

8

Property Submissions

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Revision Sheet

Revision No.	Date	Revision Description

8.0 Property Submissions Introduction

Property submissions are the original reason for preparing and reviewing 2530s. Entities will use this submission when they want HUD's approval to assume either a specific role for a property or additional financial responsibility for a property in which they currently play a role. Every property submission will have to have a reason, which the User will select from. Under the reason drop down on the 2530 submission screen select from the following list:

- Assignment/Assumption of HAP Contract
- Change/New Management Agent
- Existing Application for other Subsidies
- Mark-to-Market
- New Application for Capital Advance Grants
- New Application for Mortgage Insurance
- New Role for Property
- Property Disposition Sale/Foreclosure Sale
- Proposed New Property
- Refinance Application for Mortgage Insurance
- Rehabilitation
- Transfer of Physical Assets

In addition to identifying the reason for a submission, the applicant will have to identify the specific property role for which they are applying. Under the role drop down on the 2530 submission screen select from the following valid property roles:

- Assoc. Vice President
- Board Member
- Board Officer
- CEO
- CFO
- Chairperson
- COO
- Consultant/Packager
- Consultant

-
- Contractor
 - Director
 - Facility Lessee
 - Facility Operator
 - General Contractor
 - General Partner
 - Investor Limited Partner in Limited Partnership
 - Investor Limited Partner
 - Key Principal
 - Leasee/Operator
 - Limited Partner
 - Management Agent
 - Managing Director
 - Member
 - Managing General Partner
 - Managing Limited Partner
 - Managing Member
 - Nursing Home Administrator
 - Nursing Home Operator
 - Officer
 - Owner/Mortgagor
 - President
 - Sponsor/Developer
 - Shareholder of General Contractor
 - Stockholder
 - Turnkey Developer
 - Vice President

HUD field staff will review Property submissions, and if further review is required, the process will continue at HUD headquarters.

The business rules for Property submissions are:

- The Applicant of a property submission may be an individual or an organization and they must exist in APPS. If the applicant is an organization, it must have completed a Baseline submission and must be an "active" organization (i.e., has not been bought out by another organization).

- The property the User specifies for the submission must be an active Multifamily property.
- If the submission reason is 'Transfer of Physical Assets', then the property role must be 'Owner/Mortgagor.'

 *Note: This submission is available to organizations **only** if a baseline has been established.*

 *Note: Starting a Property Submission will lock the baseline in process.*

 *Note: After the submission has been sent to HUD, the comments field will only accept comments for a withdrawal of the submission.*

 *Note: Only active properties (those with active FHA or Contract numbers) can have a 2530 submission.*

 *If you are not an authorized user/coordinator for the participants listed in your organization structure, the participants will be appear to be grayed out on the certification screen. You have two options to continue with the 2530:*

Option 1: The Coordinator/User should request authorization for the participant, complete certifications and continue with the 2530 Submission process.

Option 2: If authorization cannot be obtained:

a. The Coordinator/Users must complete the 2530 Submission with authorized certifications and send it to HUD for review.

b. The Coordinator/Users must advise the unauthorized participants to send their own 2530 for the same Property.

8.1 Creating a Property Submission

1. On the APPS home select “Create Submission” from the *Submission Processing* drop-down list.
2. Click . The Create Submission screen will display.

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Create Submission

TIN: (no dashes)

or

SSN: (no dashes)

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Last Updated: May 12, 2004

Figure 8-1: Create Property Submission Screen

3. Enter the applicant’s TIN or SSN.
4. Click . The Create Submission screen will display. Select Property Submission from the Select the type of submission you would like to create: drop down menu. Click on

