# HUD ACTIVE PARTNERS PERFORMANCE SYSTEM (APPS)
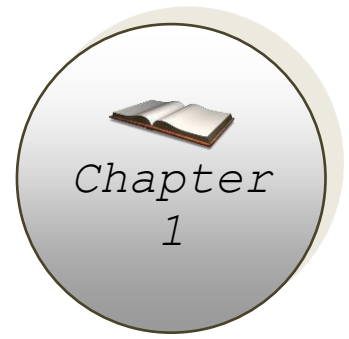
## Industry User Guide

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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.
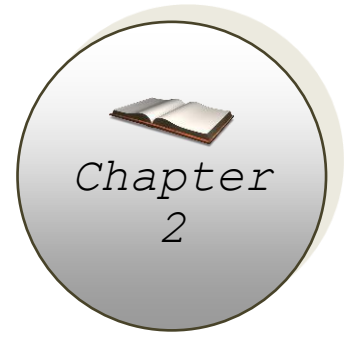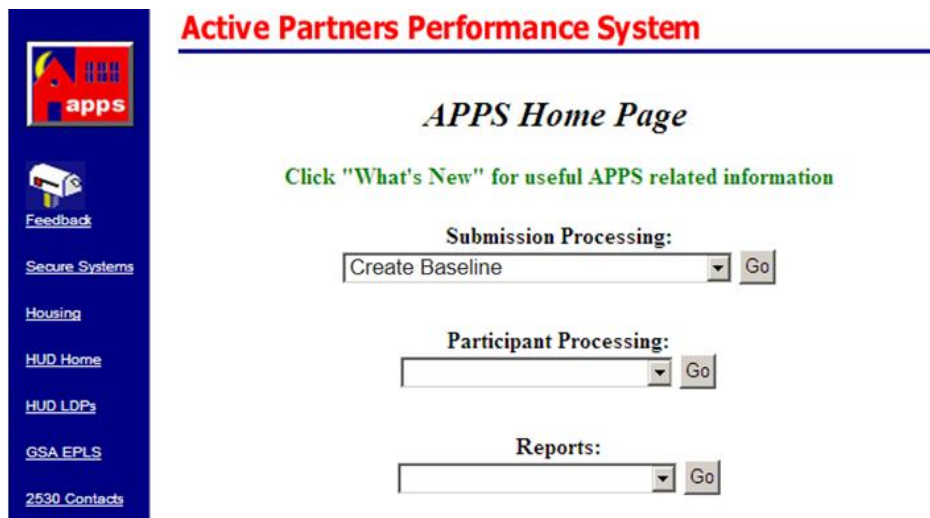
# Baseline

## 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".



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

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

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

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

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



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

**Step 8.** Click "Next Step".

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

## 2.1.1 Adding Principals to Organization Structure

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

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



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



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

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

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

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



**Active Partners Performance System**

**Add Principal to Organization**

Prefix: [       ]

\* First Name: John

Middle: [       ]

\* Last Name: Doe

Suffix: [       ]

\* SSN: [       ]

**Physical delivery address**

\* Address: 999 Contoso Street

[       ]

\* City: Fairfax

\* State: VIRGINIA

\* Zip Code: 22031 - [       ]

\* Country: USA

**If country not United States**

Territory: [       ]

\* Postal Code: [       ]

\* Phone: 999-999-9999

Fax: [       ]

\* E-mail: john.doe@contoso.com

Cell Phone: [       ]

Parent Participant: [       ]

\* Role in Entity: Manager

Role Comment: [       ]

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

\* Starting Date in Entity: 01 - 01 - 2011   (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.



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

[Note] Special fields are noted below.

| Data Element | Description |
|---|---|
| * Role in Entity | The principal's role in the company. |
| * Percent Ownership in Entity | The principal's ownership in the company. |
| * Starting Date in Entity | Date the principal joined the organization. |

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

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



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

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

## 2.2.1    Establishing Previous Participation

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

participation at the applicant level (Tier 1).

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

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



**Step 3.**   Click "Previous Participation".

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



**Step 5.** Click "Add Participation".

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

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

**Step 8.** Click "Search".

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

**Step 10.** Click "Previous Participation".

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



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

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

**Step 14.** Review the Physical Inspection score (if applicable). If the score is accurate, click "I agree to this score" and update the "Performed by" box to indicate who performed the inspection (usually this is the HUD contractor). If you did not receive a physical inspection during your participation, check "No scores received".
[Note] The "Explanation for Rating" field is editable for any comments the participant may want to enter. The following comment will populate automatically when "No scores received" is checked: "No physical inspection score."

**Step 15.** Review the Management Review Information rating (if applicable). If the rating is accurate, click "I agree to this score" and update the "Performed By" box to indicate who performed the inspection. If you did not receive a management review during your participation, select "No scores received".
[Note] The "Explanation for Rating" field is editable for any comments the participant may want to enter. The following comment will populate automatically when "No scores received" is checked: "No management review rating."

