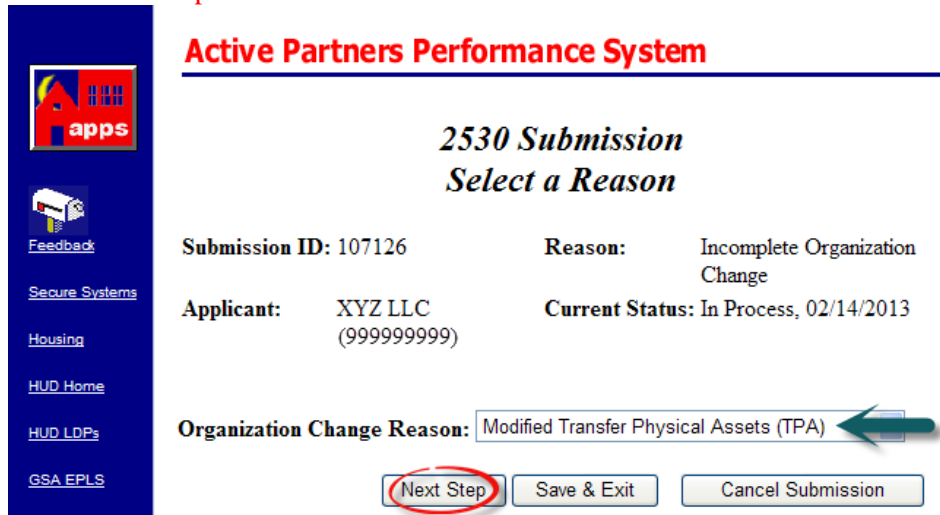
Modified TPA/Org. Change ▼

Submit

**Step 9.** The 2530 Submission Select a Reason screen will display.

**Step 10.** Select “**Modified Transfer Physical Assets (TPA)**” from the *Organization Change Reason* drop-down list.

**Step 11.** Click “**Next Step**”.



**Active Partners Performance System**

*2530 Submission  
Select a Reason*

Submission ID: 107126      Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)      Current Status: In Process, 02/14/2013

Organization Change Reason: Modified Transfer Physical Assets (TPA) ▼

Next Step    Save & Exit    Cancel Submission

**Step 12.** The 2530 Edit Organization Structure screen will display.

## 6.2 Adding a Principal

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

**Active Partners Performance System**

**2530 Submission**  
**Edit Organization Structure**

Submission ID: 107126 Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)

Current Status: In Process, 02/14/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/02/2011	Yes	No	

**Add Principal** **Edit Principal** **Remove Principal**

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

**Step 2.** The Participant Search screen displays.

**Step 3.** Enter the participant’s TIN or SSN (To add an entity to the organization structure, the subject entity should have a baseline in APPS).

**Step 4.** Click “Search”.

**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.

**Step 6.** Enter the **Role in Entity**, **Percent Ownership in Entity** and **Starting Date in Entity**. Fields marked with a red asterisk (\*) are required.

**Step 7.** Click “**Save**”.

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

Save



Parent Organization Structure

2530 Submission

--- Select participant processing --- Go

Page 75

- Step 8.** The 2530 Submission Edit Organization Structure screen will display with the new principal information and will display the following message: “Principal added Successfully”.

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

## Active Partners Performance System

---

### 2530 Submission Edit Organization Structure

➔ **Principal added Successfully**

**Submission ID:** 107126 **Reason:** Incomplete Organization Change

**Applicant:** XYZ LLC (999999999)

**Current Status:** In Process, 02/14/2013

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/02/2011	Yes	No	
<input type="radio"/>	Doe, John (XXX-XX-7062)	Individual	Manager	0	02/01/2013	Yes	No	<b>Add</b>

## 6.3 Editing Information

- 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**

**Principal added Successfully**

Submission ID: 107126 Reason: Incomplete Organization Change

Applicant: XYZ LLC (999999999)

Current Status: In Process, 02/14/2013


↓

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input checked="" type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Key Principal	0	03/02/2011	Yes	No	
<input type="radio"/>	Doe, John (XXX-XX-7062)	Individual	Manager	0	02/01/2013	Yes	No	Add

**Step 3.** The Edit Principal within Organization screen displays.

**Step 4.** Make the necessary edits to the principal.

Step 5. Click “Save”.