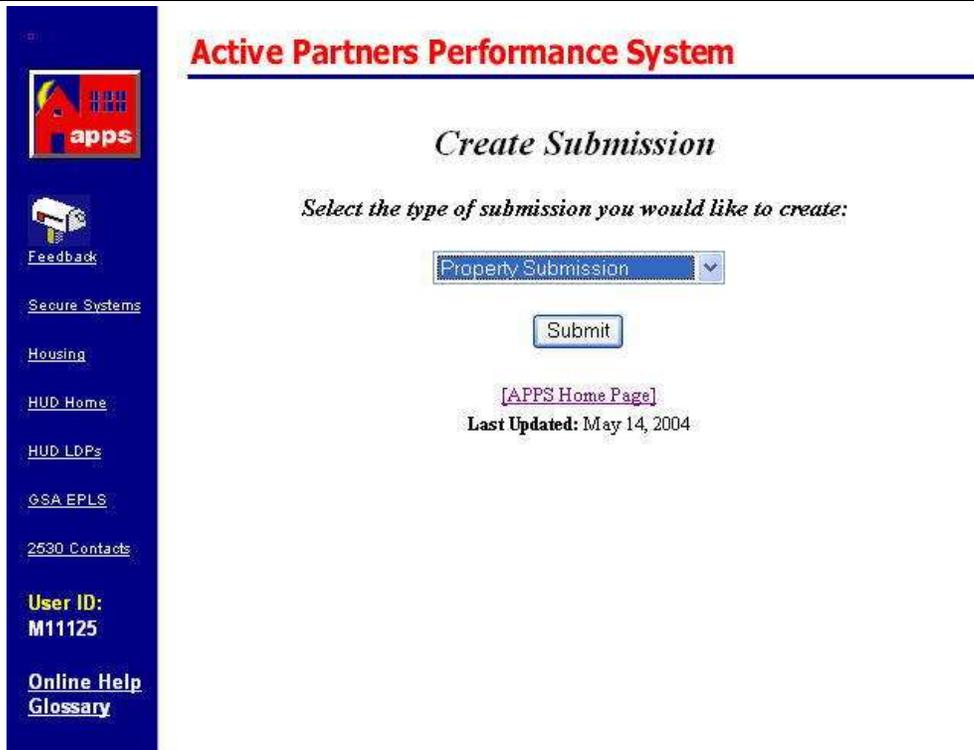


Figure 8-2: Create Submission, Screen

5. The Property Search Screen will display



Figure 8-3: Property Search Screen

6. Enter the Contract Number

OR

FHA Number

OR

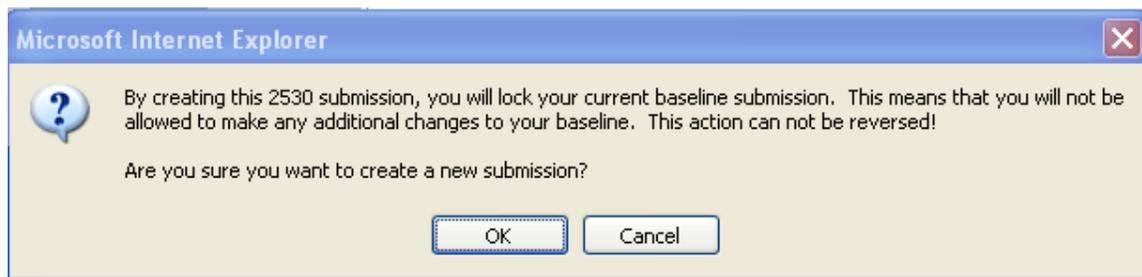
Property ID

OR

Property Name (you may enter a partial name)

7. Click .

8. A warning will appear.



9. By selecting OK you are now locking your baseline and cannot make any changes. If you would like to proceed, select OK

10. The Property List screen displays.

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Property List

Records (1 - 6) of 6

Select	Property ID	Property Name	City	State
<input checked="" type="radio"/>	000000001	Village Apartments	ROANOKE	VA
<input type="radio"/>	000000002	ABCDE Apartments	CAPITOL HEIGHTS	MD
<input type="radio"/>	000000003	FGHI Apartments	RICHMOND	VA
<input type="radio"/>	000000004	JKLM Apartments	JEANERETTE	LA
<input type="radio"/>	000000005	NOPQR Apartments	ANCHORAGE	AK
<input type="radio"/>	000000006	STUVW Apartments	ANCHORAGE	AK

2530 Submission

Property Search

Figure 8-4: Property List screen

- If there are several properties displayed, select the property for which you are submitting the 2530.
- Click . The 2530 Submission Select Role and Reason screen displays.

