FHEO Section 3 Performance Evaluation and Registry System (SPEARS)

60002 Component

User Registration Guide

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity (FHEO)

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1 Introduction

Section 3 is a provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and the implementing regulation at 24 CFR § 135, which recognizes that HUD funds are typically one of the largest sources of federal funding invested in communities in the form of grants, loans, entitlement allocations and other sources of financial assistance.

Section 3 is intended to ensure that when employment and economic opportunities are generated by certain HUD financial assistance for housing and community development programs, preference must be given, to the greatest extent feasible, to low-and very low-income persons in the community where the project is located, particularly those who are recipients of government assistance for housing.

HUD's Office of Fair Housing and Equal Opportunity (FHEO) is charged with oversight and monitoring of Section 3 compliance for approximately 5,000 direct recipients of covered funding. In accordance with Section 3 guidelines at 24 CFR § 135.90, all recipients of HUD financial assistance covered by Section 3 are required to submit Section 3 Summary Reports (Form HUD 60002) annually.

The Section 3 Performance Evaluation and Registry System (SPEARS) is comprised of two web-based applications. First, the Section 3 reporting component provides a means for recipients of HUD financial assistance covered by Section 3 to submit Form HUD 60002 to HUD electronically. The second component, the Section 3 Business Registry, is a platform that allows Section 3 businesses to self-certify their status with the Department so that local recipients can notify them about the availability of HUD-funded contracting opportunities.

2 Purpose of the Section 3 Reporting Component of SPEARS

All submissions of Form HUD 60002 must be completed electronically. This guide provides an overview of the Registration Steps for access to SPEARS through HUD's Secure Systems portal - Web Access Secure System (WASS) and to submit Form HUD 60002. It is intended to be used by direct recipients of Section 3 covered HUD financial assistance. A link to an accompanying videotaped training on using the Section 3 Reporting component of SPEARS can be found at: www.hud.gov/section3.

3 HUD Secure Systems

SPEARS is accessed through the HUD Secure Systems portal. Secure Systems supports many other HUD applications such as REAC NASS, PASS, FASS and Multifamily Housing's APPS, TRACS, and iREMS. Secure Systems requires Social Security Numbers and other personal information from users to identify those who have been granted access to its secure system. Secure Systems users are individuals who work with trusted partners, HUD employees, or are contractors who work with HUD. Those who work with trusted partners are called Coordinators and external users. HUD employees and contractors are individuals who help administer and provide support to the Coordinators and external users. These individuals may be System Administrators, Technical Assistance Center (TAC) Users, or other HUD program staff. Others are internal users who access the system through the HUD Intranet. For general information on Secure Systems, please see the WASS User Guide at: http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_24911.pdf.

User Registration Quick Reference

The following elements are required to access SPEARS:

- ✓ Organization needs to be recognized by HUD either as a Public Housing Authority (PHA) or as a Multifamily Housing Entity*
- ✓ Active Secure Systems ID with association with a PHA HA Code or Multifamily Organization Tax ID
- ✓ COR action assignment in Secure Systems (for System Coordinators only)
- ✓ S3P role assignment in Secure Systems by a System Coordinator

*All non-PHAs are referred to as Multifamily Housing Entity because system limitations. This would include entitlement communities, States and NOFA grantees

4 SPEARS Registration

Step 1 – Business Partner Registration

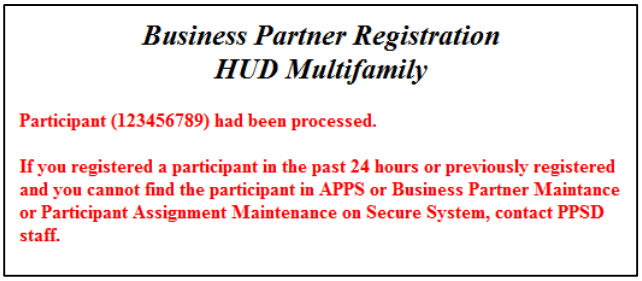
SPEARS recognizes 2 types of business partner organizations - Public Housing Authority by PHA HA Code and Multifamily Housing Entity by Tax ID number. The Business Partner organization must be recognized by HUD Secure Systems.