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

## Active Partners Performance System

### Edit Principal within 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)

Save

Parent Organization Structure

2530 Submission

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

Page 78

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

Parent Organization Structure

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

**Step 9.** Repeat the process as necessary.

**Step 10.** Click “Next Step”.

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

## Active Partners Performance System

### 2530 Submission Edit Organization Structure

Submission ID:  Reason:

Applicant:

Current Status:

Select	Name	Type	Role	Ownership Percent	Begin Date in Organization	Direct Previous Participation	Certified	Change
<input type="radio"/>	Doe, Jane (XXX-XX-2934)	Individual	Owner	100	03/02/2011	Yes	No	Change
<input type="radio"/>	Doe, John (XXX-XX-7062)	Individual	Manager	0	02/01/2013	Yes	No	Add

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

**Step 12.** Edit necessary contact information and click “Next Step”.

**Active Partners Performance System**

---

**2530 Submission**  
**Edit Contact Information**

**Submission ID:** 107126      **Reason:** Modified Transfer Physical Assets (TPA)  
**Applicant:** XYZ LLC (999999999)      **Current Status:** In Process, 02/14/2013

**Contact Information**

* <b>Name:</b>	Jane Doe
* <b>Phone:</b>	123-456-7890
<b>Fax:</b>	
* <b>Email:</b>	jane.doe@xyz.com
<b>Pager:</b>	

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

**Step 14.** Enter the necessary comments and click “Next Step”.

**Active Partners Performance System**

---

**2530 Submission**  
**Edit Applicant Comments**


**Submission ID:** 107126      **Reason:** Modified Transfer Physical Assets (TPA)  
**Applicant:** XYZ LLC (999999999)  
**Current Status:** In Process, 02/14/2013

**Applicant Comments:**

Enter your comments here.

**Step 15.** The 2530 Submission Certify Submission screen will display.

**Step 16.** Click “**Certify**” and complete the certification.

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

### 2530 Submission Certify Submission

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

Applicant		Submission ID: 107126			
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	XYZ LLC	999999999	Yes	No	

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

**Certify**

Edit Previous Participation

Previous Step

Next Step


Save & Exit

Cancel Submission

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

**Step 17.** Click “**Next Step**”.

**Step 18.** The 2530 Submission Send to HUD screen will display.  
**[Note]** 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).


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

## Active Partners Performance System

### 2530 Submission

[Previous Step](#)
[Send To HUD](#)
[Cancel Submission](#)

**Submission ID:** 107126  
**Current Status:** In Process

**Organization Change** Reason: Modified Transfer Physical Assets (TPA)

Applicant			
Name	TIN/SSN	Direct Previous Participation	Certified
XYZ LLC	999999999	Yes	Yes

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

**Contact Information**

\* **Name:**

\* **Phone:**

**Fax:**

\* **Email:**

**Pager:**

[Save Contact Information](#)

**Applicant Comments:**

[Save Comment](#)

**Current Submission Status:** In Process

Organization Tier Structure Report [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)

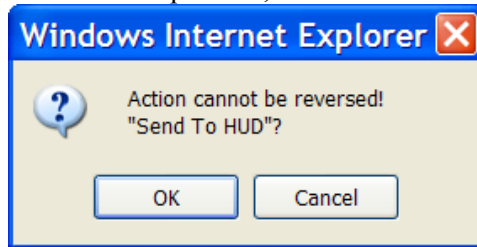
[Previous Step](#)
[Send To HUD](#)
[Cancel Submission](#)

## 6.4 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.

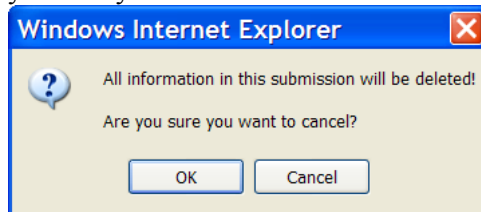
**[Note]** If all principals who are supposed to certify have not certified, the system will not allow you to send the submission to HUD. If an error message appears while trying to send the submission, fix the error and send the submission.

## 6.5 Canceling the Submission

- Step 1.** If you entered incorrect information or you no longer wish to send the 2530 submission to HUD, you may cancel the submission by clicking “Cancel”.

**[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?” Click “OK” to cancel the submission.



- Step 3.** 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: XXXXXX 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

## 6.6 Querying the Submission

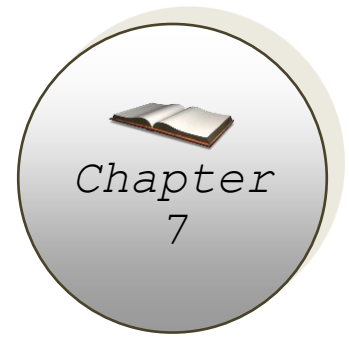
Refer to [Chapter 8](#), Submission Queries and Reports.

## **6.7      Printing the Submission Package**

Refer to [Chapter 5, Section 8](#), Printing the Submission Package.

## **6.8      Withdrawing the Submission**

Refer to [Chapter 5, Section 12](#), Withdrawing the Submission.



