

Certification

7.0 Certification

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

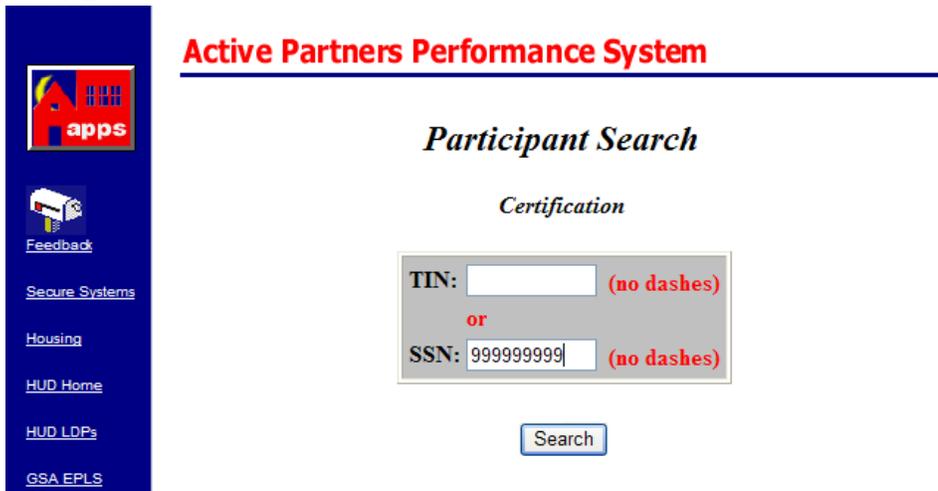
7.1 Certifying Submissions in Process

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.

Active Partners Performance System

PARTICIPANT CERTIFICATION

PARTICIPANT John Doe (XXX-XX-7062)
Columbia , SOUTH CAROLINA

Certify for: **Submission ID:**

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

I further certify that:

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

True False

Explanation 1:

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

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

True False

Explanation 2a:

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

True False

Explanation 2b:

Step 5. Enter the Submission ID.

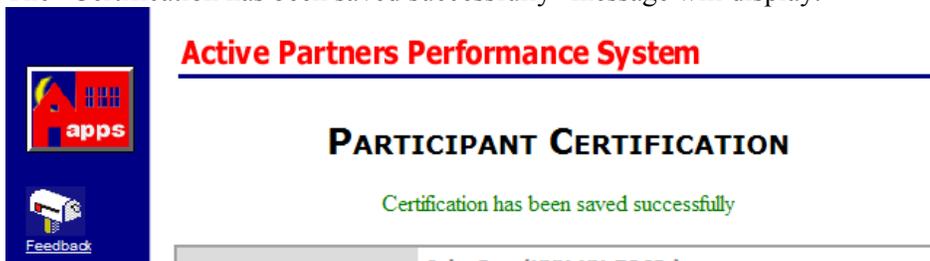
Step 6. Select “True” or “False” for each statement (the default position is “True”).

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

Step 8. Click “Save”.

The screenshot shows a web form with a blue vertical bar on the left. The form contains a text area with the text: "7. I am not a Member of Congress or a Resident Commissioner nor otherwise prohibited or limited by law from contracting with the Government of the United States of America." Below this text are two radio buttons, "True" (which is selected) and "False". Underneath is a section labeled "Explanation 7:" followed by another text area. At the bottom of the form, a "Save" button is circled in red.

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



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

7.2 Sending to HUD

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

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

7.3 Printing the Submission Package

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

7.4 Upload Signed 2530 Submission Package in APPS

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