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2530 Submission
Select Reason and Role

Submission ID: 13184	Reason: Property Submission
Property ID: 0000000000	Name: Stone Apartments
Applicant: ABCDE Corporation L.P. (2000000000)	Current Status: In Process, 06/05/2006

Property Information

ID/Servicing Site: 00000000 / Atlanta
 Name: ABCD Apartments
 FHA:
 Contract: AB00AA00000, AC09MM00000

*Reason:

*Role:

Next Step Save & Exit Cancel Submission

(APPS Users' Guide)

Figure 8-5: 2530 Submission Select Reason and Role Screen

13. Select a Reason for the submission.

14. Select a Role for the submission.

 *Note: If the reason is "Transfer of Physical Assets," the role must be Owner/Mortgagor.*

15. Click . The 2530 Submission Edit Contact information screen displays



Figure 8-6: 2530 Submission Edit Contact Information Screen

16. You may edit contact information from this screen or click on [Next Step](#) . The 2530 submission, Edit Applicant Comments screen will display.

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2530 Submission
Edit Applicant Comments

Submission ID: Reason:

Property ID: Name:

Applicant:

Current Status:

Applicant Comments:

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Figure 8-7: 2530 Submission Edit Applicant Comments Screen

17. If you wish to enter comments you may do so in the comments field.

18. When comments are entered, click . The 2530 Submission, Certify Submission screen displays

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*2530 Submission
Certify Submission*

Applicant					
Select	Name	TIN/SSN	Direct Previous Participation	Certified	
<input checked="" type="radio"/>	ABCDE Corporation	20000000	No	No	

Participants					
Select	Name	TIN/SSN	Type	Direct Previous Participation	Certified
<input type="radio"/>	Doe, James	111222666	Individual	No	No
<input type="radio"/>	SP Test	999999993	Organization	Yes	No

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Figure 8-8: 2530 Submission Certify Submission Screen

19. If you have not certified your submission, you may do so by selecting the button.

 *If you are not an authorized Coordinator/User for the participants listed in your organization structure, the participants will appear to be grayed out on the screen. You have two options to continue with the 2530:*

Option 1: The Coordinator/User should request authorization for the participant, complete certifications and continue with the 2530 Submission process.

Option 2: If authorization cannot be obtained:

a. The Coordinator/Users must complete the 2530 Submission with authorized certifications and send it to HUD for review.

b. The Coordinator/Users must advise the unauthorized participants to send their own 2530 for the same Property.

20. The Participant Certification screen will display.





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PARTICIPANT CERTIFICATION

PARTICIPANT	Holly Jolly Hills Denver , COLORADO
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Certify for:	Submission ID:	<input type="text" value="65795"/>
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Verify that neither you nor any of your principals or affiliates have ever been found to be in noncompliance with any applicable fair housing and civil rights requirements in 24 CFR 5.105 (a). If you or any of your principals or affiliates have been found to be in noncompliance with any such requirements, attach a signed statement explaining the relevant facts, circumstances, and resolution, if any. I certify that all statements made by me are true, complete and correct to the best of my knowledge and belief and are made in good faith, including the data contained in Schedule A and Exhibits signed by me and attached to this form. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C 1001, 1010, 1012;31 U.S.C 3729,3802)

I further certify that:

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

True False

Explanation 1:

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

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

True False

Explanation 2a:

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

True False

Explanation 2b:

c. To the best of my knowledge, there are no unresolved findings raised as a result of HUD audits, management reviews or other Governmental investigations concerning me or my projects:

Figure 8-9: Participant Certification Screen (1 of 3)

d. There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest;

True False

Explanation:

e. I have not been convicted of a felony and am not presently to my knowledge, the subject of a complaint or indictment charging a felony. (A felony is defined as any offense punishable by imprisonment for a term exceeding one year, but does not include any offense classified as a misdemeanor under the laws of a State and punishable by imprisonment by two years or less);

True False

Explanation:

f. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.

True False

Explanation:

g. I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.

True False

Explanation:

Figure 8-10: Participant Certification Screen (2 of 3)

3. All the names of the parties, known to me to be principals in this project (s) in which I propose to participate, are listed above.

True False

Explanation:

4. I am not a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part O or a USDA's Standard of Conduct in 7 C.F.R. Part O Subpart B.

