



January 2016

**SPEARS UPDATE: Schedule for Submission of 2015 Section 3 Reports, Form HUD 60002**

2015 Section 3 Annual Summary Reports, Form HUD 60002, must be entered into the Section 3 Performance Evaluation and Registry System (SPEARS) by previously established timeframes.

Public Housing Authorities must submit Section 3 Reports by January 10<sup>th</sup> of each year following the completion of their agency's fiscal cycle or calendar year. All other HUD grantees must submit Section 3 Reports at the same time they submit annual performance reports. For example, entitlement communities that receive CDBG, HOME, ESG, etc., Section 3 reports should be submitted in SPEARS at the same time they submit CAPERS, (i.e., 90-days after the end of their program year). All Section 3 reports must be submitted electronically via SPEARS. Paper copies, pdf attachments or other methods of transmitting Form HUD 60002 will not be accepted.

Please note that reporting due dates should not be confused with *reporting periods*. Guidance on Section 3 reporting periods will be posted at [www.hud.gov/section3](http://www.hud.gov/section3).

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 for expedited handling: "**Schedule for Submission of 2015 Section 3 Reports**". Please include your agency's name and contact information.

Thank you.