# Certification

## 7.0 Certification

**[Note]** Submissions created by one coordinator can also be certified by another coordinator.

### 7.1 Certifying Submissions in Process

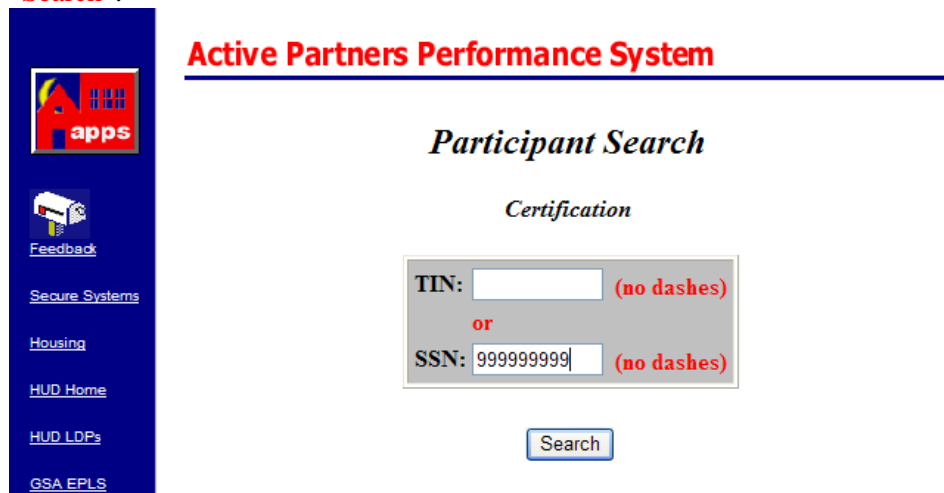
**Step 1.** On the APPS Home Page, select “**Certify Submission**” from the *Participant Processing* drop-down list.



The screenshot shows 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 instruction: 'Click "What's New" for useful APPS related information'. Below this are three sections: 'Submission Processing' with a dropdown menu set to 'View My Submissions In Process' and a 'Go' button; 'Participant Processing' with a dropdown menu set to 'Certify Submission' and a 'Go' button (highlighted with a red arrow); and 'Reports' with an empty dropdown menu and a 'Go' button.



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

**Step 3.** Enter the TIN or SSN for the participant for whom you would like to Certify and click “**Search**”.



The screenshot shows 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, and GSA EPLS. The main content area is titled 'Participant Search' and includes a section for 'Certification'. This section contains two input fields: 'TIN: [ ] (no dashes)' and 'SSN: 999999999 [ ] (no dashes)', separated by the word 'or'. Below these fields is a 'Search' button.

**Step 4.** The Participant Certification screen will display.

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

## Active Partners Performance System

### PARTICIPANT CERTIFICATION

<b>PARTICIPANT</b>	John Doe (XXX-XX-7062 ) Columbia , SOUTH CAROLINA
--------------------	--

<b>Certify for:</b>	<b>Submission ID:</b>	<input type="text"/>
---------------------	-----------------------	----------------------

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;

☒ True ☐ False

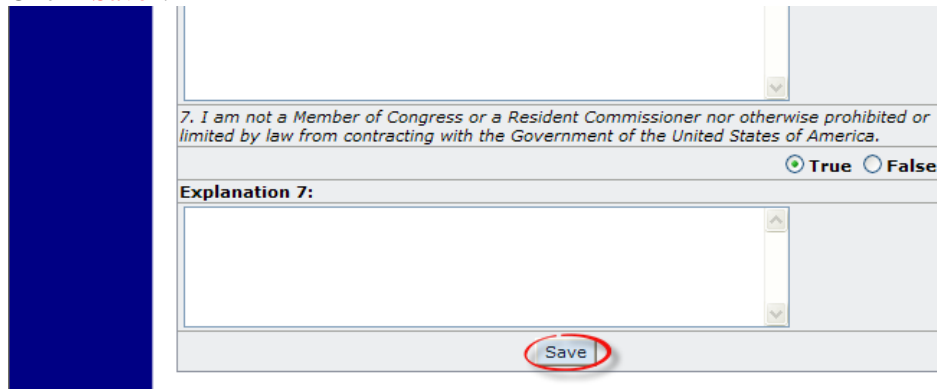
**Explanation 2b:**

**Step 5.** Enter the Submission ID.

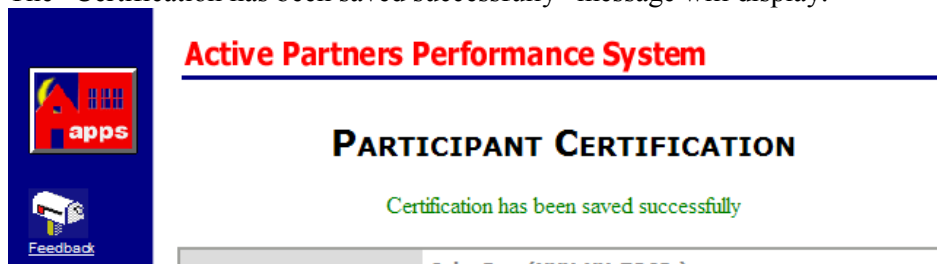
**Step 6.** Select “True” or “False” for each statement (the default position is “True”).

