

TRACS Industry Group Meeting
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Active Partners Performance System (APPS)

An Update

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Active Partners Performance System (APPS)



APPS New Feature

- **Baseline locked upon finishing the baseline**
- **Previously, baseline remained open until property submission enabling participants to change baseline**
- **While creating baseline, do not click finish button until you are ready to make a property submission**
- **This will enable you to change baseline without an org. change submission**

APPS Update



- Once baseline locked, all changes to baseline done through organization change

Address Changes:

- Coordinators can change all fields in Participant Detail Page of APPS **except**
 - TIN/SSN
 - LEGAL STRUCTURE , AND
 - TYPE OF OWNERSHIP

APPS Update



Address Changes:

If information in HUD system is incorrect

- First try to register at HUD multifamily registration @ <http://www.hud.gov/offices/hsg/mfh/apps/appsmfhm.cfm>
- If you get the message, the entity is registered, then the coordinator can access APPS to make the changes
- If coordinator or FO cannot change the information, contact PPSD

APPS Update



Access Key Codes

- **If you do not receive access codes in two weeks of request**
 - **Contact PPSD staff for activation of key code**
 - **Need notarized authorization letter**
 - **SS4 form for entities**
 - **Driver License/SSN card for individuals**
 - **Letter format provided upon PPSD staff contact**

APPS Update



Common errors in APPS submission

- ❖ Incorrect reason for submission
- ❖ Incorrect role in the project
- ❖ All participants not certifying
- ❖ Incorrect organization structure
- ❖ Incomplete schedule A (HUD will not update this information for applicant, only provide the data)