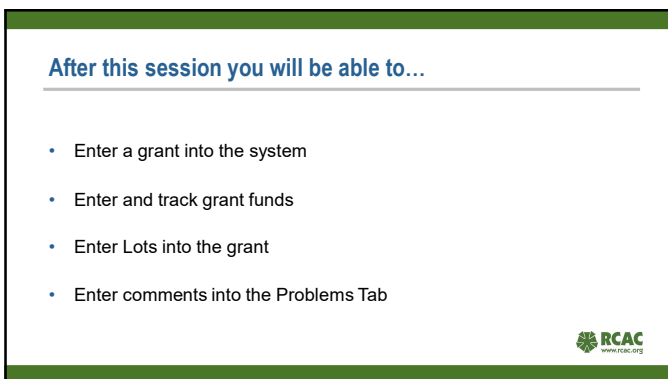


1



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


Add Grant

Search Grant

Self Help Automated Reporting and Evaluation System - SHARES

site for the USDA Rural Housing Service Mutual Self-Help Housing Program. It helps low- and very-low-income people to find a home by developing an effective, dedicated nationwide network of families and independent technical assistance providers and USDA Rural Housing Service staff.

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, along with other participants. These groups share the common goal of home ownership that will make the goal a reality.



4

Grant Tab

- You must enter all of the fields that have a star next to the field
- If you fail to enter starred fields, you will receive an error when trying to save the page.

NAVIGATION

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

Grant

Grant Funds

Offices

Reviews

Logs

Grant

Grant Funds

Offices

Reviews

Logs

Comments

Grant Name *

Status *

Contract *

Proposed Number of Homes *

Proposed Grant Amount *

Pre-Application Date *

Grant Start Date *

Initial Grant Amount *

Number of FA Staff *

Grant Extension

Extension Type *

Extension Date *

Extension Amount *

Grant Name *

Status *

County *

Pre-Development Assessment *

Proposed Grant Project *

Pre-Dev End Date *

Application Date *

Grant End Date *

Construction Supervision *

Save

Cancel

RCAC

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5

Grant Tab

- When you see a magnifying glass, you will need to click it to enter information

NAVIGATION

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

Grant

Grant Funds

Offices

Reviews

Logs

Grant

Grant Funds

Offices

Reviews

Logs

Comments

Grant Name *

Status *

Contract *

Proposed Number of Homes *

Proposed Grant Amount *

Pre-Application Date *

Grant Start Date *

Initial Grant Amount *

Number of FA Staff *

Grant Extension

Extension Type *

Extension Date *

Extension Amount *

Grant Name *

Status *

County *

Pre-Development Assessment *

Proposed Grant Project *

Pre-Dev End Date *

Application Date *

Grant End Date *

Construction Supervision *

Save

Cancel

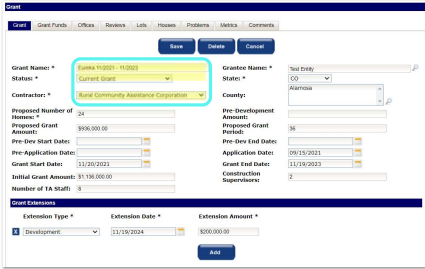
RCAC

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6

Grant Tab

- Create a unique Grant Names
- Status will be set to Current Grant
- Contractor is the T&MA Contractor for your region

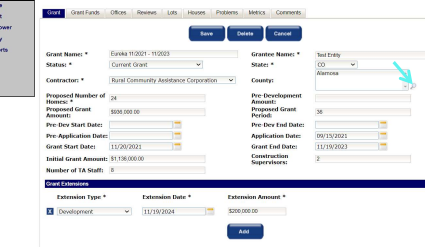


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7

County Field

- Click on the magnifying glass to enter the county or counties

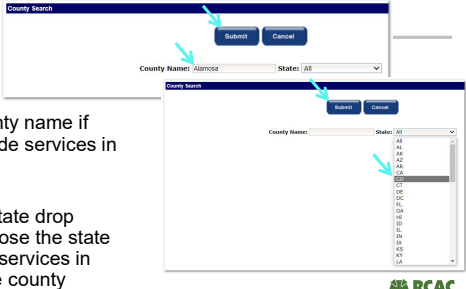


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8

County Field

- Enter the county name if you only provide services in 1 county.
- Click on the State drop down and choose the state if you provide services in more than one county



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9

County Field

- Choose the counties you work in

Submit

Cancel

County	State
<input type="checkbox"/> Adams	CO
<input checked="" type="checkbox"/> Alamosa	CO
<input type="checkbox"/> Aguilar	CO
<input type="checkbox"/> Archuleta	CO
<input type="checkbox"/> Baca	CO
<input type="checkbox"/> Bent	CO
<input type="checkbox"/> Boulder	CO
<input type="checkbox"/> Breckenridge	CO
<input type="checkbox"/> Chaffee	CO
<input type="checkbox"/> Cheyenne	CO
<input type="checkbox"/> Clear Creek	CO
<input type="checkbox"/> Conejos	CO
<input checked="" type="checkbox"/> Costilla	CO
<input type="checkbox"/> Crowley	CO
<input type="checkbox"/> Custer	CO
<input type="checkbox"/> Delta	CO
<input type="checkbox"/> Denver	CO
<input type="checkbox"/> Dolores	CO



10

Grant Tab Fields

- In addition to the starred fields, it's important to also enter the highlighted fields as well.