Public Housing Authority participants are already registered in the PIH Inventory Management System (PIC) and can skip to **Step 2 – HUD Secure Systems Registration.**

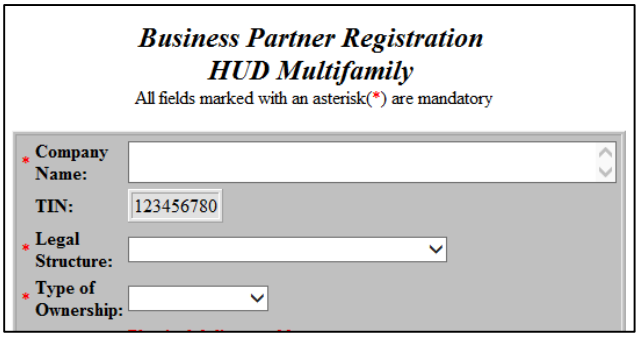
Multifamily Housing Entities must be registered via the HUD Multifamily Business Partner Registration System (APPS). To register your organization:

1. Go to https://hudapps2.hud.gov/apps/part_reg/apps040.cfm
2. Enter your organization's Tax Identification Number (TIN) and click **Submit**.

3. If the following screen is displayed stating that the Participant **(TIN) had been processed**, the organization's TIN is already registered in SECURE SYSTEMS. Procced to **Step 2 – HUD Secure Systems Registration**.



4. If you receive a blank form, complete it and click **Save**.



5. Business Partner Registrations are processed nightly so check the system the following day by re-entering the organization's TIN as described above to ensure the business is successfully registered.

Step 2 – HUD Secure Systems User and Coordinator Registration

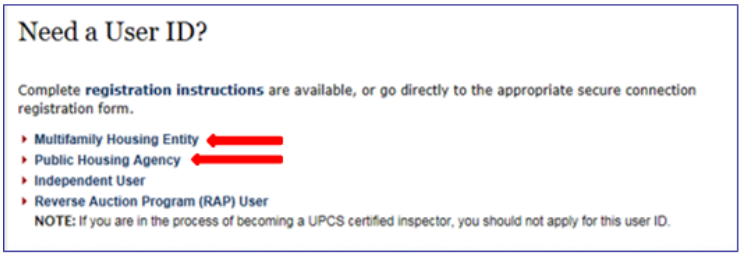
Users can be registered as a **User** or a **System Coordinator**. Coordinators and Users have different permissions. A System Coordinator will be required for granting access to SPEARS Users. See **Step 4 — SPEARS User Management by System Coordinator.**

System Coordinator Registration

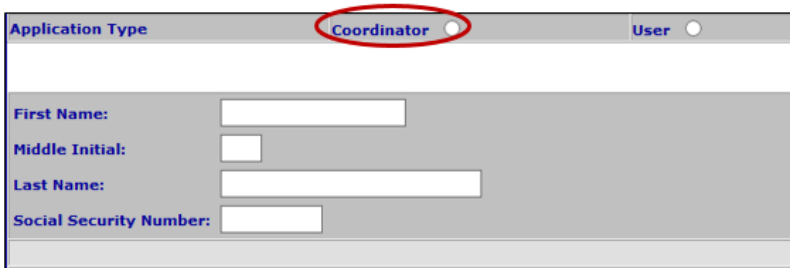
System Coordinators must register in SECURE SYSTEMS and be associated with a PHA HA Code or Business Partner Tax ID number (TIN) that is required to comply with Section 3 requirements. The Coordinator serves as the PHA or Business Partner's system administrator and grants SPEARS application access to their organization's designated users. Each Business Partner organization or PHA must have at least one Coordinator but may have up to eight.

New Coordinator Registration

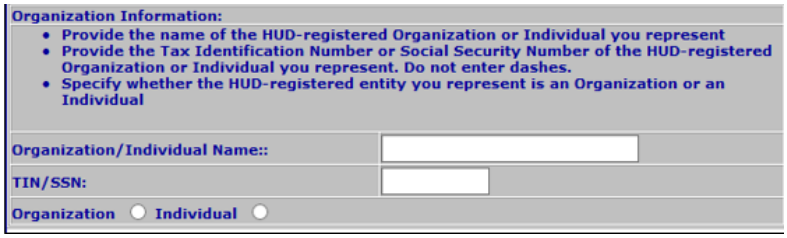
1. Go to: http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
2. Select **Public Housing Agency** if you are a PHA. All other business types should select **Multifamily Housing Entity** from the list of registration options. DO NOT select Independent User or Reverse Program (RAP) User. The SPEARS system will use either your registered PHA HA Code or Tax TIN to to pre-populate disbursement data or draw down amounts on Form HUD 60002.



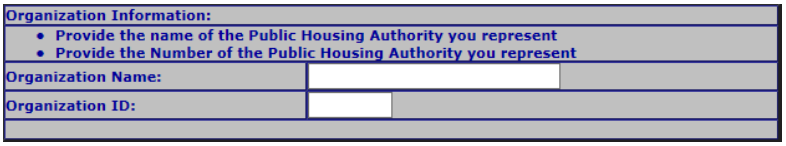
1. Select **Coordinator** and enter the information as requested.



