

The Section 3 Performance Evaluation and Registry System (SPEARS) is a Web-based system that allows direct recipients of HUD funding that are covered by Section 3 to submit Form HUD 60002. To access this system, users must obtain a user ID and password in HUD’s Web Access Secure Systems (WASS) and have access to the FHSEC3 system in WASS. Visit the [60002 User Registration Guide](#) for information on how to register in WASS for access to SPEARS.

Section 1 – Getting Started

1. Accessing Form HUD 60002.

- Open a web browser such as Internet Explorer, Chrome, Firefox or Safari.
- [Enter] https://hudapps.hud.gov/HUD_Systems in the URL box.



- 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.

Section 2 – Agency Selection

1. Select disbursement agency.

- [Select] the disbursement agency from the drop down menu.

Please select the disbursement agency: *

Select an Agency...

- [Select] **Continue** to Proceed.
- A message will be displayed indicating that program funding draw down or disbursement data is being retrieved. This process may take several minutes.

Section 3 – Agency Summary

After agency disbursement data has been loaded, the **Agency Summary** screen will be displayed. From this page users may start a new report, view/print/save past reports, request to unlock or delete reports and view details on unreported disbursements.

1. Start New Report

Start a new report

To start a new report enter the start date for the 12 month reporting period and select the program area that the new report covers. The reporting period may be your local fiscal year, federal fiscal year, calendar year, etc. Data will be extracted from LOCCS for the 12-month period beginning after the start date indicated.

Start Date: (mm/dd/yyyy)

Program Area:

- Use the date picker tool to select the start date of the 12-month reporting period. The system will automatically generate the end date.
- [Select] a **Program Area** from the drop down menu.
- [Click] **Start Report** to continue.

Section 4 – New Report

1. Disbursement Details

- The disbursement agency name, address, and tax ID are displayed along with the program area, reporting period and the amount disbursed.

2. Preliminary Questions

- Select the yes or no answer option for both preliminary questions.
- The icon will display information for each question.

3. Reporting Entity

- By default, the Reporting Entity details will be filled with the disbursement agency’s details.
- If the reporting entity is different from the disbursement agency, enter the reporting entity details.
- Fill in all required information. Fields marked with an asterisk (*) are required.
- Note:** If a previous report has been submitted for a reporting entity different from a disbursement agency, the name and details will be available under the Past Entities drop down menu.

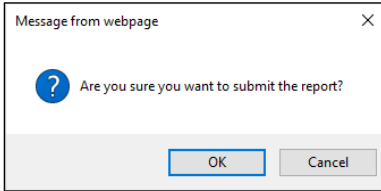
4. Contact Person

- Enter the name and contact information for the person who will be responsible for the report.
- [Click] **Create Report** to continue.

Section 4 – Short Report

Note: If the answer to either preliminary question is Yes, the user will be taken to **Section 5 – Employment and Training Opportunities**.

If the user selects No to both preliminary questions on the New Report screen, the user will be presented with the Short Report. The Short Report is a single page report for submitting a report that resulted in no new hires or new contracts:

- 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.

Section 5 – Employment and Training Opportunities

1. Information about New Hires.

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

- See the Form [HUD 60002 Instructions](#) for requirements on entering this data. If invalid data are entered into this table, error messages will be

displayed and the user will not be able to proceed until they are corrected.

- 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**.
- To return to the **Agency Summary** screen without saving changes, [click] **Exit Report**.

Section 6 – Contracting

1. 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. If invalidate are entered, error messages will be displayed and the user will not be able to proceed until they are corrected.

- [Click] **Continue** to Proceed.
- To save changes to complete the report at a later time, [click] **Save**.
- To return to the **Agency Summary** screen without saving changes, [click] **Exit Report**.

Section 7 – Summary

1. Summary of Section 3 Compliance.

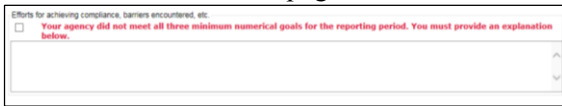
- A summary of compliance with Section 3 numerical goals will be displayed.
- Verify that the information is correct. If corrections are needed, [Select] the **Exit Report** button to go back to the **Agency Summary** screen.

