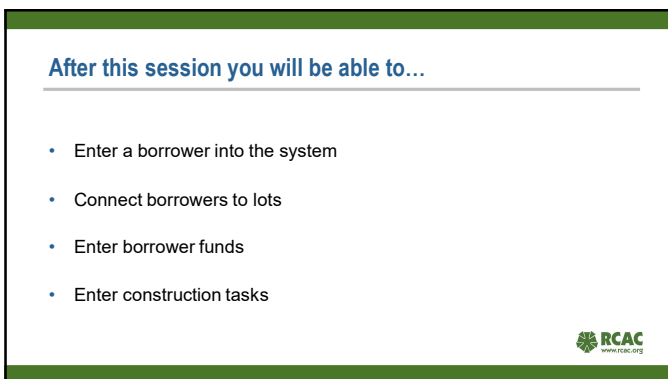


1



2



3

Modules (Files) Navigation - Add & Search

Files

- Add or Search options
 - Add:** add a new grant or a new borrower
 - Search:** edit, change, or view data in SHARES


NAVIGATION

- > Home
- > Grant
- > Borrower
- > Entity
- > Reports

Self Help Automated Reporting and Evaluation System - SHARES

This is the SHARES website for the USDA Rural Housing Service Mutual Self-Help program. It is a nationwide network of families and individuals who are working with USDA Rural Housing Service staff to build their own homes.

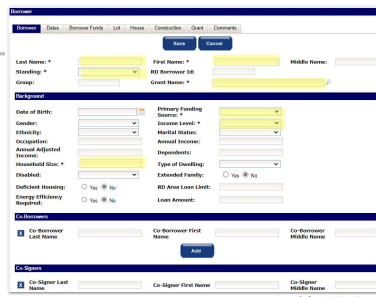
Those who participate in this program are unable to find a home they can afford. In the mutual self-help housing program, self-help groups build each other's homes, commonly referred to as 'sweat equity'. Hard work is the key, and other participants. These groups share the common goal of home ownership that will make the goal a reality.




4

Borrower Tab

- All fields with a star next to them must be entered to successfully save any information on the page
- If you fail to enter starred fields, you will receive an error when trying to save the page.

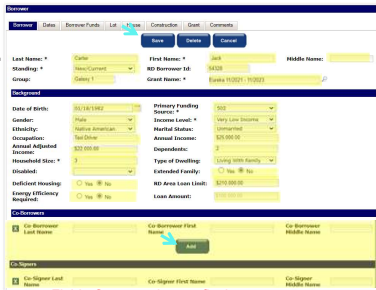





5

Borrower Tab

- Create unique group names
- The more information you enter into the system the better reports you will have





6

Dates Tab

- You must have dates entered in for the green highlighted fields to start your EU counts.

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7

Borrower Funds

- The total amount should equal the total budget amount
- All funds being used need to be entered on the Borrower Funds Tab regardless of the Lender and/or Source

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8

Lot Tab

- Click on the Lot Field and choose the appropriate Lot from the drop down then click on the Tab button on your keyboard
- This will connect the Lot you created in the Grant with the Borrower

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House Tab

Borrower | **Dates** | **Borrower Funds** | **Let** | **House** | **Construction** | **Grant** | **Comments**

Save **Cancel**

Last Name: Carter
 Standing: New/Current
 Group: Galaxy 1

First Name: Jack
 RD Borrower ID: 54328
 Grant Name: Europa 11/2021 - 11/2023

House

Construction Style: **WTH-100**
 Method Type: **255A**
 Living Area: **1400**
 Number of Bedrooms: **2**
 Total Funds: **\$180,000.00**
 RD Borrower Equity: **\$33,000.00**
 Property Tax: **\$10**

Construction Design Type: **Single-Story**
 Garage Type: **Two Car**
 Number of Bedrooms: **3**
 Appraised Value: **\$212,000.00**
 Total Equity: **\$12,000.00**
 Insurance: **\$10**

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- There are only a few fields on this page that are required.
- It's important to fill in as much information as possible.

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Construction Tab

Borrower | **Dates** | **Borrower Funds** | **Let** | **House** | **Construction** | **Grant** | **Comments**

Save **Cancel** **Print**

Last Name: Carter
 Standing: New/Current
 Group: Galaxy 1

First Name: Jack
 RD Borrower ID: 54328
 Grant Name: Europa 11/2021 - 11/2023

Construction Style: **WTH-100**

Pre-Construction

Seq	Task	Actual Start	Actual End	Points
1	Phase I	01/05/2022	01/25/2022	10
2	Phase II	01/26/2022	02/13/2022	10

Construction

Seq	Task	Actual Start	Actual End	Points	Pledge	Points Pledged	Entered	Pledge to Group
1	Estimation	01/05/2022	02/05/2022	3	<input type="checkbox"/>			<input type="checkbox"/>
2	Footing, foundations, columns	02/06/2022	02/20/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
3	Floor slab or forming	02/21/2022	03/06/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
4	Subflooring	03/07/2022	03/20/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
5	Wall framing, sheathing	03/21/2022	04/03/2022	7	<input type="checkbox"/>			<input type="checkbox"/>
6	Roof and ceiling framing, sheathing	04/04/2022	04/16/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
7	Roofing	04/17/2022	04/29/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
EU 0-48				Total Points	100	Points Pledged	0	Points Entered

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- This tab will provide the EU numbers for the SHARES report.
- It's important to ensure the Construction Style is correct and the dates are entered correctly.