**Step 16.** When all required information has been entered, click "Save".

**Step 17.** The screen will refresh with the message "Save was successful".

**Step 18.** [Optional] Click "Previous Participation List" to return to the Previous Participation List screen.


## 2.2.2    Editing Previous Participation

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


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

**Step 2.**    Click "Go".

**Step 3.**    The Previous Participation Search screen or the Previous Participation List screen displays depending on where you started. If at the Search page, enter Participant TIN or SSN and click "Search" and the Previous Participation List screen will display.

**Step 4.**    Select the Previous Participation to edit by selecting the radio button next to the Property Name.

**Step 5.**    Click "Edit Participation".

**Step 6.**    When all required information (*) has been entered, click "Save".

**Step 7.**    The screen will refresh with the message "Save was successful".

**Step 8.**    When you are finished, click "Previous Participation List".

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



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

## 2.3    Adding Comments

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

**Step 1.**    From the Edit Previous Participation screen, click "Next Step".

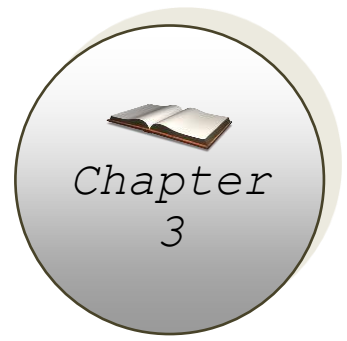**Step 2.**    The 2530 Edit Applicant Comments screen will display.

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



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

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

# 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".



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

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

**Step 5.**  Click "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".



**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".



**Step 12.** A warning will appear if an applicant has a baseline in process or a baseline that has not been completed.
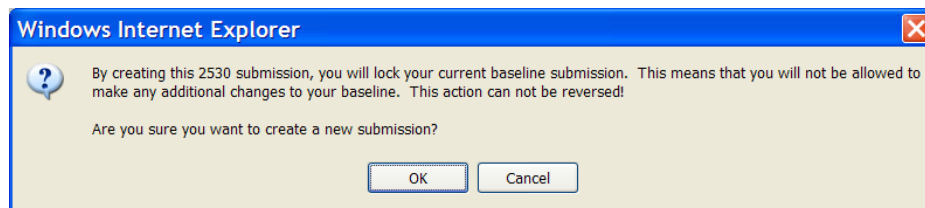


[Note] By selecting "OK" you are locking the baseline, preventing further changes to the organization structure without a 2530 submission for organization change.

**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".



**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".



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

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

**Step 21.** Click "Next Step".



**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".



**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.

**Active Partners Performance System**

## 2530 Submission
## Certify Submission

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

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

**Applicant**          Submission ID: 107119

| Select | Name | TIN/SSN | Direct Previous Participation | Certified |
|--------|------|---------|------------------------------|-----------|
| ⦿ | XYZ LLC | 99999999 | No | No |

**Participants**

| Select | Name | TIN/SSN | Type | Direct Previous Participation | Certified |
|--------|------|---------|------|------------------------------|-----------|
| ○ | | XXX-XX-7429 | Organization | Yes | No |
| ○ | Doe, Jane | XXX-XX-2934 | Individual | Yes | No |
| ○ | 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.



**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.

**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".

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



**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.

**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:** HUD Office
235 Cumberland Bend Drive
Suite 200
Nashville, TN 37228-1803

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

| | | | |
|---|---|---|---|
| **Submission ID:** | 10001 | **Submission Contact:** | Holly Joe |
| **Submission Reason:** | Assignment/Assumption of HAP Contract | **Contact Phone:** | 214)750-8300 |
| **Submission Status:** | In Process | **Submitted To:** | HUD |
| **Status Date:** | 08/11/2010 | | |
| **Property Name:** | ABC Company, Inc | **City/State:** | SHELBYVILLE TN |
| **Property Role:** | Investor Limited Partner in Limited Partnership | **Section of the Act (Description):** | OMI (221d4 NC/SR) |
| **Primary FHA Number:** | | **Other FHA Numbers:** | |
| **Property ID:** | | **Contract Number:** | |

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.
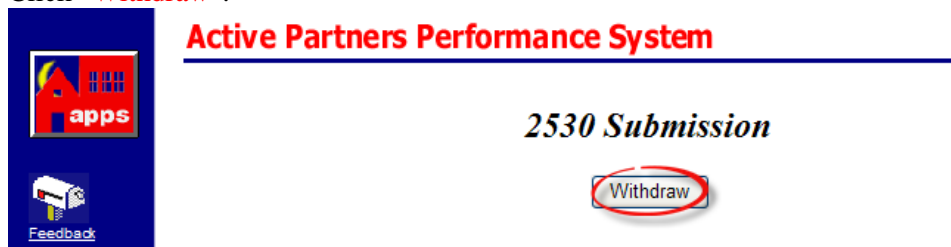
## 3.7   Withdrawing the Submission