**Step 7.** Enter Explanation if “False” is selected (required).

**Step 8.** Click “Save”.

A screenshot of a web form for certification. On the left is a blue sidebar. The main form area contains a text box with the text: "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." Below this text box are two radio buttons, "True" (selected) and "False". Underneath is a section labeled "Explanation 7:" followed by a large empty text area. At the bottom of the form, a "Save" button is circled in red.

**Step 9.** The “Certification has been saved successfully” message will display.



**Step 10.** Once certified, proceed to send the submission to HUD.

## 7.2 Sending to HUD

Refer to [Chapter 5, Section 7](#), Sending the Submission to HUD.

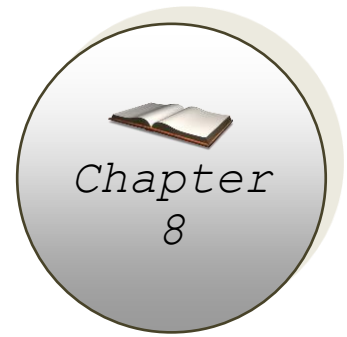
**[Note]** Only the coordinator who created the submission can send the submission to HUD.

## 7.3 Printing the Submission Package

Refer to [Chapter 5, Section 8](#), Printing the Submission Package.

## 7.4 Upload Signed 2530 Submission Package in APPS

Refer to [Chapter 5, Section 9](#), Upload Signed 2530 Submission Package in APPS.



# Submission Queries and Reports

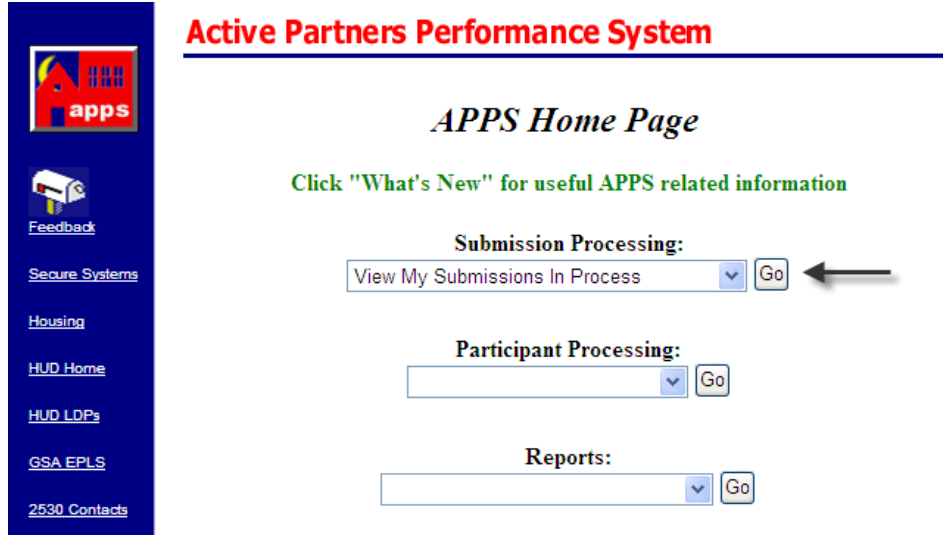
## 8.0 Submission Queries and Reports

Submission queries and reports allow users to extract and/or display relevant information from APPS.

### 8.1 View My Submissions in Process

**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.

**Step 2.** Click “Go”.



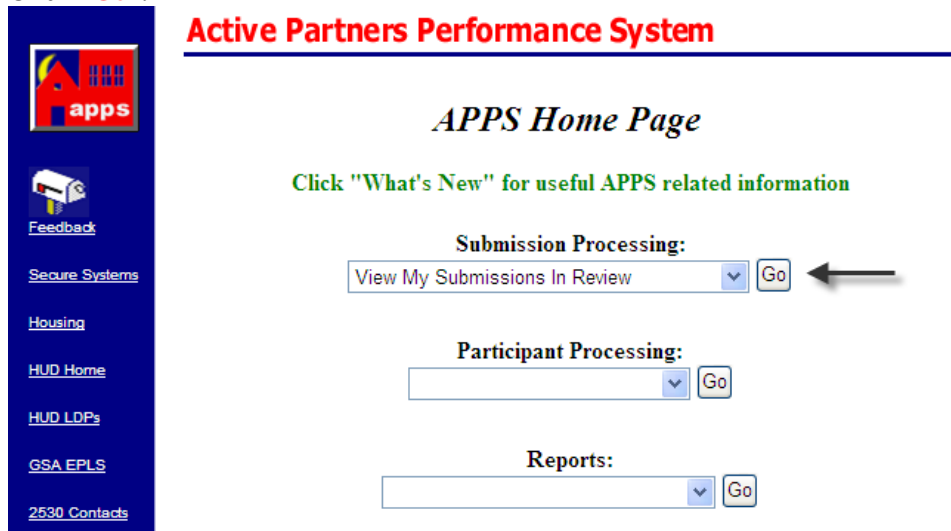
The screenshot shows the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green text prompt says 'Click "What's New" for useful APPS related information'. The 'Submission Processing:' section features a dropdown menu with 'View My Submissions In Process' selected, and a 'Go' button to its right, which is pointed to by a black arrow. 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 of the page is a blue vertical sidebar with the APPS logo and several links: Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and 2530 Contacts.

