



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-2000

OFFICE OF FAIR HOUSING  
AND EQUAL OPPORTUNITY

July 7, 2017

**SPEARS UPDATE: Schedule for Submission of Section 3 Report Form HUD 60002 for Public Housing Authorities**

This notice supersedes all previous guidance on Section 3 reporting due dates for Public Housing Authorities (PHAs).

Information for the Section 3 Report Form HUD 60002 must be entered in the Section 3 Performance Evaluation and Registry System (SPEARS) on an annual basis pursuant to 24 CFR Part 135.90. The reports are designed to summarize 1) the number of jobs and training opportunities offered to Section 3 residents (public housing residents and/or local low-income persons, including YouthBuild participants), and 2) the dollar amount of contracts awarded to Section 3 businesses (those that are owned by or substantially employ those Section 3 residents).

All Section 3 Report Forms must be submitted electronically via SPEARS. Paper copies, pdf attachments, or other methods of transmitting the Section 3 Report Form HUD 60002 will not be accepted. Additional information on Section 3 may be found on the Section 3 Web site at [www.hud.gov/section3](http://www.hud.gov/section3).

To coincide with the release of SPEARS v 3.0, we are providing the following guidance:

1. All 2013, 2014, and 2015 reports that were not submitted are past due and must be submitted by July 31, 2017.
2. Effective as of the date of this notice, all 2016 reports not yet submitted are due 60 days after your respective fiscal year end (FYE) as reported in the Public and Indian Housing Information Center (PIC).
3. Reports for 2017 and beyond will also be due no later than 60 days after your respective FYE.

You can access a quick reference guide on SPEARS v 3.0 and guidance on Section 3 reporting periods, the 12-month period associated with a particular report year, on the Section 3 website under [Section 3 Reporting \(HUD FORM 60002\)](#).

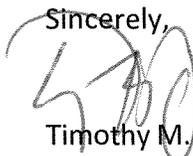
PHAs must report no later than 60 days after its fiscal year end. Listed below is the associated due dates for fiscal year ends:

<b>Fiscal Year Ending</b>	3/31	6/30	9/30	12/31
<b>Section 3 Report Due Date</b>	5/31	8/31	11/30	2/28 (or 29)

PHAs that are currently reporting based on a fiscal year basis as indicated in PIC will continue to do so. PHAs that are not currently reporting on their respective fiscal year cycle will now have an opportunity to submit an adjusted report, either 6, 9, or 15 months in length, to transition to a fiscal year basis.

If you have any questions or concerns, please send a message to [60002Questions@hud.gov](mailto:60002Questions@hud.gov) with the following in the subject line: **"Schedule for Submission of Section 3 Reports for PHAs"**. Please include your agency's name and contact information.

Sincerely,



Timothy M. Smyth  
Deputy Assistant Secretary  
for Enforcement and Programs