RAFIQ MUNIR
DESTA WOUDENH

RECORDS & REPORTING

US Department of Housing and Urban Development

National Training CONFERENCE 2018

June 18 - 20th

SECTION 3

of the Housing and Urban Development Act of 1968

EQUAL HOUSING OPPORTUNITY
Recipient Records & Annual Reporting (SPEARS)

Day 2
June 19, 2018

Rafiq Munir
Economic Opportunity Division
Recordkeeping

Direct recipients of Section 3 covered funding are responsible for documenting actions taken to comply, the results of actions taken and impediments if any. §135.32(e)

Examples could include dates and attendance at job fairs, material distributed at pre-bid openings, registries of persons seeking employment by skill level, workforce utilization commitments and contract language incorporating the Section 3 clause.

HUD shall have access to all records, reports, and other documents or items of the recipient that are maintained to demonstrate compliance with Section 3. §135.92
Reporting

Direct recipients of Section 3 covered funding must submit an annual report to the FHEO Assistant Secretary for the purpose of determining the effectiveness of the program.

§135.90

Form HUD 60002 must be submitted electronically in the Section 3 Performance Evaluation and Registry System (SPEARS) after obtaining access through the Web Access Secure System (WASS), HUD's Security Portal.
Section 3 - Performance Evaluation and Registry System (SPEARS)

Successfully launched August 2015 for Section 3 Report Years beginning 2013.

Over 32,000 reports have been submitted in SPEARS by over 4,000 agencies.

Agencies & Report Submissions

- Additional Agencies
- Total Submission
Section 3 Results, 2013 to 2017

94,400  Jobs directed to Section 3 Residents, 48% of all new jobs

78,600  Section 3 Trainees

$6.3 B  Billion in Section 3 Contracting

35,900  Section 3 Businesses Awarded Contracts

$176,400  Average contract awarded to Section 3 Businesses
Section 3 Performance Evaluation and Reporting System (SPEARS)

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Office of Information Services
Section 3 - Performance Evaluation and Registry System (SPEARS)

Annual Section 3 report submissions (Form 60002) are sent electronically to HUD’s FHEO Economic Opportunity Division via the Section 3 Performance Evaluation and Registry System (SPEARS).

The SPEARS 60002 system is now accessed through HUD’s Web Access Secure System (WASS) and has a direct interface to disbursement data from HUD’s Line of Credit Control System (LOCCS).
Section 3 - Performance Evaluation and Registry System (SPEARS)

- WASS Registration – HUD’s Secured Portal
- SPEARS extracts financial disbursement data from LOCCS
- SPEARS is accessed via WASS (Web Access Security Systems)
- SPEARS website (resources, quick guides, & FAQs)
- Accessing Form HUD 60002
- Helpdesk/Self-Help
- Questions
Accessing SPEARS - Web Access Secure System (WASS)

- Secured Portal for Multiple HUD Systems (AFFH, PIC, HEMS, SPEARS, etc.,)
- https://hudapps.hud.gov/HUD_Systems (Link to WASS)
- HUD’s secure systems provide a means for trusted business partners to submit and retrieve required program information
- User/WASS ID is MANDATORY to establish a secure connection to HUD’s secure systems from the internet.
- Register as Coordinator or User
  - Coordinators have More rights
- Assign roles/Actions
Accessing Form HUD 60002

- Open a web browser such as Internet Explorer, Chrome, Firefox or Safari.
- The Secure Systems User Login Screen will be presented.
- After successful login, the WASS Message of the Day Screen will be presented.
- [Click] Accept to Continue.
- [Select] Section 3 - Performance Evaluation and Registry System (SPEARS) under the Systems bulleted list.
HUD Form 60002 Submission

- **Start/Resume Report**
  - Short Report
  - Standard Report
- **Expected Reports**
- **Notices of Expected Reports**
  - Email and in-application
- **Unreported Disbursements**
- **Submitted Reports**
  - View
  - Unlock
  - Delete
Section 3 Summary Annual Reporting System - Form 60002

INSTRUCTIONS FAQ CONTACT US LOGOUT

Section 3 60002 Form Home

Public reporting for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB Number. Section 3 of the Housing and Urban Development Act of 1968, as amended, U.S.C. 1701u, mandates that the Department ensures that employment and other economic opportunities generated by its housing and community development assistance programs are directed toward low- and very-low income persons, particularly those who are recipients of government assistance for housing. The regulations are found at 24 CFR Part 135. The information will be used by the Department to monitor program recipients compliance with Section 3, to assess the results of the Department's efforts to meet the statutory objectives of Section 3, to prepare reports to Congress, and by recipients as a self-monitoring tool. The data is entered into a database and will be analyzed and made available to the public upon request. The collection of information involves recipients receiving Federal financial assistance for housing and community development programs covered by Section 3. The information will be collected annually to assist HUD in meeting its reporting requirements under Section 808(e)(6) of the Fair Housing Act and Section 916 of the HCDFA of 1992. An assurance of confidentiality is not applicable to this form. The Privacy Act of 1974 and OMB Circular A-108 are not applicable. The reporting requirements do not contain sensitive questions. Data is cumulative; personal identifying information is not included.