**Step 3.** The Submission List screen will display.

### 8.2 View My Submissions in Review

**Step 1.** From the APPS Home Page, select “**View My Submissions in Review**” from the *Submission Processing* drop-down list.

Step 2. Click “Go”.




The screenshot shows the 'Active Partners Performance System' header. Below it is the 'APPS Home Page' title. A green link 'Click "What's New" for useful APPS related information' is present. The 'Submission Processing:' section has a dropdown menu with 'View My Submissions In Review' selected and a 'Go' button to its right, which is pointed to by a black arrow. Below this is the 'Participant Processing:' section with an empty dropdown and a 'Go' button. The 'Reports:' section also has an empty dropdown and a 'Go' button. A left sidebar contains links: 'apps' (with a house icon), 'Feedback' (with a mail icon), 'Secure Systems', 'Housing', 'HUD Home', 'HUD LDPs', 'GSA EPLS', and '2530 Contacts'.

Step 3. The Submission List screen will display.

### 8.3 View All Submissions in Process

Step 1. From the APPS Home Page, select “**View All Submissions In Process**” from the *Submission Processing* drop-down list.

Step 2. Click “Go”.



This screenshot is identical to the previous one, but the dropdown menu in the 'Submission Processing:' section is now set to 'View All Submissions In Process'. The 'Go' button next to it is highlighted by a black arrow.

Step 3. The Submission List screen will display.

### 8.4 Submission Status History

This allows the user to view the chronological history of submission statuses.

**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.  
**[Note]** The Submission Status History can also be accessed through “View My Submissions in Review”, and “View All Submissions in Process”.

**Step 2.** Click “Go”.

**Step 3.** The Submission List screen will display.

**Step 4.** Select “**Submission Status History**” from the *Select Query* drop-down.

**Step 5.** Click “Go”.

	In Process	Associates				
<input type="radio"/>	XYZ LLC	XXX-XX-7484	02/25/2013	107132	Organization Change (Court Order/Inheritance)	

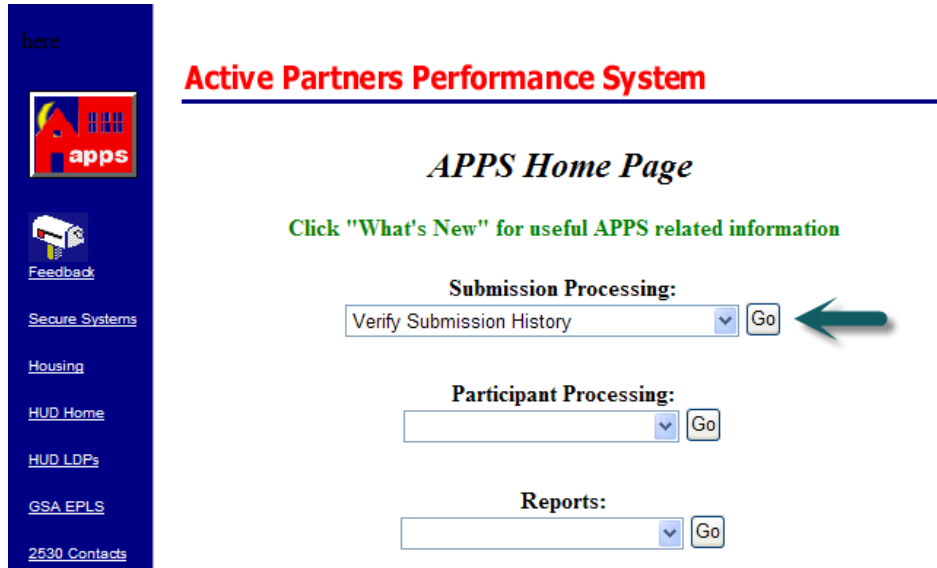
**Step 6.** The Submission Status History screen displays.

## 8.5 Verify Submission History

This allows a user to view the final disposition for 2530 submissions with view only rights.

