Section 3 60002 Summary Reporting Systems FAQ's

1. **Why do I continue to get an error message when I try to open the 60002 form?** A fire wall issue at your location most likely causes this problem. Please contact your IT staff to determine if firewall configuration settings could be modified to allow access to the HUD Section 3 60002 form URL (http://www5.hud.gov:63001/apps/po/e/srs/Public/form.cfm). Since firewalls can be configured in different ways for each organization, it is import you contact your IT staff to determine the best option for your organization. You may also wish to access the 60002 form outside of the firewall network (i.e., from your personal home computer or laptop, at the public library, etc.).

2. **What is the recommended internet browser to use when completing the 60002 form?** The form was designed for optimal performance with Microsoft Internet Explorer version 7 and greater. The form may function properly in other internet browsers but the form validation functionality is not guaranteed.

3. **What is the recommended Operating System to use when completing the 60002 form?** Microsoft Windows XP or greater.

4. **Do I need to turn off the "Pop-up Blocker" function on my internet browser?** No

5. **Can I save the information entered on the 60002 form and complete/submit at a later time?** No. You must complete and submit the 60002 form within the same session.

6. **Common Errors encountered while completing the 60002 form.** The table below lists the proper format for 60002 fields. If your data is not properly formatted, you may encounter form errors or improper submission of your 60002 form.

FIELD	PROPER FORMAT
Recipient Name	Cannot contain special characters
Grant Number	May only have letters and numbers with no spaces
Contact Person Name	Cannot contain special characters
Phone	Must be of the following format **202-555-0000 x0000** (NOTE: extension is optional)
Total Amount of Awards	Must be in whole dollar amounts and greater than **$0.00**
Length of Grant	Must be a number with no text characters
Part I Employment and Training Table	Fields accept whole numbers only
Columns D and E of the Employment and Training Table	Must be less than 100%
Other Job Categories	If text is entered, it cannot exceed 25 characters and
Part II-Construction Contracts Fields	Must be whole numbers
Part II-Non-Construction Contracts Fields	Must be whole numbers
Recipient Name, Grant Number, Award Amount, Length of Grant, Quarter, Fiscal Year, Date Report Submitted and Program Code	Cannot be blank
Total dollar amount for construction and non construction contracts	Cannot be blank
Other Efforts pull-down	If other efforts pull-down is selected, other text must be provided and vice-versa.

Other Efforts Text Box	If the text is entered, it cannot exceed **255** characters

If you are still experiencing technical difficulties, please email us at: section3@hud.gov