2. For **Multifamily Housing Entities**, complete the following fields:



3. For **PHAs**, complete the following fields:



4. Complete the rest of the requested fields and Select **Submit Application**.
5. A letter containing the Secure System Coordinator's ID will be mailed to the organization's CEO/ED/Principal Officer within 7-10 business days. If you have not received your Secure Systems Coordinator's credentials, contact REAC Technical Assistance to inquire about the status of your request at **1-888-245-4860**.
6. Once the Secure Systems Coordinator has received their credentials, they must assign themselves the SPEARS 'COR' Action by proceeding to **Step 3 — SPEARS Coordinator Assignment by System Coordinator**.

Existing Coordinators Registration

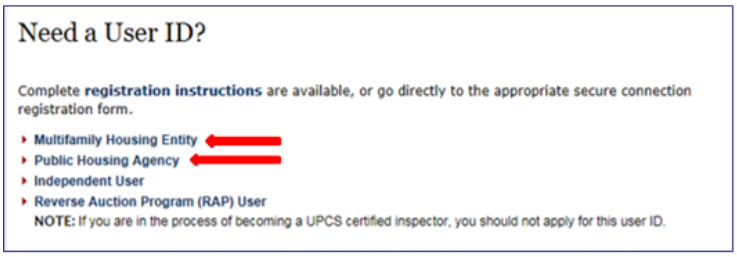
If you are already identified as a System Coordinator in Secure Systems as a PHA or as a Multifamily Housing Entity, you will need to create an additional Business Partner relationship, referred to as a new "BPR relationship." Additional relationships are managed through the Secure Systems Business Partners Maintenance screens. Please refer to the WASS User Manual – Section 4.3 for instructions on how to complete this process. Once this BPR Association process has been completed (which can take up to 7-10

business days for delivery of the Activation key by mail), you can proceed to **Step 3 — SPEARS Coordinator Assignment by System Coordinator.** Contact the REAC Technical Assistance Center (REAC-TAC) if you have questions about this process at **1-888-245-4860.**

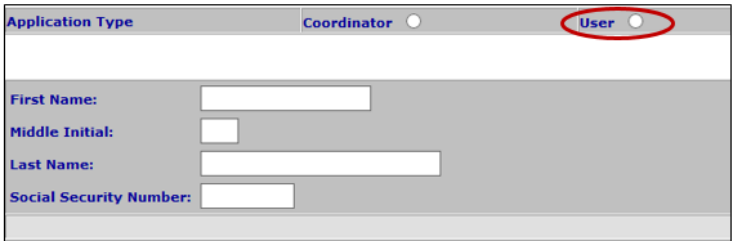
User Registration

Users must register in SECURE SYSTEMS and be associated with a Business Partner (PHA or Multifamily Housing Entity) that is required to comply with Section 3 requirements.

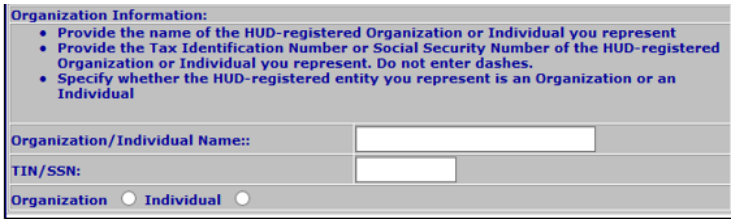
1. Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
2. Select **Public Housing Agency** if you are a PHA. All other business types should select **Multifamily Housing Entity** from the list of registration options. DO NOT select Independent User or Reverse Program (RAP) User. The SPEARS system will use either your PHA HA Code or Tax ID number to to pre-populate disbursement data or draw down amounts on on Form HUD 60002.



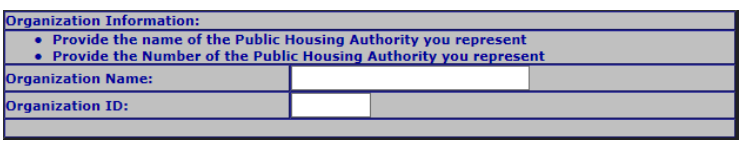
3. Select **User** and enter the information as requested.



7. For **Multifamily Housing Entities**, complete the following fields:



8. For **PHAs**, complete the following fields:



4. Complete the rest of the requested fields and Select **Submit Application**.

5. After submitting the form, **wait 24 hours**, then contact your organization's Systems Coordinator to inform them you have requested access to Secure Systems and request they retrieve your User ID and assign the 'S3P' role to you. This will establish the SPEARS link on your individual Secure Systems menu.