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

**Step 2.**   Click "Go".
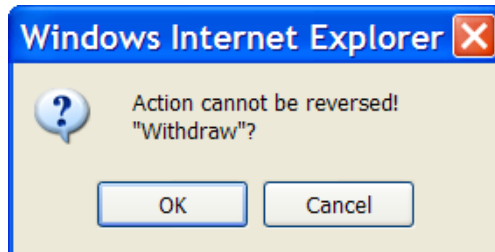
**Step 3.**   The Submission List screen will display.

**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.

**Applicant Comments:**
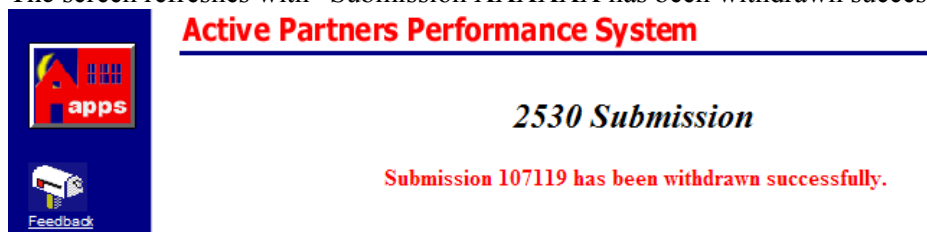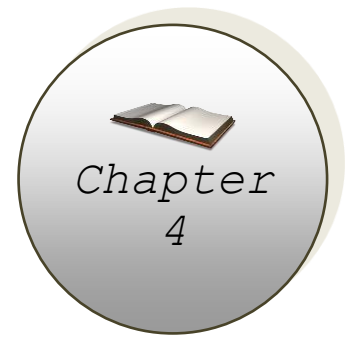(for Withdraw only)

I am withdrawing this submission, and these are my comments explaining why.

Current Submission Status: Field Office Review | Sent to HUD: 02/08/2013

----------- 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)

**Step 8.** Click "Withdraw".

**Active Partners Performance System**

**2530 Submission**

Withdraw

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

**Step 10.** Click "OK".

**Windows Internet Explorer**

Action cannot be reversed! "Withdraw"?

OK    Cancel

**Step 11.** The screen refreshes with "Submission XXXXXX has been withdrawn successfully."

**Active Partners Performance System**

**2530 Submission**

Submission 107119 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".



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

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

**Step 5.**    Click "Search".



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

**Step 7.** Click on the "Add Participation" button.



**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.



**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.



**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".



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

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



## 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".



**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".



**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.



**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".



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

**Step 14.**  The Previous Participation List screen will display with your new information.
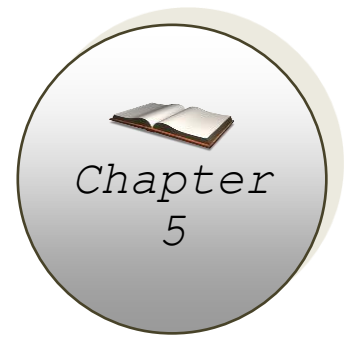
# Organization Change Major/Minor

## 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
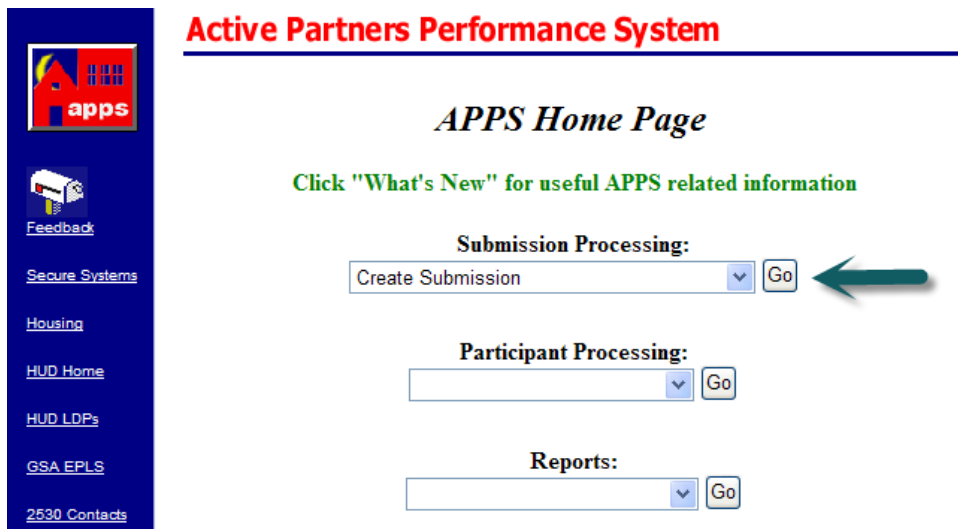
## 5.1    Major Organization Change Submissions

