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**SHARES Tips & Tricks**  
**SH Conference 2025**

1



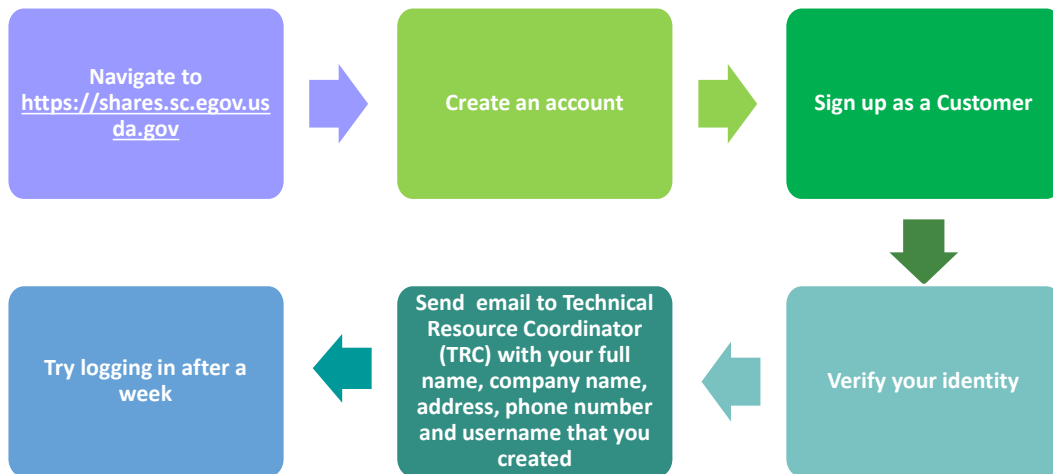
2

## You and SHARES



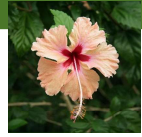
3

## Gaining Access to SHARES



4

## eForms Access vs SHARES Access



eForms & SHARES

- SHARES access DOES automatically give you access to eForms. The username and password will be the same for both.

eForms Only

- eForms access DOES NOT give you access to SHARES.



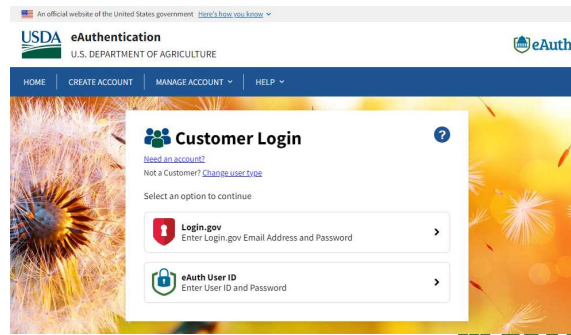
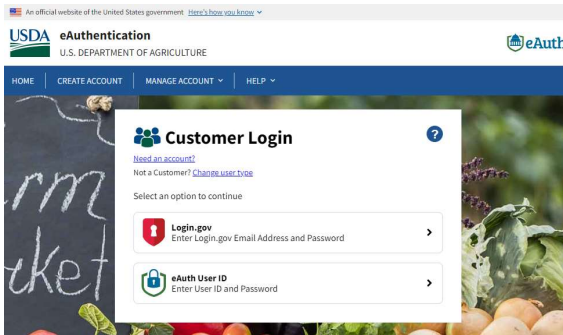
5

## SHARES Login vs eForms Login



### SHARES

### eForms



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## Coming Updates – Date TBD

- Problems Tab
- Comments Tab
- Construction Task Matrix



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## Comments Tab in the Grant Module (File)



~~Grant~~

Grant   Grant Funds   Offices   Reviews   Lots   Houses   Problems   Metrics   **Comments**

**Save**   **Cancel**

**Grant Name:** Garden Club 11/2023 - 10/2025   **Grantee Name:** Test Entity  
**Status:** Current Grant   **State:** WA  
**Start Date:** 11/01/2023   **End Date:** 10/31/2025

**Comments**

Entered By	Organization	Date *	Comment *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add**



8

# Problems Tab in the Grant Module (File)

**Grant**

Grant Grant Funds Offices Reviews Lots Houses **Problems** Metrics Comments

Save Cancel

Grant Name: Garden Club 11/2023 - 10/2025  
 Status: Current Grant  
 Start Date: 11/01/2023

Grantee Name: Test Entity  
 State: WA  
 End Date: 10/31/2025

**Problems**

Problem	Report Cycle	Start Date	End Date	Detailed Explanation
<input checked="" type="checkbox"/> Other Problems or Comments	Quarterly	01/01/2024	03/31/2024	We have a new Executive Director that started on 02/01/2024
<input checked="" type="checkbox"/> Lack of participants	Quarterly	01/01/2024	03/31/2024	We have seen a huge decline in applicants and have started a new marketing campaign.
<input checked="" type="checkbox"/> Loan processing delays	Quarterly	01/01/2024	03/31/2024	There is no 502 loan funds available to start the next group.
<input checked="" type="checkbox"/> Bad weather	Quarterly	01/01/2024	03/31/2024	We had two weeks of rain that caused us to close the site down for 4 days.