Welcome FIRST - MSCTO1 LAST - MSCTO1
Please select the disbursement agency: *
Select an Agency...
If you are filling a report as an entity other than the agency to which funds were disbursed, you may identify your reporting entity later.

Continue

Session Timeout Warning: This application has a one-hour session timeout period. If there is no system activity (keystrokes or mouse movement) after one-hour, this application will timeout and your data will be lost.

U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112   TTY: (202) 708-1455
V4.2
Agency Summary

- Expected Reports
- Notices
  - Reports
  - Audits
- Expected Reports
- In Progress Reports
- Unreported Disbursements
- Submitted Reports
  - View
  - Unlock
  - Delete
  - Goals
Notice

Date 1/25/18

Subject HUD Section 3 Expected Report

Read notice

Notice

Date 11/7/17

Subject This fiscal cycle has ended and the following Section 3 report(s) are normally 30 days past due.

Per Notice dated 8-14-17 posted at http://www.hud.gov/sites/docs/PHAREPORTDUE-8-14-17.PDF, the due date for all 2013 thru 2017 reports has been extended to 12-31-17.

Report Period Program Amount

07/01/2016-06/30/2017 Moving To Work: All Program Areas $4,770,375.17

Use “Start Custom Report” to complete reports for disbursements listed in the Unreported Disbursements table, if the report you wish to file is not listed under Expected Reports.

To submit a Form HUD 60002, login to SPEARS using HUD Secure Systems at https://hudapps.hud.gov/HUD_Systems.

For more information, visit the Section 3 website at https://www.hud.gov/section3 or email questions to 60002questions@hud.gov.

Notice in application and via email
## Agency Summary

### Expected Reports

<table>
<thead>
<tr>
<th>Start</th>
<th>Period</th>
<th>Program Area</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/01/2012-</td>
<td>09/30/2013</td>
<td>Operating Fund (OFND)</td>
<td>$2,575,939.00</td>
</tr>
<tr>
<td>10/01/2013-</td>
<td>09/30/2014</td>
<td>Special Needs Assistance (SNAP)</td>
<td>$144,402.06</td>
</tr>
</tbody>
</table>

- Expected Reports auto fills
  - Report Start/Report End
  - Program Area
  - Disbursed Amount
  - Easy Start

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**SECTION 3**

of the Housing and Urban Development Act of 1968

**EQUAL HOUSING OPPORTUNITY**
Agency Summary
Unreported Disbursements

Section 3 Program Areas with unreported disbursements

<table>
<thead>
<tr>
<th>Program</th>
<th>Report Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Needs Assistance (SNAP)</td>
<td>2014</td>
<td>$144,402.06</td>
</tr>
</tbody>
</table>

Click on dollar amounts to see details on disbursed funds that have not been reported on grouped by Section 3 Program Area.
### Submitted Reports

<table>
<thead>
<tr>
<th>Report ID</th>
<th>Period</th>
<th>Type</th>
<th>Coverage</th>
<th>Amount</th>
<th>Submitted</th>
<th>Goals</th>
<th>Unlock/Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>36229</td>
<td>07/01/2012-12/31/2012</td>
<td>PA</td>
<td>Capital Fund Program (CFP)</td>
<td>$82,684.58</td>
<td>06/11/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36226</td>
<td>01/01/2015-12/31/2015</td>
<td>PA</td>
<td>Lead-Based Paint Abatement (LBA)</td>
<td>$304,524.40</td>
<td>06/11/2018</td>
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<td></td>
</tr>
<tr>
<td>36225</td>
<td>01/01/2016-12/31/2016</td>
<td>PA</td>
<td>Lead-Based Paint Abatement (LBA)</td>
<td>$1,050,501.94</td>
<td>06/11/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36201</td>
<td>01/01/2017-12/31/2017</td>
<td>PA</td>
<td>Lead-Based Paint Abatement (LBA)</td>
<td>$903,134.05</td>
<td>06/11/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36232</td>
<td>07/01/2016-06/30/2017</td>
<td>PA</td>
<td>Operating Fund (OFND)</td>
<td>$3,222,872.00</td>
<td>06/11/2018</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36231</td>
<td>10/01/2015-06/30/2016</td>
<td>PA</td>
<td>Capital Fund Program (CFP)</td>
<td>$805,583.77</td>
<td>06/11/2018</td>
<td></td>
<td></td>
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<tr>
<td>36230</td>
<td>07/01/2012-09/30/2012</td>
<td>PA</td>
<td>Operating Fund (OFND)</td>
<td>$508,875.00</td>
<td>06/11/2018</td>
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<td></td>
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<tr>
<td>36228</td>
<td>10/01/2014-09/30/2015</td>
<td>PA</td>
<td>Capital Fund Program (CFP)</td>
<td>$426,294.05</td>
<td>06/11/2018</td>
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<td></td>
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<tr>
<td>36224</td>
<td>10/01/2013-09/30/2014</td>
<td>PA</td>
<td>Capital Fund Program (CFP)</td>
<td>$719,680.95</td>
<td>06/11/2018</td>
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<td></td>
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<tr>
<td>36223</td>
<td>10/01/2012-09/30/2013</td>
<td>PA</td>
<td>Capital Fund Program (CFP)</td>
<td>$984,540.55</td>
<td>06/11/2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**View** – Select Report ID  
**Unlock** – Select the Lock icon  
**Goals** – Advises goal compliance  
**Delete** – Select the X option
Start New Report