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

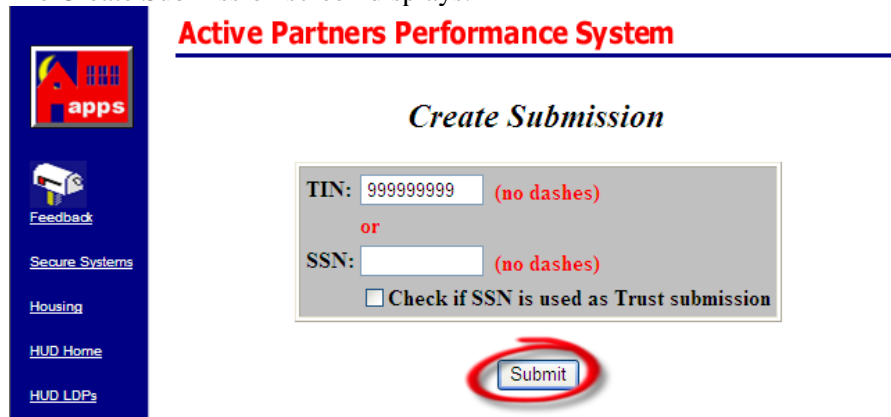The Organization Change Submission is a Wizard process that will take you through each of the steps.

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



**Step 2.**   Click "Go".

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



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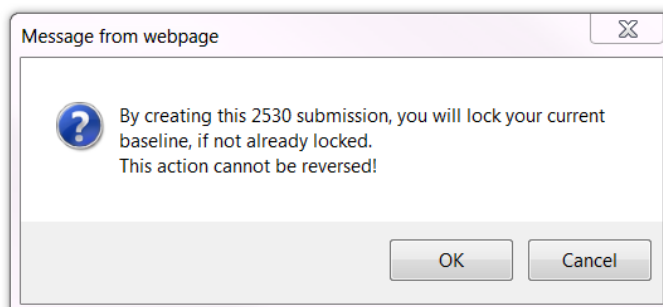
**Step 5.**   Click "Submit".

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

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

**Step 8.**   Click "Submit".



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



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

**Step 10.** Select "OK" to proceed.

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

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

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

**Step 13.** Click "Next Step".



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

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

## 5.3 Adding a Principal

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

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

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

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

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

**Step 5.**   The Add Principal to Organization screen displays.



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

**Step 7.** Click "Save".

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

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



## 5.4 Editing Principal

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

**Step 2.** Click "Edit Principal".



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

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

**Step 5.** Click "Save".

## *Edit Principal within Organization*

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

**Physical delivery address**

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

**If country not United States**

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

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

Save

Parent Organization Structure

2530 Submission

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

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

**Step 7.**   Click "Parent Organization Structure".



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



**Step 9.**   Repeat the process to edit other principals.

**Step 10.**  Click "Next Step".

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



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

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

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

**Step 15.** Click "Next Step".



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

**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 |
|---|---|---|---|---|
| ⊙ | **XYZ LLC** | 999999999 | No | No |

**Participants**

| Select | Name | TIN/SSN | Type | Direct Previous Participation | Certified |
|---|---|---|---|---|---|
| ○ | Doe, Jane | XXX-XX-7062 | Individual | Yes | No |
| ○ | Doe, John | XXX-XX-2934 | Individual | Yes | No |
| ○ | LMNOP Hills, LLC | XXX-XX-7429 | Organization | Yes | No |

[ Certify ]

[ Edit Previous Participation ]

[ Previous Step ]   [ Next Step ]   [ Save & Exit ]   [ Cancel Submission ]

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.



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



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

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

**Step 23.** Click "Next Step".

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



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

## 5.5    Printing Submission Package without Sending Submission to HUD

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

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

**Step 8.** Click "Go".



**Step 9.** The 2530 Submission Package Screen will appear.



**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".



**Step 3.** The Submission List page displays.

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

**Step 5.**   Click the "2530 Submission" button.



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

**Step 7.**   Click "Next Step".

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

**Step 9.**   Click "Next Step".

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

**Step 11.**   Click "Next Step".

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

**Step 13.**   Click "Next Step".

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

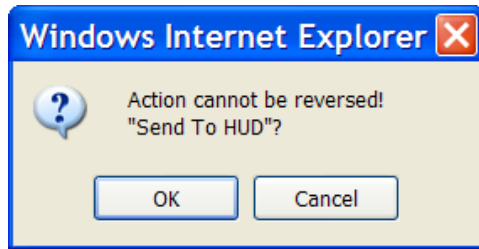**Step 15.**   Click "Next Step".