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# New Comments Tab (Formerly Problems Tab)



**Current**

**New**

**Grant**

Grant Grant Funds Offices Reviews Lots Houses **Problems** Metrics Comments

Save Cancel

Grant Name: Garden Club 11/2023 - 10/2025  
 Status: Current Grant  
 Start Date: 11/01/2023

Grantee Name: Test Entity  
 State: WA  
 End Date: 10/31/2025

**Problems**

Problem	Report Cycle	Start Date	End Date	Detailed Explanation
<input checked="" type="checkbox"/> Other Problems or Comments	Quarterly	01/01/2024	03/31/2024	We have a new Executive Director that started on 02/01/2024
<input checked="" type="checkbox"/> Lack of participants	Quarterly	01/01/2024	03/31/2024	We have seen a huge decline in applicants and have started a new marketing campaign.
<input checked="" type="checkbox"/> Loan processing delays	Quarterly	01/01/2024	03/31/2024	There is no 502 loan funds available to start the next group.
<input checked="" type="checkbox"/> Bad weather	Quarterly	01/01/2024	03/31/2024	We had two weeks of rain that caused us to close the site down for 4 days.

**Grant**

Grant Grant Funds Offices Reviews Lots Houses **Comments** Metrics

Save Cancel

Grant Name: 08-10 Grant Cycle  
 Status: Current Grant  
 Start Date: 08/14/2008

Grantee Name: [Redacted]  
 State: [Redacted]  
 End Date: 08/14/2010

**Comments**

Comments	Report Cycle	Start Date	End Date	Detailed Explanation
<input checked="" type="checkbox"/> Lack of participants	Quarterly	01/01/2012	03/31/2012	applicants who have applied do not meet minimum requirements to qualify
<input checked="" type="checkbox"/> Other Problems or Comments	Quarterly	01/01/2012	03/31/2012	general slow down in the economy
<input checked="" type="checkbox"/> Lack of participants	Quarterly	07/01/2011	09/30/2011	Still have not had qualified participants apply for the program
<input checked="" type="checkbox"/> Bad weather	Quarterly	01/01/2011	03/31/2011	excessive snow & cold
<input checked="" type="checkbox"/> Lack of participants	Quarterly	10/01/2010	12/31/2010	The economy has made it difficult to qualify the few applications he have been getting.

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# Full Date on Construction Task Matrix Report



Item	Construction Task	Points	Merena, Cliff	Patricia, Jill	Sandra, Bel	Shane, Pickup
1	Excavation	5	06/07/2016	10/05/2015	12/19/2014	06/14/2016
2	Footing, Foundations, columns	8	07/06/2016	10/19/2015	01/08/2015	08/24/2016
3	Floor slab or framing	4	07/09/2016	11/15/2015	01/10/2015	09/10/2016
4	Subflooring	1	07/13/2016	11/20/2015	01/17/2015	09/14/2016
5	Wall framing sheathing	7	07/23/2016	11/30/2015	01/31/2015	09/24/2016
6	Roof and ceiling framing, sheathing	6	08/08/2016	12/10/2015	02/09/2015	10/08/2016
7	Roofing	5	10/15/2016	01/26/2016	03/07/2015	11/05/2016
8	Siding, exterior trim, porches	7	10/08/2016	03/05/2016	05/30/2015	11/05/2016
9	Windows and exterior doors	9	08/20/2016	12/28/2015	03/14/2015	10/15/2016
10	Plumbing - roughed in	2	09/08/2016	01/07/2016	04/01/2015	10/19/2016
11	Sewage disposal	1	08/06/2016	10/28/2015	02/03/2015	09/01/2016
12	Heating - roughed in	1	09/09/2016	01/19/2016	03/23/2015	11/29/2016
13	Electrical - roughed in	2	10/04/2016	01/27/2016	03/23/2015	11/23/2016
14	Insulation	2	10/26/2016	02/09/2016	03/26/2015	12/10/2016
15	Dry wall	8	11/17/2016	02/13/2016	04/24/2015	01/10/2017
16	Basement or porch floor, steps	1	08/09/2016	02/25/2016	03/30/2015	09/13/2016
17	Heating - finished	3	01/24/2017	03/10/2016	06/16/2015	01/30/2017
18	Flooring covering	6	01/25/2017	03/18/2016	06/12/2015	01/28/2017
19	Interior carpentry, trim, doors	6	12/07/2016	02/20/2016	04/30/2015	01/14/2017
20	Cabinets and counter tops	1	02/10/2017	03/10/2016	05/27/2015	02/10/2017
21	Interior painting	4	12/10/2016	03/03/2016	05/14/2015	01/18/2017
22	Exterior painting	1	12/16/2016	02/24/2016	05/02/2015	12/16/2016
23	Plumbing - complete fixtures	4	01/17/2017	03/09/2016	05/28/2015	01/30/2017
24	Electrical - complete fixtures	1	02/06/2017	03/16/2016	05/26/2015	02/06/2017
25	Finish hardware	1	02/10/2017	03/26/2016	06/16/2015	02/10/2017
26	Gutters and downspouts	1	01/19/2017	03/17/2016	05/27/2015	01/19/2017
27	Grading, paving, landscaping	3	10/22/2016	05/03/2016	06/06/2015	03/30/2017