**Step 1.** From the APPS Home Page, select “**Verify Submission History**” from the *Submission Processing* drop-down list.

**Step 2.** Click “Go”.



here

**apps**

[Feedback](#)

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

---

**Active Partners Performance System**

---

*APPS Home Page*

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

**Submission Processing:**

Verify Submission History  ←

**Participant Processing:**

**Reports:**

**Step 3.** The Final disposition for 2530 Submission screen will display.

## 8.6 2530 Previous Participation Report

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



**apps**

[Feedback](#)

[Secure Systems](#)

[Housing](#)

[HUD Home](#)

[HUD LDPs](#)

[GSA EPLS](#)

[2530 Contacts](#)

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**Active Partners Performance System**

---

*APPS Home Page*

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

**Submission Processing:**

View My Submissions In Process

**Participant Processing:**

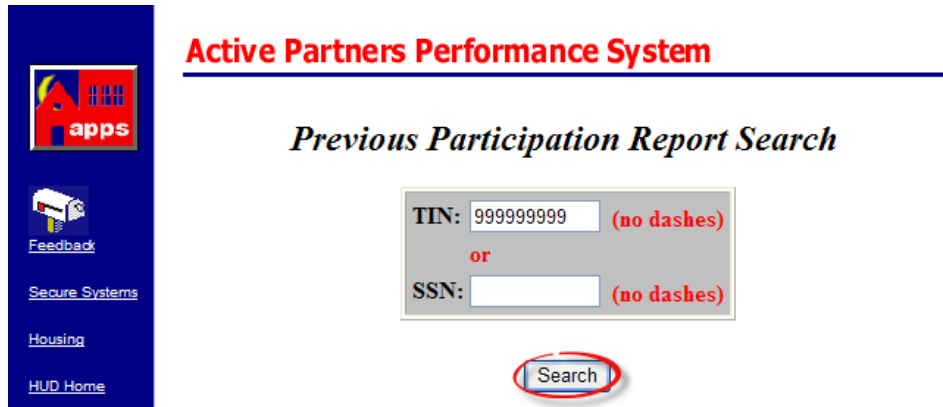
**Reports:**

Previous Participation Report  ←

**Step 2.** The Previous Participation Report Search screen will display.

**Step 3.** Enter the TIN or SSN.

**Step 4.** Click “Search”.



**Step 5.** The 2530 Previous Participation Report will display.

2530 Previous Participation			
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)	

**Organization:** XYZ LLC (XXX-XX-7484)

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

**Schedule A: List of Previous Projects and Section 8 Contracts.**

By my name below is the complete list of my previous projects and my participation history as a principal: in Multifamily Housing programs of HUD/FmHA, State, and Local Housing Finance Agencies.

1. List Each Principal's Name (list in alphabetical order, last name first)	2. List Previous Projects (give the ID number, project name, city location, and government agency involved if other than HUD)	3. List Principals' Role(s) (indicate dates participated and if fee or identity of interest participant)	4. Status of Loan (current, defaulted, assigned, or foreclosed)	5. Was Project ever in Default during your participation?			6. Last Management Review and/or Physical Inspection
				Yes	No	If Yes, explain	
XYZ LLC (XXX-XX-7484 )	800000997 Claremont, CA	Board Member Fr: 02/01/2013 To: Current	Current Current		N		No management review rating.  No physical inspection score.

**Step 6.** Click “Print” on your browser’s toolbar if you want to print the report.

**Step 7.** To exit the Previous Participation Report, click “Back” on you browser’s toolbar (in this case, the Back button can be used).

## 8.7 2530 Submission Directory Report

This allows users to see a list of the principals in the submission with all of their participant information.

**Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.

**Active Partners Performance System**

*APPS Home Page*

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

**Submission Processing:**

View My Submissions In Process Go

**Participant Processing:**

Go

**Reports:**

Go

**Step 2.** The Submission List screen will display.

**Step 3.** Select “**Submission Directory Report**” from the *Select Query* drop-down list.

**Step 4.** Click “**Go**”.

	Associates					
<input type="radio"/>	In Process	XYZ LLC	XXX-XX-7484	02/25/2013	107132	Organization Change (Court Order/Inheritance)

2530 Submission

Submission Search

2530 Submission Directory Report Go

**Step 5.** The 2530 Submission Directory Report displays.

**Step 6.** To print the report, click the browser’s “**Print**” button.

**Step 7.** To exit the 2530 Submission Directory Report, click the browser’s “**Back**” button (in this case the Back button can be used).

## 8.8 Organization Tier Structure Report

This allows a user to view an Organization’s Structure.