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

## 5.7    Sending the Submission to HUD

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

**Step 2.** A message will appear with the message, 'Action cannot be reversed! "Send To HUD"?'. If you would like to proceed, click "OK".



**Step 3.** The screen will refresh with the message "Submission sent to HUD Successfully" displayed at the top of the page.
[Note] If all principals who are supposed to certify have not certified, the system will not allow you to send the submission to HUD. If an error message appears while trying to send the submission, fix the error and send the submission.

## 5.8 Printing the Submission Package

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

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

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

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

## 5.9 Upload Signed 2530 Submission Package in APPS

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

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

**Step 2.** Click on the "Go" button.



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

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

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

**Step 6.** Click the "Upload" button.



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



## 5.10    Canceling the Submission

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

**Step 2.** A warning displays with the message, "All information in this submission will be deleted! Are you sure you want to cancel?"



**Step 3.** Click "OK" to cancel the submission. By cancelling the submission, only changes made to the organization through this submission will be lost.

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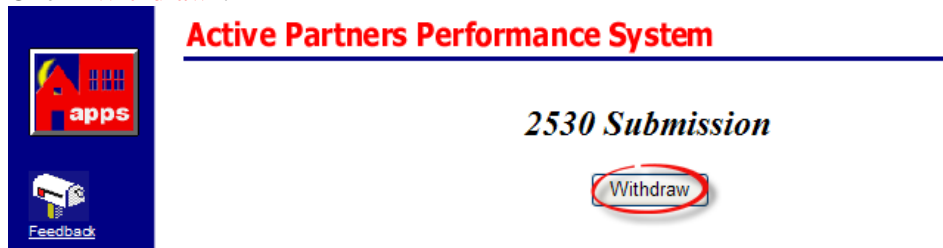


## 5.11 Querying the Submission

Refer to Chapter 8, Submission Queries and Reports.

## 5.12 Withdrawing the Submission

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

**Step 2.** Click "Go".

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

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

**Step 5.** Click "2530 Submission".

**Step 6.** The 2530 Submission screen will display.

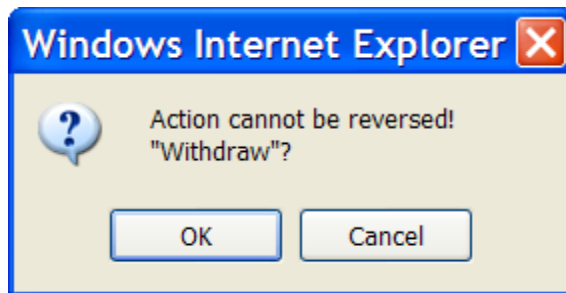**Step 7.** Enter explanatory comments in the *Applicant Comments (for Withdraw only)* field.
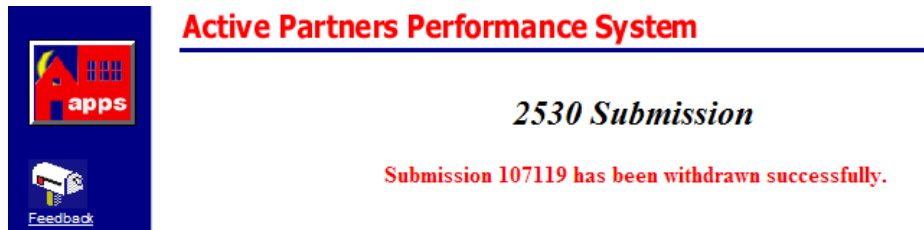
**Step 8.**   Click "Withdraw".



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

**Step 10.**  Click "OK".



**Step 11.**  The screen refreshes with "Submission XXXXXX has been withdrawn successfully."



## 5.13   Organization Change – Minor Introduction

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

- Changing Starting date in the organization

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

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

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

## 5.14    Editing a Principal

Refer to Chapter 5, Section 4, Editing Principal.

## 5.15    Removing a Principal

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

**Step 2.**    Click "Remove Principal".



**Step 3.**    The Remove Principal from Organization screen displays.

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

**OR**

Click the checkbox labeled, "Check here if principal originally added in error:" if you are removing a principal added erroneously.
**[Note]** If a user removes a principal because they are no longer part of the organization structure, the removed principal will show on the Edit Organization Structure page with a "Remove" indicator. The principal is marked as deleted but not erased from the system. Alternatively, if a principal is removed due to an error, it is permanently purged from the system.

