



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 through the form of grants, loans, entitlement allocations and other forms 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 Section 3 funding 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 Section 3 funding to submit Form HUD 60002 to HUD electronically. The second component, HUD's Section 3 Business Registry, is a platform that allows Section 3 businesses to self-certify their status with the Department so 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 to HUD must be completed electronically. This guide provides an overview of the Registration Steps for access to SPEARS through HUD's Web Access Secure System (WASS) and to submit Form HUD 60002 to HUD. It is intended to be used by public housing agencies and other entities that are direct recipients of 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 Registering for HUD's Web Access Secure System (WASS)

SPEARS is accessed through the HUD internet portal Web Access Secure System (WASS). WASS supports many other HUD applications such as REAC NASS, PASS, FASS and Multifamily Housing's APPS, TRACS, and iREMS. To gain access to the SPEARS HUD 60002 Form application, several registration Steps must be completed.

The full **Secure Systems (WASS) User's Manual** can be found at http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reaac/products/wass/wass_user_manual.

Below is an overview of each of the Registration Steps. The next section, [Registration Process](#), will document the steps to accomplish each of the registration Steps.

Step 1 — Business Partner Registration

WASS recognizes two types of users: 1) **Secure Systems Coordinator** and 2) **User**. Each are associated with the same organization, recipient, or grantee, which is referred to as a **Business Partner**. The Business Partner organization must be recognized by WASS. This is accomplished through the Business Partner Registration process. ****DO NOT SKIP THIS STEP****

Step 2 — Secure Systems Registration - Coordinator

Coordinators must register in WASS and are associated with a Business Partner that is required to comply with Section 3. The Coordinator serves as the Business Partner's system administrator and grants SPEARS application access to their organization's Users. Each Business Partner organization must have a least one Coordinator but may have up to eight.

Step 3 — Coordinator Assignment by Coordinator

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

Step 4 — Secure Systems Registration - User

Individual Users must register in WASS and are associated with a Business Partner. Secure Systems Coordinators must grant access to SPEARS to their organization's Users.

Step 5 — User Management by Secure System Coordinator

Secure Systems 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.

4 WASS Registration Process

Step 1 – Business Partner Registration

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

Business Partner Registration
HUD Multifamily

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

TIN: (no dashes)

or

SSN: (no dashes)

Check if SSN is used as TIN for Sole Proprietor

3. If you receive the following screen stating that **(TIN) has Been Processed**, your organization Tax ID is already recognized in WASS, you can proceed to [Step 2 – Secure Systems Registration - Coordinator](#).

***Business Partner Registration
HUD Multifamily***

Participant (123456789) had been processed.

If you registered a participant in the past 24 hours or previously registered and you cannot find the participant in APPS or Business Partner Maintenance or Participant Assignment Maintenance on Secure System, contact PPSD staff.

If the participant you are about to register has done business with HUD before, you do not need to complete the Business Partner Registration HUD Multifamily below. Go to the [Secure Systems Registration page](#) to obtain a Coordinator or User ID if you have not already done so.

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

***Business Partner Registration
HUD Multifamily***

All fields marked with an asterisk(*) are mandatory

* Company Name:	<input type="text"/>
TIN:	<input type="text" value="123456780"/>
* Legal Structure:	<input type="text"/>
* Type of Ownership:	<input type="text"/>

5. **Wait until the next business day** and then continue to [Step 2 - Secure Systems Registration – Secure Systems Coordinator](#).

Step 2 – Secure Systems Registration – Secure Systems Coordinator

1. Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
2. Only select **Public Housing Agency** if a PHA, otherwise select **Multifamily Housing Entity**, even if you are not a Multifamily Housing entity and are a SPEARS grantee. As such, recipients of covered assistance from HUD’s Offices of Community Planning and Development (i.e., CDBG, HOME, HOPWA, ESG, etc.); Healthy Homes and Lead Hazard Control; and Native American Programs **must select Multifamily Housing Entity**.

Need a User ID?

Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ Multifamily Housing Entity
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

3. Select **Coordinator** and enter your user information, business partner information (name and TIN/SSN), and complete the rest of the requested information on this form, then click **Send Application**.

Application Type **Coordinator** **User**

First Name:

Middle Initial:

Last Name:

Social Security Number:

Organization Information:

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name::

TIN/SSN:

Organization **Individual**

A letter containing the Secure Systems 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**.

Once the Secure Systems Coordinator has received their credentials, they must assign themselves the SPEARS ‘COR’ Action by proceeding to [Step 3 – Coordinator Assignment by Secure Systems Coordinator](#).

Step 3 – Coordinator Assignment by Secure Systems Coordinator

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**.

System Administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)
- [User Maintenance](#)

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

Search by User ID

To search for a User by User ID, enter a User ID and then click the "Search for User" button.

User ID [What's This?](#)

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

Choose a Function

Maintain User Profile - Actions

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**.

FHSEC3 - FHEO Section 3 60002 - Reporting Form

COR - Coordinator

Step 4 – Secure Systems Registration – User

1. Go to http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/reac/online/online_registration
4. If you are registering as a PHA, select **Public Housing Agency**, otherwise select **Multifamily Housing Entity**, even if you are a not a Multifamily Housing entity and are a SPEARS grantee. As such, recipients of covered assistance from HUD’s Offices of Community Planning and Development (i.e., CDBG, HOME, HOPWA, ESG, etc.); Healthy Homes and Lead Hazard Control; and Native American Programs **must select Multifamily Housing Entity**.

Need a User ID?

Complete **registration instructions** are available, or go directly to the appropriate secure connection registration form.

- ▶ Multifamily Housing Entity
- ▶ Public Housing Agency
- ▶ Independent User
- ▶ Reverse Auction Program (RAP) User

NOTE: If you are in the process of becoming a UPCS certified inspector, you should not apply for this user ID.

2. Select **User** and enter your user information, HUD-registered Organization name, (TIN/SSN), select “User” then complete the rest of the requested information on this form, and click **Send Application**.

Application Type	Coordinator <input type="radio"/>	User <input checked="" type="radio"/>
First Name:	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name:	<input type="text"/>	
Social Security Number:	<input type="text"/>	
Organization Information:		
<ul style="list-style-type: none"> • Provide the name of the HUD-registered Organization or Individual you represent • Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes. • Specify whether the HUD-registered entity you represent is an Organization or an Individual 		
Organization/Individual Name::	<input type="text"/>	
TIN/SSN:	<input type="text"/>	
Organization <input type="radio"/>	Individual <input checked="" type="radio"/>	

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

Step 5 — User Management by Coordinator

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**.

System Administration

- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Participant Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [RAP Organization Assignment Maintenance](#)
- [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**.



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 WASS.



5 User Registration Assistance

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

- I have registered for Secure Systems Coordinator credentials and have not received them.
- I mistakenly registered for User credentials instead of Secure Systems Coordinator credentials.
- I may have registered for Secure Systems credentials in the past, but I'm not sure.
- I don't know who the Secure Systems Coordinator(s) are for my organization.
- I am a Secure Systems Coordinator and need assistance in assigning roles to Users.

Please contact your Secure Systems Coordinator for the following issues:

- I have registered for a User ID and have not received it.