



February 22, 2016

### **SPEARS UPDATE: Clarification of Section 3 Reporting Periods**

Users of the Section 3 Performance Evaluation and Registry System (SPEARS) have the flexibility of selecting reporting periods to coincide with their agency's fiscal cycle or program year. Users should select the first day of the month at the start of their fiscal cycle or program year, and SPEARS will extract data from HUD's Line of Credit Control System (LOCCS) reflecting the dollar amount of funding disbursements or draw-downs over the subsequent 12-month period.

For the purpose of determining Section 3 Reporting Periods, fiscal cycles or program years that start January 1<sup>st</sup> through June 1<sup>st</sup>, the associated Section 3 report will be considered in the same year that appears in the start date. For example, a reporting period of June 1, 2015 to May 30, 2016 would be considered a 2015 Section 3 Report.

For fiscal cycles or program years that start July 1<sup>st</sup> through December 1<sup>st</sup>, the report would be considered the following year. Again, for example, a reporting period of July 1, 2015 to June 30, 2016 would be considered a 2016 Section 3 Report.

For your convenience, a schedule of [Section 3 Reporting Periods](#) is provided for your review. 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: "**Section 3 Reporting Periods**". Please include your agency's name and contact information.

Thank you.