**Step 1.** From the APPS Home Page, select “**Organization Tier Structure Report**” from the *Reports* drop-down list.

**Step 2.** Click “Go”.

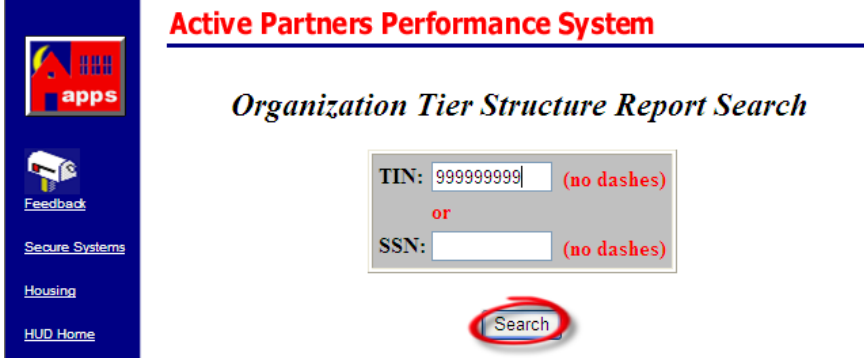


The screenshot shows the 'Active Partners Performance System' (APPS) Home Page. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, and PPRS/F19. The main content area has a title 'APPS Home Page' and a green instruction: 'Click "What's New" for useful APPS related information'. Below this are three sections: 'Submission Processing' with a dropdown menu set to 'Review Your Submissions' and a 'Go' button; 'Participant Processing' with an empty dropdown menu and a 'Go' button; and 'Reports' with a dropdown menu set to 'Organization Tier Structure Report (NEW)' and a 'Go' button. A red arrow points to the 'Go' button in the Reports section.

**Step 3.** The Organization Tier Structure Report Search page displays.

**Step 4.** From the Organization Tier Structure Report Search page, enter the TIN.

**Step 5.** Click “Search”.



The screenshot shows the 'Organization Tier Structure Report Search' page. It features the same blue sidebar as the previous page. The main content area has a title 'Organization Tier Structure Report Search'. Below the title is a search form with two input fields: 'TIN: 999999999' (with '(no dashes)' in red text) and 'SSN: ' (with '(no dashes)' in red text). Between the fields is the word 'or'. Below the input fields is a 'Search' button, which is circled in red.

**Step 6.** The Organization Tier Structure Report will display.

**Step 7.** To print the report, click the browser’s “Print” button.

**Step 8.** Use the browser’s “Back” button to exit the Organization Tier Structure Report (in this case the Back button can be used).

## 8.9 Participant Property Approval Report

This allows a user to view the dates on which a participant last had a 2530 approved.

- Step 1.** From the APPS Home Page, select “**View My Submissions in Process**” from the *Submission Processing* drop-down list.

**Active Partners Performance System**

*APPS Home Page*

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

**Submission Processing:**  
View My Submissions In Process Go

**Participant Processing:**  
Go

**Reports:**  
Go

- Step 2.** The Submission List screen will display.

- Step 3.** Select “**Participant Property Approval Report**” from the *Select Query* drop-down list.

- Step 4.** Click “**Go**”.

	In Process	XYZ LLC	XXX-XX-7484	02/25/2013	107132	Organization Change (Court Order/Inheritance)

2530 Submission

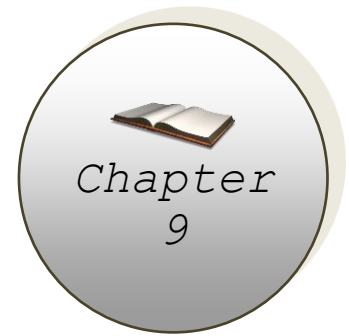
Submission Search

Participant Property Approval Report Go

- Step 5.** The Participant Property Approval Report displays.

- Step 6.** To print the report, click the browser’s “**Print**” button.

- Step 7.** To exit the Participant Property Approval Report, click the browser’s “**Back**” button (in this case the Back button can be used).



# GSA EPLS, Entity Flag Report, HUD LDP Inquiries

The HUD *Limited Denial of Participation (HUD LDPs)* and GSA *Excluded Party List Search (GSA EPLS)* functions are accessible to coordinators and users from the left navigation pane (blue sidebar) on APPS Home Page.

## 9.0 GSA EPLS, Entity Flag Report, HUD LDP Inquiries

Upon submission of 2530, APPS automatically generates findings for participants. It generates both critical and non-critical findings. Critical findings are non-compliance flags associated with the participants. APPS will automatically generate an initial set of findings when a submission is sent to HUD that requires review and approval. At any time during the review, the HUD reviewer can generate new findings. In cases where time has elapsed since the initial findings are generated, generating new findings ensures that decisions are made based on the most recent information available about the participants.