- [Select] **Continue To Compliance** to proceed.

2. 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.

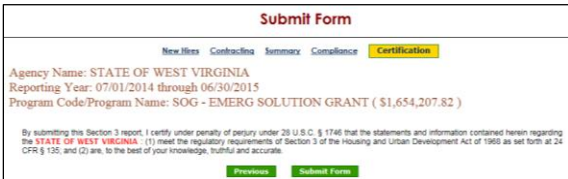


- b. [Select] **Continue** to proceed.

Section 8 – Certification


1. Submit Form.

- a. A verification screen will be presented prior to submission.



- b. Verify that the Reporting Year, Program Area/Program Name information is correct.
- c. [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.
- d. After successful submission, the user will be returned to the **Agency Summary** screen.


Section 9 – View/Print/Save Report

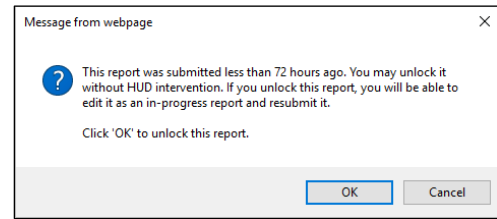
- a. On the **Agency Summary** page [Select] the  button in the **Submitted Reports** or **Legacy Reports** section to **View, Print** or **Save** a copy of a submitted report in PDF format.
- b. Depending on the browser version used, the user will be presented the option to **Save** (download) or **Open** the PDF file which can then be printed.

Section 10 – Unlocking a Report

A submitted report will be locked from edits automatically after 72 hours of submission. Users may request reports to be unlocked so they may be altered and/or resubmitted. Short Reports or Legacy Reports cannot be unlocked, but instead must be deleted and resubmitted.

1. Reports submitted within 72 hours


- A report may be unlocked without approval from HUD within 72 hours of submission.
- a. Under **Submitted Reports**, identify the report you wish to unlock.
 - b. [Click] the unlock icon .
 - c. A confirmation window will open.

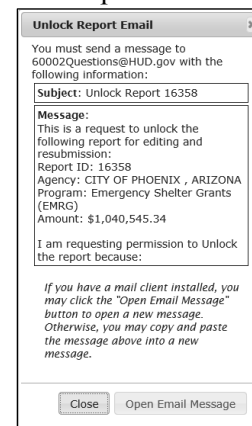


- d. [Click] OK to unlock the report
- e. You will now find the report listed under the **In Progress Reports** section.

2. Reports submitted after 72 hours

Reports submitted over 72 hours may be unlocked, with HUD approval. To send a request to HUD to unlock a report:

- a. [Click] the unlock icon,  for the report you wish to unlock.
- b. A dialog box will open with instructions to email 60002questions@hud.gov to send a request for HUD to unlock the report.




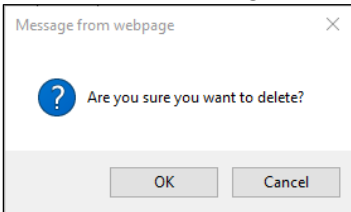
- c. If the user has an email client installed and configured, [click] the **Open Email Message** button and a new email will be opened with pre-filled information. The user may add additional text to the message before sending.
- d. If there is no email client installed, copy the subject and message text in the dialog box into a new email addressed to: 60002questions@hud.gov.
- e. Once the report has been unlocked by HUD, the unlocked report will be listed under the **In Progress Reports** section on the **Agency Summary** screen and can be edited.

Section 11 – Deleting a Report

1. Deleting an In Progress Report


- a. On the **Agency Summary** screen, identify the **In Progress Report** to be deleted.

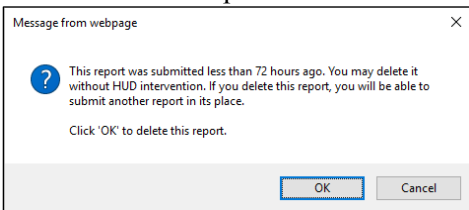
- b. [Click] the delete icon,  in the row corresponding to the identified report.
- c. A confirmation dialog will be displayed:



- d. [Click] OK to confirm and the report will be deleted.