Section 3 60002 New Report

Disbursement Details

Operating Fund (OFND)
10/01/2016-09/30/2017
$196,949.00

Preliminary Questions
1. Did the expenditure of these funds result in new hires for your agency or your contractors? [ ] Yes [ ] No
2. Did the expenditure of these funds result in any covered contracts? [ ] Yes [ ] No

Reporting Entity
Select "Add New" from the dropdown box if a different entity is submitting this report.

Past Entities:
Entity Name: *
Address 1: *
Address 2: *
City: * State: * Zip: *

Contact Person
Select the contact person associated with the Reporting Entity from the dropdown box or choose "Add New" to enter new contact information.

Past Contact Persons: Add New
Contact Person: * Phone Number: *
Fax Number: *
Email Address: *

• The disbursement agency name, address, and tax ID are displayed along with the program area, reporting period and the amount disbursed.
• Preliminary Questions
  a. Select the yes or no answer option for both preliminary questions.
  b. The "I" icon will display information for each question.
• Reporting Entity
• Contact Person
The expenditure of these funds did not result in any covered contracts or new hires during the 72-month period selected. You may describe other efforts made to achieve Section 3 compliance below.

Certification Statement

By submitting this Section 3 report, I certify under penalty of perjury under 28 U.S.C. § 1746 that the statements and information contained herein regarding the (1) meet the regulatory requirements of Section 3 of the Housing and Urban Development Act of 1968 as set forth at 24 CFR § 135, and (2) are to the best of my knowledge, true and correct.

If the user selects No to both preliminary questions on the New Report screen, the user will be presented with the Short Report.

- Verify that the information is correct.
- A text box is provided below for you to describe efforts taken to achieve Section 3 compliance. This information is optional for the short form.
- [Click] **Submit Form**.
- A confirmation dialog will be displayed:
- [Select] **Submit Form** to submit the form to HUD.
- **Note:** The user will be presented with an option to save and download the form from the Agency Summary screen after submitting the form.
- After successful submission, you will be returned to the Agency Summary screen.
** Moving to Work (MTW)**

Some agencies are approved under MTW and therefore allowed to submit their report with combined program area funds.
Employment and Training Opportunities

- Enter **Employment and Training Opportunities** details into the table provided, if applicable.

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Number of New Hires</th>
<th>Number of New Hires that are Section 3 Residents</th>
<th>Aggregate Number of Staff Hours Worked (Optional)</th>
<th>Total Staff Hours Worked by Section 3 Employees (Optional)</th>
<th>Number of Section 3 Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>▼</td>
<td>22</td>
<td>▼</td>
<td>38500</td>
<td>▼</td>
</tr>
<tr>
<td>Select Item...</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>17500</td>
<td>▼</td>
</tr>
<tr>
<td>Select Item...</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
</tr>
<tr>
<td>Select Item...</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
</tr>
<tr>
<td>Select Item...</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
</tr>
<tr>
<td>Select Item...</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
<td>▼</td>
</tr>
</tbody>
</table>

**CATEGORY TOTAL:**

- If additional rows are needed to describe job categories, [Select] the **Add Rows** button to add a new row to the bottom of the table.
- To save changes to complete the report at a later time, [click] **Save**.
- To continue, [click] **Continue To Agency Contracting**.
Contracting Opportunities

- Enter details on Construction and Non-Construction Contracts awarded, if applicable.
- See the Form HUD 60002 Instructions for requirements on entering this data.
- [Click] **Continue** to Proceed.
- To save changes to complete the report at a later time, [click] **Save**.