Grant

Grant Funds

Offices

Reviews

Lists

Data successfully saved.

Grant

Grant Funds

Offices

Reviews

Lists

Grant Name *

Grant Status *

Contractor *

Proposed Number of Months *

Proposed Grant Amount *

Pro-fee Start Date *

Pro-Application Date *

Grant Start Date *

Initial Grant Amount *

Number of FA Staff *

Grant Category *

Expenditure Type *

Expenditure Date *

Expenditure Amount *

Grant Name *

Grant Status *

Contractor *

Proposed Number of Months *

Proposed Grant Amount *

Pro-fee Start Date *

Pro-Application Date *

Grant Start Date *

Initial Grant Amount *


Number of FA Staff *

Grant Category *

Expenditure Type *

Expenditure Date *

Expenditure Amount *



11

Grant

Grant Funds

Offices

Reviews

Lists

Add

Cancel

Grant Name *

Grant Status *

Contractor *

Proposed Number of Months *

Proposed Grant Amount *

Pro-fee Start Date *

Pro-Application Date *

Grant Start Date *

Initial Grant Amount *

Number of FA Staff *

Grant Category *

Expenditure Type *

Expenditure Date *

Expenditure Amount *

Grant Name *

Grant Status *

Contractor *

Proposed Number of Months *

Proposed Grant Amount *

Pro-fee Start Date *

Pro-Application Date *

Grant Start Date *

Initial Grant Amount *

Number of FA Staff *

Grant Category *

Expenditure Type *

Expenditure Date *

Expenditure Amount *

Grant Funds

- Click Add in the Funds Used section to add funds that have been used
- Click Add in the Funds Received section to add any draw requests that you have taken

Source *

Description *

Date *

Amount *

523 Grant

Phase 2 - Design 1 & 2

02/06/2022

\$15,000.00

523 Grant

Phase 1 - Design 1 & 2

02/06/2022

\$22,500.00

523 Grant

Total S23

\$40,500.00

523 Grant

Monthly Expenses - February

02/01/2022

\$15,000.00

523 Grant

Monthly Expenses - January

01/01/2022

\$25,000.00

523 Grant

Monthly Expenses - November

11/01/2021

\$5,000.00

523 Grant

Monthly expenses - December

12/01/2021

\$5,000.00

523 Grant


Total S23

\$50,000.00

523 Grant

Total Other

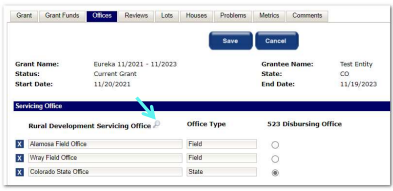
\$50,000.00



12

Offices Tab

- The Offices Tab is used to show which RD offices you work with on your grant.
- To add offices, click on the magnifying glass

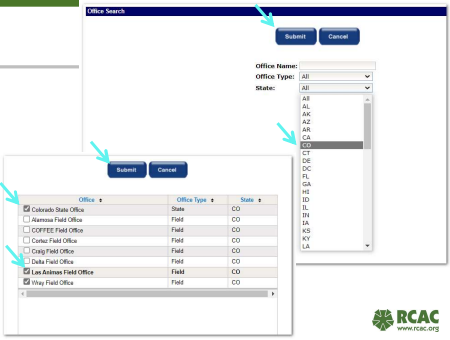


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Offices Tab

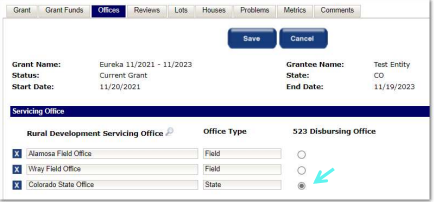
- To add multiple offices, click on the drop-down menu for State and choose the appropriate state
- Choose all offices that you work with



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Offices Tab



- Choose the RD disbursing office

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15

Reviews Tab

- Grantee staff will not need to enter information into the Reviews Tab
- If your organization has been put on High Risk, RD and your T&MA Contractor should enter notes in here.



16

Adding a Lot

- You can enter all lots you have available for the grant at once or you can enter lots one at a time as you add the borrowers
- Click Add to add a new lot



17

Lot Add Screen

- You must enter all fields with a star next to them
- You will not be able to enter borrower information into the borrower section



18

Lot Add Screen

- Fill out as much information as you can

★ Tip: The more information you fill out in the system the better reports you can run



19

Houses Tab

- The Houses Tab is a view only Tab. You will not be able to make any changes in this tab in the Grant File



20

Problems Tab

- Think of the Problems Tab as more of a comments tab
- To Add a new comment, click on the magnifying glass



21

Metrics Tab - Borrower

• Great snapshot for current borrowers who have loan funds entered into the system.

Tip: This is a great place to check to see how well you are meeting your performance goal of 40% very-low income

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Comments Tab

• You may use this tab if you'd like, however it is planned to remove this tab in the future

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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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