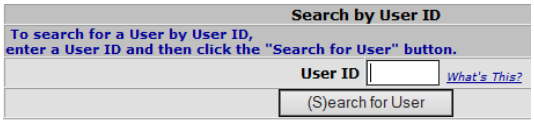
For assistance with Secure Systems registration, you can view the (Secure Systems User's Manual at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/products/wass/wass_user_manual.

Step 3 — SPEARS Coordinator Assignment by System Coordinator

The Coordinator must assign themselves the SPEARS 'COR' Action in Secure Systems to serve in an administrative capacity for their organization in SPEARS.

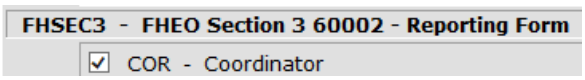
1. Go to https://hudapps.hud.gov/HUD_Systems
2. Log in with your Secure Systems Coordinator credentials, click **Accept** on the **Legal Warnings** page to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.

4. Enter your Secure Systems Coordinator User ID in the **Search by User ID** field and click **(S)earch for User**.



5. On the Maintain User Profile select Maintain User Profile – Actions for Choose a Function and click Submit.

6. From the **Assign/Unassign Actions** page under FHSEC3 – FHEO Section 3 60002 Reporting Form, check the **COR – Coordinator** checkbox and click **Assign/Unassign Actions**.

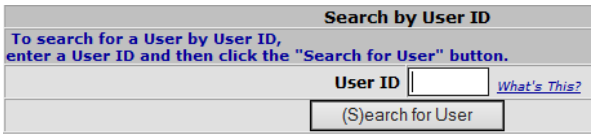


Step 4 — SPEARS User Management by System Coordinator

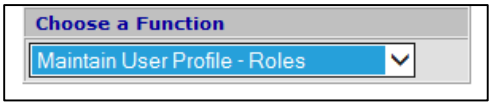
System Coordinators grant access to SPEARS to their organization's Users by assignment of the 'S3P' role. If the Secure Systems Coordinator will be a User for SPEARS they will assign the 'S3P' role to themselves as well.

1. Go to https://hudapps.hud.gov/HUD_Systems
2. Log in with your Secure Systems Coordinator credentials, read the **Legal Warnings** page to and click **Accept** to display the **Main Menu**.
3. From the Secure Systems Coordinator **Main Menu**, Select **User Maintenance**.

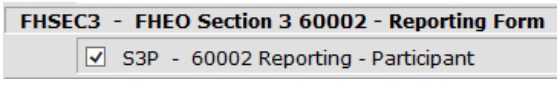
4. Enter the User ID you wish to grant SPEARS access to in the **Search by User ID** field and click **Search for User**.



5. On the Maintain User Profile page, select Maintain User Profile – Roles for Choose a Function and click Submit.



6. From the Assign/Unassign Roles page select the **FHSEC3 S3P – 60002 Reporting - Participant** checkbox and click Assign/Unassign Roles.



7. After the Secure Systems Coordinator grants access to SPEARS to their organization Users, the User will see the application on their Main Menu the next time they log in to Secure Systems.

5 Registration Assistance/Support

The **REAC Technical Assistance Center** (REAC_TAC@hud.gov) at **(888) 245-4860** can provide assistance for the following questions or issues:

- I am having troubling logging in to Secure Systems.
- I do not see the HUD SPEARS 60002 Reporting Form in my list of Systems when I log in to Secure Systems.
- I have accessed the HUD SPEARS 60002 Reporting form but do not see my agency in the Agency drop down menu.
- I am currently registered in Secure Systems as a User but want to now be a System Coordinator.
- I have registered for System Coordinator credentials and have not received them.
- I mistakenly registered for User credentials instead of System Coordinator credentials.
- I may have registered for Secure Systems credentials in the past, but I'm not sure and/or do not know my user ID.
- I have registered previously in Secure Systems but do not know my password.
- I don't know who the System Coordinator(s) are for my organization.
- I am a System Coordinator and need assistance in assigning roles to Users.
- I am a System Coordinator and need assistance with the Secure Systems Business Partner Maintenance process.
- I am a System Coordinator and when trying to assign the SPEARS role for a user, I do not see the system.
- I am a System Coordinator and trying to assign myself an additional Business Partner Relationship but I do not see the menu option to do so.

Please contact your System Coordinator for the following issues:

- I have registered for a User ID and have not received it.
- I do not see the HUD SPEARS 60002 Reporting Form in my list of Systems when I log in to Secure Systems.