**Construction**

- Total Dollar Amount of Construction Contracts Awarded: 
- Dollar Amount of Construction Contracts Awarded To Section 3 Businesses: 
- Percentage: 
- Number of Section 3 Businesses that Received Construction Contracts: 0

**Non-construction Contracting**

- Total Dollar Amount of Non-Construction Contracts Awarded: 
- Dollar Amount of Non-Construction Contracts Awarded To Section 3 Businesses: 
- Percentage: 
- Number of Section 3 Businesses that Received Non-Construction Contracts: 0
Best Efforts to Comply

- Agencies identify what actions they took to meet Section 3 Goals
- Best effort narrative required, if goals not met
Report Summary

- All data displayed
  - Auto-filled, and
  - User input
- Goals
- Certification

- A summary of compliance with Section 3 numerical goals will be displayed.
- Verify that the information is correct. If corrections are needed,
- [Select] the Exit Report button to go back to the Agency Summary screen.
Select] Continue To Compliance to proceed.
Summary of Best Efforts to Comply

- Recipients that failed to meet any of the three minimum numerical goals for employment, construction contracts, or non-construction contracts **MUST** enter an explanation into the narrative box on this page.

- [Select] **Continue** to proceed.
Certification - Submit Form

Submit Form
- A verification screen will be presented prior to submission.

- Verify that the Reporting Year, Program Area/Program Name information is correct.
- [Select] Submit Form to submit the form to HUD.
- **Note:** The user will be presented an option to save and download the form from the Agency Summary screen after submitting the form.
View/Print/Save Report

- On the **Agency Summary** page [Select] the button in the **Submitted Reports** or **Legacy Reports** section to View, **Print** or **Save** a copy of a submitted report in PDF format.

- Depending on the browser version used, the user will be presented the option to **Save** (download) or **Open** the PDF file which can then be printed.
Section 3 Summary Report
Economic Opportunities for Low- and Very Low-Income Persons
U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0043 (exp. 11/30/2018)

Part I: Employment and Training

<table>
<thead>
<tr>
<th>Job Category</th>
<th>Number of New Hires</th>
<th>Number of New Hires that Are Sec. 3 Residents</th>
<th>Aggregate Number of Staff Hours Worked</th>
<th>Total Staff Hours for Section 3 Employees</th>
<th>Number of Section 3 Trainees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>22</td>
<td>10</td>
<td>38500</td>
<td>17500</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Total New Hires</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section 3 New Hires</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percent Section 3 New Hires</td>
<td>45.45%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Section 3 Trainees</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The minimum numerical goal for Section 3 new hires is 30%.

Part II: Contracts Awarded

Construction Contracts
- Total dollar amount of construction contracts awarded: $120,000.00
- Total dollar amount of contracts awarded to Section 3 businesses: $90,000.00
- Percentage of the total dollar amount that was awarded to Section 3 businesses: 75.0%
- Total number of Section 3 businesses receiving construction contracts: 2
- The minimum numerical goal for Section 3 construction opportunities is 10%.

Non-Construction Contracts
- Total dollar amount of all non-construction contracts awarded: $80,000.00
- Total dollar amount of non-construction contracts awarded to Section 3 businesses: $30,000.00
- Percentage of the total dollar amount that was awarded to Section 3 businesses: 37.5%
- Total number of Section 3 businesses receiving non-construction contracts: 1
- The minimum numerical goal for Section 3 non-construction opportunities is 3%.
**Agency Summary**

- **Expected Reports**
- **Notices**
  - Reports
  - Audits
- **Expected Reports**
  - Easy start reports
- **In Progress Reports**
- **Unreported Disbursements**
- **Submitted Reports**
  - View
  - Unlock
  - Delete
  - Goals

---

**Section 3**

<table>
<thead>
<tr>
<th>Agency Summary</th>
<th>RECORDS &amp; REPORTING</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expected Reports</strong></td>
<td></td>
</tr>
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<td><strong>Notices</strong></td>
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</tr>
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<td>- Reports</td>
<td></td>
</tr>
<tr>
<td>- Audits</td>
<td></td>
</tr>
<tr>
<td><strong>Expected Reports</strong></td>
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<td><strong>Submitted Reports</strong></td>
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<td>- Unlock</td>
<td></td>
</tr>
<tr>
<td>- Delete</td>
<td></td>
</tr>
<tr>
<td>- Goals</td>
<td></td>
</tr>
</tbody>
</table>
Support

- **REAC Technical Assistance Center (WASS/PIC)**
  - Password reset
  - Locked out/terminated (90 days)
  - PHA Address/Name Change
  - 888-245-4860

- **Multifamily Helpdesk**
  - Address Change
  - Name Correction
  - 800-767-7588

- **SPEARS Helpdesk**
  - Reporting Problems
  - Edit/Delete Reports
  - (202) 402-2597
  - 60002questions@hud.gov
Questions?