## Active Partners Performance System

### *Remove Principal from Organization*

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

**Physical delivery address**

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

**If country not United States**

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

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

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

**or**

**Check here if principal originally added in error:** ☐

[ Remove Principal ]

[ Parent Organization Structure ]

[ 2530 Submission ]

**Step 5.** Click "Remove Principal".

> **[Note]** If the "Check here if principal originally added in error" box was checked, then the following alert message reading "Participant's previous participation will be deleted from the Applicant" will appear after clicking the "Remove Principal" button.



**Step 6.** The 2530 Submission Edit Organization Structure screen displays with the message "Principal has been removed successfully."

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



## 5.16    Querying the Submission

Refer to Chapter 8, Submission Queries and Reports.

# 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".



**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 "Modified TPA/Org. Change" from the type of submission drop-down list.

**Step 8.** Click "Submit".
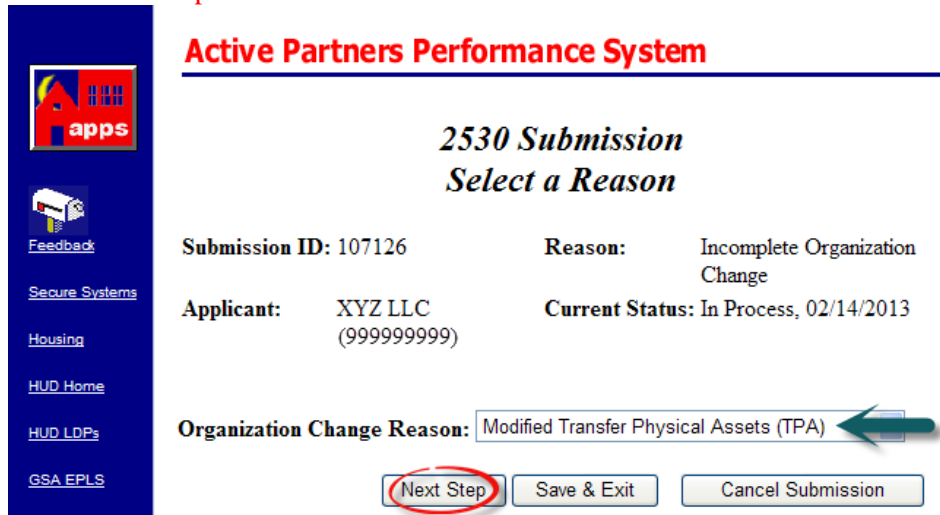


**Step 9.** The 2530 Submission Select a Reason screen will display.

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

**Step 11.** Click "Next Step".



**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".



**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".



**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".

**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".



## 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 |
|---|---|---|---|---|---|---|---|---|
| ⊙ | Doe, Jane (XXX-XX-2934) | Individual | Key Principal | 0 | 03/02/2011 | Yes | No | |
| ○ | Doe, John (XXX-XX-7062) | Individual | Manager | 0 | 02/01/2013 | Yes | No | Add |

Add Principal    Edit Principal    Remove Principal

Previous Step    Next Step    Save & Exit    Cancel Submission

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

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

**Step 5.** Click "Save".



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

**Step 7.** Click "Parent Organization Structure".

Parent Organization Structure

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

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

**Step 10.** Click "Next Step".



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

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



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

**Step 14.** Enter the necessary comments and click "Next Step".



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

**Step 16.** Click "Certify" and complete the certification.



**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).

## 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.

**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.
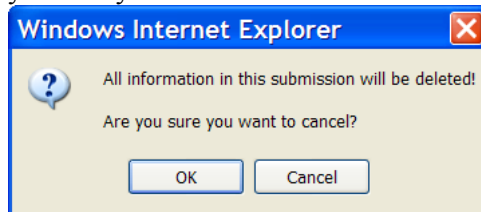


**Step 3.** By cancelling the submission, only changes made to the organization through this submission will be lost.

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



## 6.6     Querying the Submission
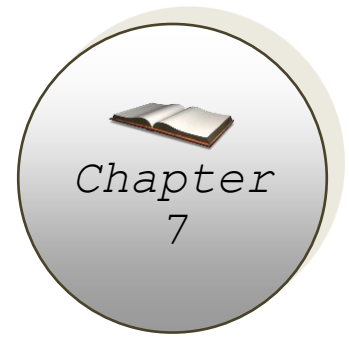
Refer to Chapter 8, Submission Queries and Reports.