True False

Explanation:

5. I am not a principal participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FmHA.

True False

Explanation:

6. To my knowledge I have not been found by HUD or FmHA to be in noncompliance with any applicable civil rights laws.

True False

Explanation:

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:

Save

Figure 8-11: Participant Certification Screen (3 of 3)

21. The screen will refresh with the message “Save has been successful”.





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PARTICIPANT CERTIFICATION

PARTICIPANT	Holly Jolly Hills Denver , COLORADO
--------------------	--

Certify for:	Submission ID:	<input type="text" value="65795"/>
---------------------	-----------------------	------------------------------------

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:

Figure 8-12: Participant Certification Screen

22. Click on 2530 Submission button at the bottom of the page. The 2530 Submission Certify Submission screen will display with “Yes” listed in the Certified column.

23. Click on . The 2530 Submission Send to HUD screen will display



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2530 Submission Send to HUD

Submission ID: 13184
Current Status: In Process

*Reason: Existing Application for Other Subsidies *Role: Sponsor/ Developer

Property Information

ID/Serviceing Site: 00000000 / Atlanta

Name:	Stone Apartments
FHA:	
Contract :	AB00AA00000, AC09MM00
Occupancy:	Contract Units 0 Insured Units 196 Total Units 196
Section of Act:	

Applicant

Name	TIN/SSN	Direct Previous Participation	Certified
ABCDE Corporation L.P.	20000000	Yes	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)

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Figure 8-13: 2530 Submission Send to HUD screen

8.2 Sending to HUD

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



2. A message will appear. If you would like to proceed, click on OK.



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



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M44704

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Active Partners Performance System

2530 Submission

Send to HUD

Submission ID: 67460	
Current Status: In Process	
*Reason: Change/New Management Agent *Role: Managing Limited Partner	
Property Information	
ID/Servicing Site:	00000000 / Washington, DC
Name:	FAIRCLIFF PLAZA EAST
FHA:	Primary 00035221
Contract :	
Contract Amount:	\$ 1,160,997.00
Loan Amount:	\$ 2,493,400.00
Occupancy:	Contract Units 80 Insured Units 0 Total Units 80
Section of Act:	OMI

Applicant			
Name	TIN/SSN	Direct Previous Participation	Certified
ZIMCO XXVIII L.L.C.		No	Yes

--- Select participant processing ---

Contact Information	
* Name:	<input style="width: 90%;" type="text"/>
* Phone:	<input style="width: 90%;" type="text"/>

Figure 8-14: 2530 Submission Send to HUD screen

-  *Note: Once sent to HUD the status will change from “In Process” to “F.O. Review.”*

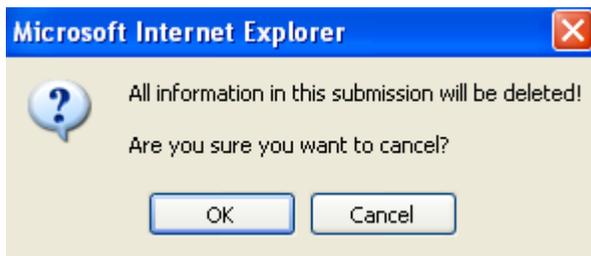
-  *If the participants in your organization structure have previous participation that is different from the applicant, they are required to submit their own 2530 for this submission.*

-  *Once the Property Submission has been approved the new property should be added to the previous participation of all the participants in your organization*

*structure via the Edit Previous Participation option on the APPS home page.
(Please refer to Section 5.2.2 for more information)*

8.3 Canceling the Submission

1. You may cancel the submission if you entered incorrect information or no longer wish to send the 2530 submission, by clicking .
2. A warning displays.



3. Click to cancel the submission.

8.4 Printing the Signature List and Previous Participation Certification

1. You will need to print the Submission, after you have successfully sent to HUD and Submit the hard copy along with the signatures to the Address listed on the Submission Package. Click on button on the 2530 Submission page.