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Pre-Construction EUs

Seq	Task	Actual Start	Actual End	Points
1	Phase I	01/05/2022	01/25/2022	10
2	Phase II	01/26/2022	02/13/2022	10

• These dates are auto-filled from the Dates Tab
 • Phase I – Actual Start date = Application Completed date
 • Phase I – Actual End date = Eligibility Determined date
 • Phase II – Actual Start date = Approved date
 • Phase II – Actual End date = Loan Closed date
 • Pre-construction accounts for 20% of your 1 EU


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Construction EUs

Seq	Task	Actual Start	Actual End	Points	Pledge	Points Pledged	Earned	Pledge to Group
1	Excavation	02/15/2022	02/20/2022	3	<input type="checkbox"/>			<input type="checkbox"/>
2	Footing, Foundations, columns	02/20/2022	02/23/2022	8	<input type="checkbox"/>			<input type="checkbox"/>
3	Floor slab or framing	02/23/2022	02/28/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
4	Subflooring	03/15/2022	03/25/2022	0	<input type="checkbox"/>			<input type="checkbox"/>
5	Wall framing sheathing	03/25/2022	03/29/2022	7	<input type="checkbox"/>			<input type="checkbox"/>
6	Roof and ceiling framing, sheathing	04/02/2022	04/15/2022	6	<input type="checkbox"/>			<input type="checkbox"/>
7	Roofing	04/15/2022	04/29/2022	5	<input type="checkbox"/>			<input type="checkbox"/>
EU 0.48				Total Points	100	Points Pledged	0	Points Earned
							35	

- 80% of the EU comes from the Construction Section
- There are 27 tasks that add up to 100 points that make up that 80%
- Task dates should reflect the date the task was started and the date the task was completed.

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Pledged Points & Pledge to Group

- Pledged tasks' points should equal 65% or more
- You can pledge the same tasks to everyone in the group by clicking the corresponding Pledge to Group box, clicking Save then Copy


Seq	Task	Actual Start	Actual End	Points	Pledge	Points Pledged	Earned	Pledge to Group
1	Excavation	02/15/2022	02/20/2022	3	<input checked="" type="checkbox"/>	3		<input checked="" type="checkbox"/>
2	Footing, Foundations, columns	02/20/2022	02/23/2022	8	<input checked="" type="checkbox"/>	8		<input checked="" type="checkbox"/>
3	Floor slab or framing	02/23/2022	02/28/2022	6	<input checked="" type="checkbox"/>	6		<input checked="" type="checkbox"/>
4	Subflooring	03/15/2022	03/25/2022	0	<input type="checkbox"/>			<input type="checkbox"/>
5	Wall framing sheathing	03/25/2022	03/29/2022	7	<input checked="" type="checkbox"/>	7		<input checked="" type="checkbox"/>
6	Roof and ceiling framing, sheathing	04/02/2022	04/15/2022	6	<input checked="" type="checkbox"/>	6		<input checked="" type="checkbox"/>
7	Roofing	04/15/2022	04/29/2022	5	<input checked="" type="checkbox"/>	5		<input checked="" type="checkbox"/>
EU 0.48				Total Points	100	Points Pledged	65	Points Earned
							35	

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Grant Tab

Borrower		Grant	
Last Name:	Carter	First Name:	Jack
Standing:	New/Current	RD Borrower ID:	54328
Group:	Galaxy 1	Grant Name:	Evolve 11/2021 - 11/2023
Grant Grant Name: Evolve 11/2021 - 11/2023 Status: Current Grant Contractor: Rural Community Assistance Corporation County: Madison Proposed Number of Homes: 24 Proposed Grant Amount: \$250,000.00 Pre-Dev Start Date: 11/20/2021 Pre-Dev End Date: 11/20/2023 Grant Start Date: 11/20/2021 Grant End Date: 11/20/2023 Initial Grant Amount: \$1,190,000.00 Number of LA Study: 0		Grant Calculations Extension Type: Development Extension Date: 11/20/2024 Extension Amount: \$200,000.00	

- The Grant Tab is for viewing only.
- You will not be able to make any changes to the information here

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Comments Tab

- Click on Add, to add additional comment lines
- Use as a running record of discussions or issues you are having with that borrower.

Borrower

Details

Borrower Funds

Lat

House

Construction

Grant

Comments

Save

Cancel

Last Name:

Cartor

First Name:

Jack

Standing:

New/Current

RD Borrower ID:

54320

Group:

Galaxy 1

Grant Name:

Eureka 11/2021 - 11/2023

Entered By

Organization

Date *

Comment *

Josipa Baker


Rural Community Assistance Co

24/10/2019

Not making hours. Spoke to Jack and he said he was on mandatory overtime.


Add

★ Tip: Click and pull the bottom right corner to create a larger comment box.




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Questions, Tech Support or SHARES Access Questions



Technical Issues, System Outages, Page Errors	Login Issues	Process, Training, Access Questions
800-457-3642, select USDA Applications (Press 2); then select Rural Development (Press 2)	1-800-457-3642 (Option 1)	Nancy 406-579-5202 Anne 928-583-4952
rd.hd1@usda.gov	eAuthenticationHelpDesk@ftc.usda.gov	shares@rcac.org



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