## 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.
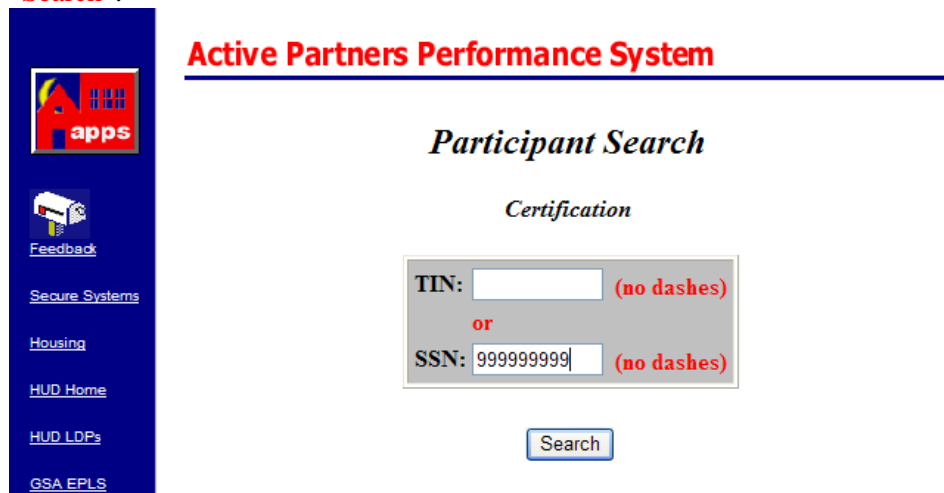
## 7.1 Certifying Submissions in Process

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



**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".

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



**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".



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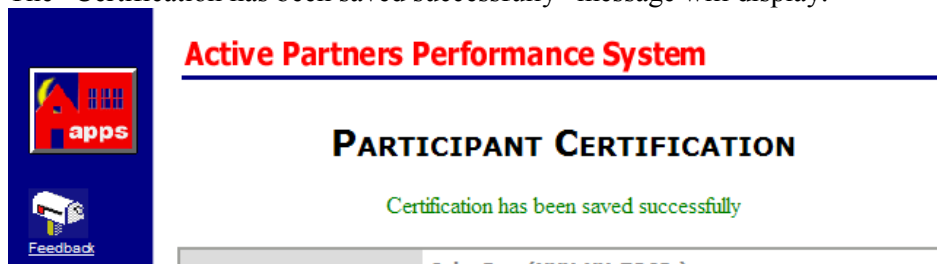


**Step 10.** Once certified, proceed to send the submission to HUD.


## 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.
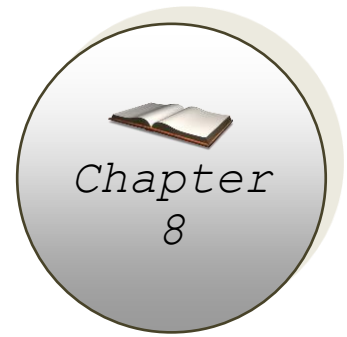
# Submission Queries and Reports
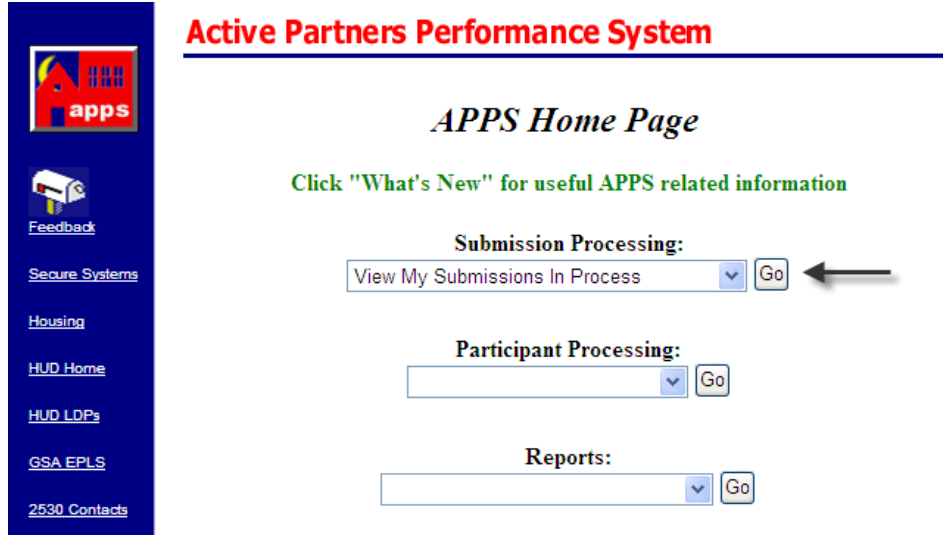
# 8.0   Submission Queries and Reports

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".