2. Deleting a Submitted Report

- a. Identify the **Submitted Report** to be deleted.
- b. [Click] the delete button  in the row corresponding to the identified report.
- c. If the report was submitted less than 72 hours ago, a confirmation dialog will be displayed. [Click] OK to delete the report:



- d. If the report is older than 72 hours, the user must send a request to HUD to delete the report. A dialog will open with instructions to send an email to 60002questions@hud.gov to request the report be deleted.




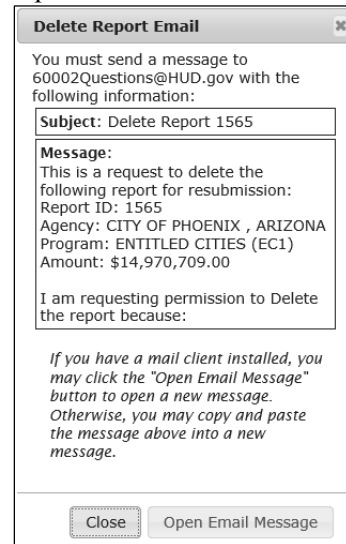
- e. If the user has an email client installed and configured, [click] the **Open Email Message** button and a new email message will be opened with pre-filled information. The user may add additional text to the message before sending.

- f. If there is no email client installed, copy the subject and message text in the dialog box into a new email addressed to: 60002questions@hud.gov.

3. Deleting a Legacy Report

Legacy reports may not be edited in the new version of SPEARS (v2.0 and greater), but can be deleted. If a report is deleted with the intention of submitting a new report in its place, please note that legacy reports were submitted by **Section 3 Program Code**. The current SPEARS version uses **eLOCCS Program Areas** for reporting. Many Program Codes comprise a single Program Area. Consequently, **you may have to delete several legacy reports to submit a new report**. Conversely, the new report may take the place of several Program Code reports.

- a. Identify the Legacy Report to be deleted.
- b. Click the delete icon,  in the row corresponding to the identified report.
- c. A dialog box will open with instructions to email 60002questions@hud.gov to request HUD to delete the report.



- d. If the user has an email client installed and configured, [click] the **Open Email Message** button and a new email message will be opened with pre-filled information. The user may add additional text to the message before sending.
- e. If there is no email client installed, copy the subject and message text in the dialog box into a new email addressed to: 60002questions@hud.gov.

Section 12 – Unreported Disbursements

Unreported disbursements are disbursed funds that don't have an associated Form HUD 60002 report. Unreported disbursements are listed by Program Area. The Amount column indicates the sum of disbursed amounts without reports. The information displayed may fall outside of the required reporting periods of submitted reports in which case no action is required. For example, it will display disbursements up to the current date and possibly before your first reporting period (starting from 7-1-2012).

1. View/Download Unreported Disbursements

- [Click] the **\$** in the Transactions column to view the individual transactions that remain unreported.
- To export data to MS Excel or CSV formats, [click] the associated export options below the table. [Export options: CSV | Excel](#)
- Note:** Columns can be sorted by clicking the headers and the sorting can be reversed by clicking the same header again.

| Program Code | Program Name | Project Number | Amount | Date |
|--------------|----------------------|----------------|--------------|------------|
| LHB | LEAD HAZARD REDUC GR | AZLHB0491-11 | \$125,781.00 | 2012-07-30 |
| LHB | LEAD HAZARD REDUC GR | AZLHB0491-11 | \$31,408.00 | 2012-08-22 |
| LHB | LEAD HAZARD REDUC GR | AZLHB0491-11 | \$76,160.00 | 2012-09-19 |
| LHB | LEAD HAZARD REDUC GR | AZLHB0491-11 | \$49,141.00 | 2012-10-29 |
| LHB | LEAD HAZARD REDUC GR | AZLHB0491-11 | \$24,455.00 | 2012-11-26 |