RCAC
www.rcac.org

SHARES Basics: Quarterly Reporting

1

Your SHARES Technical Resource Coordinators(TRC)

Anne Baker
Washington

Today's Trainer

Nancy Jacobsen
Montana

RCAC
www.rcac.org

2

After this session you will...

- Be able to run and open Quarterly Reports

- Become familiar with the information contained in
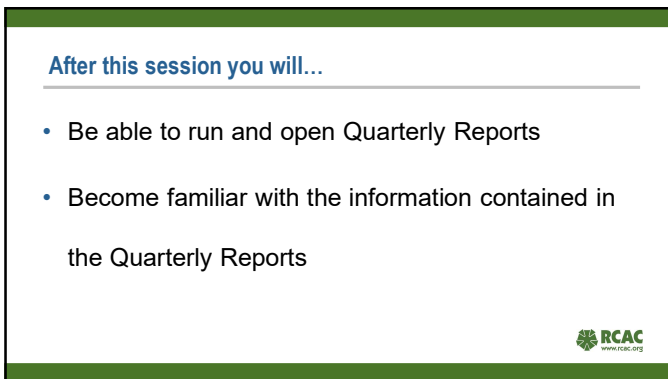 the Quarterly Reports

RCAC
www.rcac.org

3

Open Reports Menu

- Hover over Reports then Click on Reports Menu

NAVIGATION
- Home
- Grant
- Borrower
- Entity
- Reports
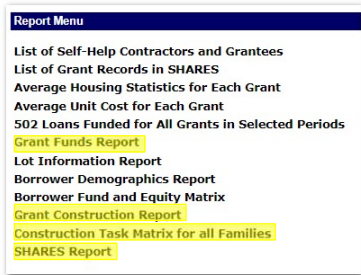
Reports Menu

Self Help Automated Reporting and Evaluation System - SHARES

This is the SHARES website for the USDA Rural Housing Service Mutu... in 1971, this program has helped low- and very-low-income people to fi... developed an effective, dedicated nationwide network of families and in... ...ers and USDA Rural Housing Service staffers

...s program are unable to find a home they ca... in the mutual self-help housing program, self-help groups build each oth... payment, commonly referred as 'sweat equity'. Hard work is the key, alo... other participants. These groups share the common goal of home owners... that will make the goal a reality.

RCAC
www.rcac.org

4

Reports Menu

- There are 12 reports available on the Reports menu
- Quarterly Reports focus on 4 of those reports

Report Menu
- List of Self-Help Contractors and Grantees
- List of Grant Records in SHARES
- Average Housing Statistics for Each Grant
- Average Unit Cost for Each Grant
- 502 Loans Funded for All Grants in Selected Periods
- Grant Funds Report
- Lot Information Report
- Borrower Demographics Report
- Borrower Fund and Equity Matrix
- Grant Construction Report
- Construction Task Matrix for all Families
- SHARES Report

RCAC
www.rcac.org

5

Disclaimer

- Reports shown in this training have been run with the SHARES Macro.

- SHARES Macro creates cleaner, shorter and better formatted reports

- To receive instructions for installing SHARES Macro please contact shares@rcac.org

RCAC
www.rcac.org

6

Standard Report vs SHARES Macro Report

Standard Version

Macro Version

7

Report Menu

- Click on Grant Funds Report in the Report Menu

Report Menu

List of Self-Help Contractors and Grantees
List of Grant Records in SHARES
Average Housing Statistics for Each Grant
Average Unit Cost for Each Grant
502 Loans Funded for All Grants in Selected Periods
Grant Funds Report
Lot Information Report
Borrower Demographics Report
Borrower Fund and Equity Matrix
Grant Construction Report
Construction Task Matrix for all Families
SHARES Report

8

Grant Funds Report Parameters

Grant Funds for Grant

Submit   Cancel

Grantee Name: Test Entity   Grant Name:

Eureka 03/2021 - 03/2023
Eureka 09/30/2021-09/29/2023
Eureka 11/2021 - 11/2023
Fake Grant 9999
London 12/2020-12/2022
Space Station 1

- Choose Grantee Name from drop down list

- Choose appropriate grant from Grant Name drop down list

9

Open Download

Downloads

Report (37).xls
Open file

Report (36).xls
Open file

Report (35).xls
Open file

Report (34).xls
Open file

- Click on Open File to open the document that was downloaded

RCAC
www.rcac.org
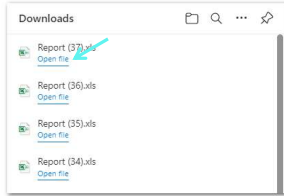
10

Grant Funds Report

- Report contains:
  - Funds Used
  - Funds Received
  - Total Grant Funds
  - Approved Cost Per Unit
  - 523 Balance