**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".



**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".



**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".
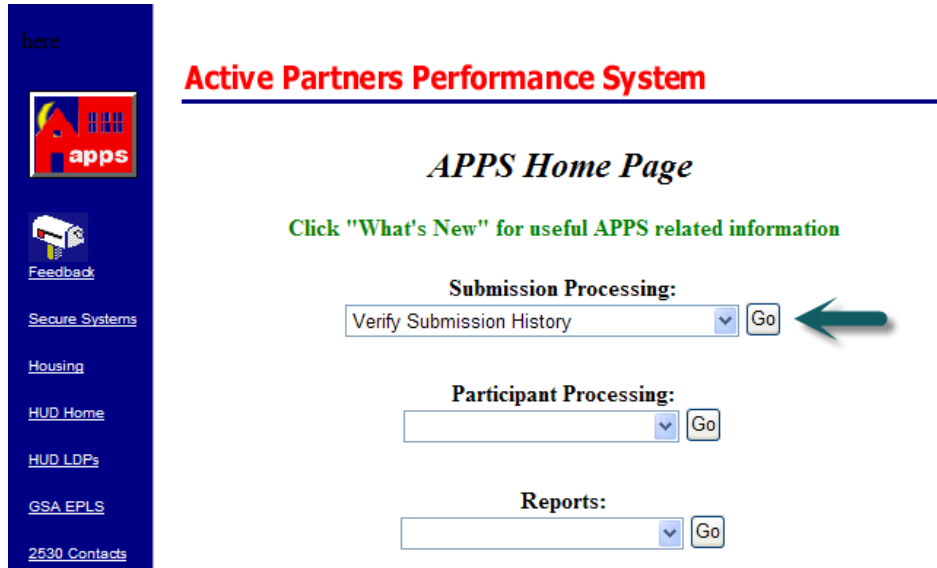


**Step 6.** The Submission Status History screen displays.

## 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.
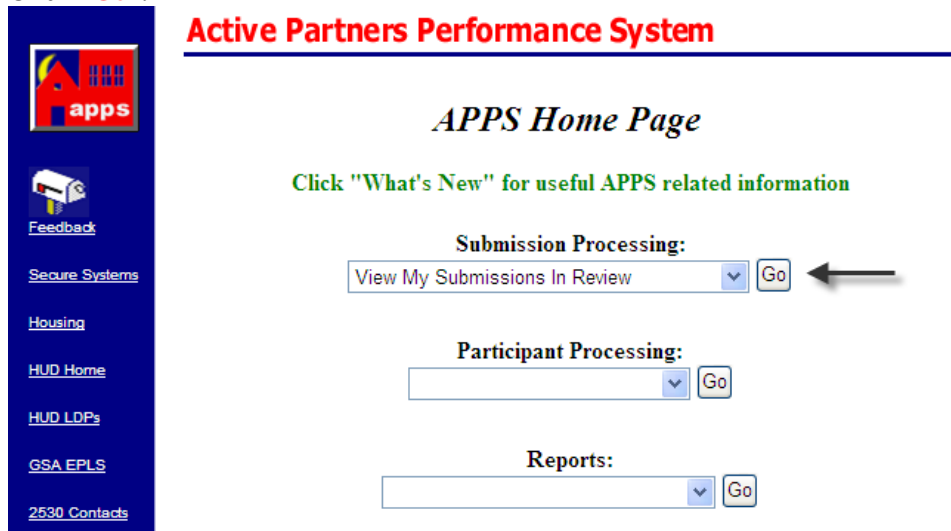
**Step 2.** Click "Go".



**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.

**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.



**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.



**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".



**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".



**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".



**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.



**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".



**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).
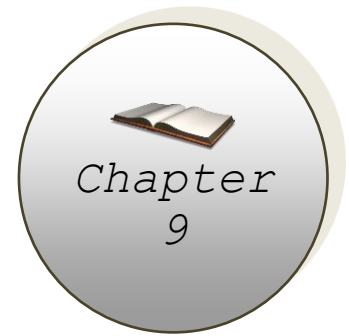
# GSA EPLS, Entity Flag Report, HUD LDP Inquiries

*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**

## GSA Excluded Party List Search

| | |
|---|---|
| **Organization Name:** (contains) | River |
| | **or** |
| **Last Name:** (contains) | |
| **First Name:** (contains) | |
| **HUD Only:** | ☐ (optional) |

[ Search ]  [ Close ]

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

**Active Partners Performance System**

## *GSA Excluded Party List*

**Search Name:** River

**Search Type:** Organization

Records (1 - 5) of **5**

| Name | Address | Causes | Agencies | Excluded Until |
|------|---------|--------|----------|----------------|
| Red River, Inc. | 999 Anywhere St. Aurora, CO 80010 | R | HUDP | Indefinite |
| Candy River, Inc. | 111 Bush Lane Texarkana, TX 75503 | R , Z1 | OPM , HHS | Indefinite |
| Riverdells Falls | 222 Fairfax St. Burlington, NJ 08075 | | | |
| Riverside Road Company | Memphis, TN | Y | VA | Indefinite |
| Riversaddle Homes | 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

### GSA Excluded Party List Detail

| Name | Address | Causes | Agencies | Excluded Until |
|------|---------|--------|----------|----------------|
| Redriver Club, Inc. | 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 is 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".



**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".



**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.