- APPS identifies critical findings from the following sources:
  - GSA Excluded Parties List
  - Entity Flag Report (Participants can view all flags pertaining to them)

### 9.1 Searching the GSA Excluded Party List (GSA EPLS)

**Step 1.** Click “GSA EPLS” on the APPS Home Page on the blue sidebar.



**Step 2.** The GSA Excluded Party List Search page will display.

**Step 3.** Enter the Organization Name

**OR**

Individual Name

**Step 4.** Indicate whether or not you wish to search HUD Only (optional) by clicking the checkbox.

Step 5. Click “Search”.

## **Active Partners Performance System**

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### *GSA Excluded Party List Search*

Organization Name:	<input type="text" value="River"/>
(contains)	
	or
Last Name:	<input type="text"/>
(contains)	
First Name:	<input type="text"/>
(contains)	
HUD Only:	<input type="checkbox"/> (optional)

**Step 6.** The GSA Excluded Party List screen will display.

## **Active Partners Performance System**

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### *GSA Excluded Party List*

Search Name:

Search Type:

---

Records (1 - 5) of 5

Name	Address	Causes	Agencies	Excluded Until
<a href="#">Red River, Inc.</a>	999 Anywhere St. Aurora, CO 80010	R	HUDP	Indefinite
<a href="#">Candy River, Inc.</a>	111 Bush Lane Texarkana, TX 75503	R, Z1	OPM, HHS	Indefinite
<a href="#">Riverdells Falls</a>	222 Fairfax St. Burlington, NJ 08075			
<a href="#">Riverside Road Company</a>	Memphis, TN	Y	VA	Indefinite
<a href="#">Riversaddle Homes</a>	Aberdeen, MS	Y	VA	Indefinite

[EPLS Search](#)

[Print](#)

[Close](#)

[GSA Cause Definitions](#)

[GSA Agency Contacts](#)

- Step 7.** To view detailed information on a participant, click the name (which serves as a hyperlink). The GSA Excluded Party List Detail screen displays.

## Active Partners Performance System

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### *GSA Excluded Party List Detail*

Name	Address	Causes	Agencies	Excluded Until
<i>Redriver Club, Inc.</i>	999 Anywhere St. Aurora, CO 80010	R	HUDP	Indefinite
Total Number of Records 1				

[EPLS List](#)[EPLS Search](#)[Print](#)[Close](#)[GSA Cause Definitions](#)[GSA Agency Contacts](#)

#### Alternative Option:

To view the cause of the EPLS flag, click the letter(s) (which serve as hyperlinks) under the “Causes” heading. The GSA Excluded Party Cause and Treatment Description screen displays (See #3 in this step #3).

- Step 1.** To view the definitions of the causes for HUD EPLS flags, click the corresponding hyperlink at the bottom of the page under the heading “**GHA Cause Definition**”.
- Step 2.** The Excluded Party Cause and Treatment Description screen displays.
- Step 3.** To return to the Excluded Party List screen, click “**Close**”.
- Step 4.** To return to the Excluded Party List screen, click “**EPLS List**”.

## 9.2 Entity Flag Report

The Entity Flag Report allows a Participant to view all flags pertaining to them.

- Step 1.** From the APPS Home Page, select “**Entity Flag Report**” from the *Reports* drop-down list. You can view both the entity and individual flag report from this screen.

**Step 2.** Click “Go”.



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

**Step 3.** The Entity Flag Search Screen will display.

**Step 4.** Enter TIN if you want to view the flags for an entity or SSN for flags associated with individuals. HUD strongly recommends using TIN/SSN for accurate flag information.

**OR**

Organization Name

**OR**

Last Name

**OR**

First Name

**Step 5.** Click “Search”.

The screenshot shows the 'Active Partners Performance System' search page. On the left is a blue sidebar with the 'apps' logo and links for Feedback, Secure Systems, Housing, HUD Home, HUD LDPs, GSA EPLS, 2530 Contacts, and User ID. The main content area has a title 'Active Partners Performance System' and a search form. The form includes a 'Search by:' label, a 'TIN/SSN:' field with the value '999999999' and a '(no dashes)' note, and 'or' separators. Below these are fields for 'Organization Name: (contains)', 'Last Name: (starts with)', and 'First Name: (starts with)'. At the bottom of the form is a 'Display SSN:' checkbox which is checked. A red circle highlights the 'Search' button. Below the form, a note states: 'Leave input fields blank to search all flags for your user ID that have access. A coordinator should also setup access to individuals.'

**Step 6.** The Entity Flag Report will display.

### 9.3 Searching HUD Limited Denial of Participation (HUD LDPs)

**Step 1.** Click “HUD LDPs” on the APPS Home Page blue sidebar.

**Step 2.** The Limited Denials of Participation screen displays.

**Step 3.** Click “Limited Denial of Participation List”.

**Step 4.** The Limited Denials of Participation and Voluntary Abstention List screen displays. The names are listed alphabetically.