RCAC
www.rcac.org

11

Report Menu

- Click on Grant Construction Report in the Report Menu

Report Menu

List of Self-Help Contractors and Grantees
List of Grant Records in SHARES
Average Housing Statistics for Each Grant
Average Unit Cost for Each Grant
502 Loans Funded for All Grants in Selected Periods
Grant Funds Report
Lot Information Report
Borrower Demographics Report
Borrower Fund and Equity Matrix
Grant Construction Report
Construction Task Matrix for all Families
SHARES Report

RCAC
www.rcac.org

12

Grant Construction Report Parameters

- Choose Grantee Name from drop down list
- Choose appropriate Grant Name from drop down list
- Click Submit

13

Open Download

- Click on Open File to open the document that was downloaded

14

Grant Construction Report

- Double check Pledged points
- Double check Construction Points
- Confirm EU's for each borrower are correct
- Search for data issues
- Comparing to SHARES report can identify date issues on construction tab
- Identify how many units your organization's capacity can reasonably complete in 2 years

15

Report Menu

- Click on Construction Task Matrix for all Families Report in the Report Menu

Report Menu

List of Self-Help Contractors and Grantees
List of Grant Records in SHARES
Average Housing Statistics for Each Grant
Average Unit Cost for Each Grant
502 Loans Funded for All Grants in Selected Periods
Grant Funds Report
Lot Information Report
Borrower Demographics Report
Borrower Fund and Equity Matrix
Grant Construction Report
Construction Task Matrix for all Families
SHARES Report

RCAC
www.rcac.org

16

Construction Task Matrix Parameters

Construction Task Matrix for all Families

Submit   Cancel

Grantee Name: Test Entity   Grant Name:* Eureka 11/2021 - 11/2023
As of Start Date: 01/01/2023   As of End Date: 03/31/2023
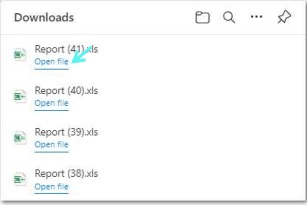
- Choose Grantee Name from drop down
- Choose appropriate Grant Name from drop down
- Manually enter or use calendar icon to add start and end dates
- Click submit

RCAC
www.rcac.org

17

Open Dowload

- Click on Open File to open the document that was downloaded

Downloads

Report (40).xls
Open file

Report (39).xls
Open file

Report (38).xls
Open file

Report (37).xls
Open file

Report (36).xls
Open file

RCAC
www.rcac.org

18

Construction Task Matrix

You will be able to view all 27 tasks for each borrower and their progress based on dates

- This report is great for:
  - RD to determine where the grant is related to the construction phase.
  - Providing a snapshot of the construction phase status.
  - Estimating how much time until conversions should be scheduled.

19

Report Menu

- Click on SHARES Report in the Report Menu

Report Menu

List of Self-Help Contractors and Grantees
List of Grant Records in SHARES
Average Housing Statistics for Each Grant
Average Unit Cost for Each Grant
502 Loans Funded for All Grants in Selected Periods
Grant Funds Report
Lot Information Report
Borrower Demographics Report
Borrower Fund and Equity Matrix
Grant Construction Report
Construction Task Matrix for all Families
SHARES Report

20

SHARES Report Parameters

- Choose Grantee Name from drop down
- Choose appropriate Grant Name from drop down
- Manually enter or use calendar icon to add start and end dates
- Choose Quarterly from the Report Period drop down
- Click Submit

21

Open Download

- Click on Open File to open the document that was downloaded

22

SHARES Report 1-3
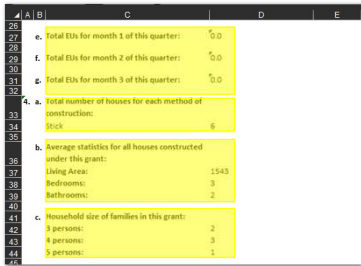
- All information contained in the SHARES Report is the same information asked for in the 1944-I Exhibit B Evaluation Report of Self-Help Technical Assistance (TA) Grants

23

SHARES Report 3-4

- Always double check the information in your SHARES report for accuracy

24

SHARES Report 5-6

- Look for your low and very-low-income numbers here
- Number of days between submission of self-help borrower's docket and approval/rejection is tied to the dates entered in the borrower's files.

25

SHARES Report 6-7

- Comments need to be included in all quarterly SHARES reports. These are entered in the Problems tab of the Grant File
- It is required to certify the SHARES report for quarterly meetings.

26

SHARES Report 7 – With Comments

- Comments should include anything that has happened good or bad during the quarter.

27

28

29