2. The 2530 Submission Package Screen will appear.

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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. 10/31/2000)

Send To: HUD Office
Five Point Plaza
40 Marietta Street
Atlanta, GA 30303-2806

Submission ID:	13184	Submission Contact:	James Doe
Submission Reason:	Existing Application for Other Subsidies	Contact Phone:	(333)333-3333
Submission Status:	In Process	Submitted To:	HUD
Status Date:	06/05/2006		

Property Name:	Stone Apartments	City/State:	ATLANTA GA
Property Role:	Sponsor/ Developer	Section of the Act:	
Primary FHA Number:		Other FHA Numbers:	
Property ID:	000000000	Contract Number:	AB00AA00000, AC09MM00000

Figure 8-15: 2530 Submission Package screen (1 of 3)

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Applicant: *ABCDE Corporation L.P. (200000000)*

Name	TIN/SSN	Organization Type	Type of Ownership	Street Address	City	State or Country	Zip	Phone
ABCDE Corporation L.P.	200000000	Limited Liability Partnership (LLP)	Limited Dividend	23423 King way	Fairfax	VA	23432	333-333-3333

Organization Structure

Tier 1: Applicant Organization: *ABCDE Corporation L.P. (200000000)*

Name	Participant ID	TIN / SSN	Participant Type	Role in Organization	Ownership Percent	Begin Date in Organization	Other Previous Participation
Doe, James	254631	111222666	Individual	Member	0	12/03/2005	NO

Certifications: I (meaning the individual who signs as well as corporations, partnerships or other parties listed above who certify) hereby apply to HUD or USDA-FmHA, as the case may be, for approval to participate as a principal in the role and project listed above based upon my following previous participation record and this Certification.

I certify that all the 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 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.
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 mortgage been given;
 - b. I have not experienced defaults or noncompliances under any Conventional Contract or Turnkey Contract of Sale in connection with a public housing project;
 - c. To the best of my knowledge, there are no unresolved findings raised as a result of HUD audits, management reviews or other Governmental investigations concerning me or my projects;
 - d. There has not been a suspension or termination of payments under any HUD assistance contract in which I have had a legal or beneficial interest;
 - e. I have not been convicted of a felony and am not presently, to my knowledge,

- f. I have not been suspended, debarred or otherwise restricted by any Department or Agency of the Federal Government or of a State Government from doing business with such Department or Agency.
- g. I have not defaulted on an obligation covered by a surety or performance bond and have not been the subject of a claim under an employee fidelity bond.
3. All the names of the parties, known to me to be principals in this project(s) in which I propose to participate, are listed above.
4. I am not a HUD/FmHA employee or a member of a HUD/FmHA employee's immediate household as defined in Standards of Ethical Conduct for Employees of the Executive Branch in 5 C.F.R. Part 2635 (57 FR 35006) and HUD's Standard of Conduct in 24 C.F.R. Part O and USDA's Standard of Conduct in 7 C.F.R. Part O Subpart B.
5. I am not a principal participant in an assisted or insured project as of this date on which construction has stopped for a period in excess of 20 days or which has been substantially completed for more than 90 days and documents for closing, including final cost certification have not been filed with HUD or FmHA.
6. To my knowledge I have not been found by HUD or FmHA to be in noncompliance with any applicable civil rights laws.
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.
8. Statements above (if any) to which I cannot certify have been deleted by striking through the words with a pen. I have initiated each deletion (if any) and have attached a true and accurate signed statement (if applicable) to explain the facts and circumstances which I think helps to qualify me as a responsible principal for participation in this project.

Figure 8-16: 2530 Submission Package screen (2 of 3)

Participant Certification

Name	TIN/SSN	Clause	Explanation for Selecting False to Certification Clause
No participant certifications with a response of "false" for this submission			

Individual Signature List

	Signature	Date
<p>Organization: ABCDE Corporation L.P. Doe, James</p>	_____	_____ <input type="checkbox"/>
(Name and Signature)		(Date)
<p>has signature authority for ABCDE Corporation L.P. -- You must attach proof. If no proof of signature check the box next to date and obtain signature.</p>		

Figure 8-17: 2530 Submission Package screen (3 of 3)

3. Click  on your browser's toolbar. Once you print the Submission Package you need to obtain signatures and send the hard copy to HUD.
4. Click  on your browser's toolbar to exit the 2530 Submission Package.

8.5 Querying the Submission

Refer to Chapter 17, Submission Queries

8.6 Withdrawing the Submission

 *Note: You may only withdraw a submission after it has been sent to HUD and before it has been reviewed.*

Refer to Chapter 7, Editing, Sending, Canceling, Withdrawing Submissions, Section 7.4

Withdrawing the Submission