CURRENT  
12/2023

NEW  
12/19/2014



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# My favorite report...

## Grant Construction Report

Test Entity

Garden Club 11/2023 - 10/2025

As of: Mar 03, 2025

Borrower	Group	Lot	Pledged Points	Construction Start Date	Construction End Date	Months Elapsed	Tasks Comp.	Const. Points	Total EUs
Brushes, Rosie,	Begonia 1	GC02	0	11/15/2023	06/03/2024	7	14	68	0.744
Blue, Grassly,	Begonia 1	GC03	66	11/25/2023	06/25/2024	7	14	68	0.744
Hedgecom, Lynwood,	Begonia 1	GC12	0	12/10/2023	06/05/2024	6	9	52	0.616
Star, Lavender,	Begonia 1	CG07	0	12/10/2023	04/20/2024	4	8	51	0.608
Treeley, Tea Tea,	Begonia 2	GC01	48	01/20/2024	06/25/2024	5	7	44	0.552
Lilac, Peony,	Begonia 2	GC05	48	02/01/2024	05/18/2024	4	7	42	0.536
Muscari, Daisy,	Begonia 2	GC08	48	01/18/2024	06/10/2024	5	6	35	0.48
Forsythia, Knight,	Begonia 2	GC04	48	02/01/2024	06/30/2024	5	7	35	0.48
Juniper, Morgan,	Begonia 3	GC06	0					0	0.2
Oak, Azalia,	Eligible		0					0	0.1
Basil, Herbie,	Eligible		0					0	0.0
Crocusly, Zinnia,	Inquiry		0					0	0.0
Herbing, Rosemary,	Processing		0					0	0.0
Paddleton, Lilly,	Begonia 1		0					0	0.0
Petuna, Evergreen,	RD		0					0	0.0
Phloxing, Marigold,	Inquiry		0					0	0.0
Ruby, Hibiscus,	Processing		0					0	0.0

Total EUs: 5.06



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## Questions

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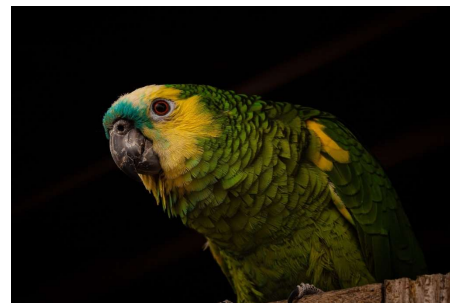


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## Tips, Tricks & Best Practices

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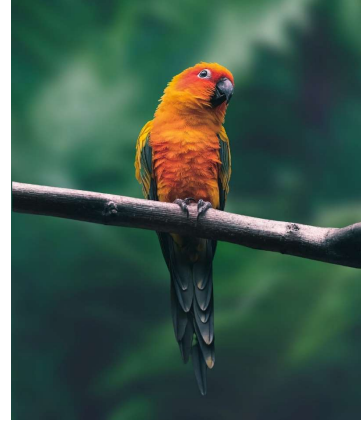
- Multiple Data Entry
- Pledging task points to a group
- Best Practices
- Training Resources
- Utilizing the Data Matrix
- Excel Tips



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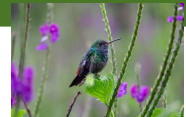
## Multiple Borrower Data Entries

Making data entries for multiple borrowers within either the same group or the same grant. This tip is going to show you how to do this quick and easy!



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## Multiple Borrower Data Entries



- Search for the Borrower Group or a Grant Name

Borrower Search

Submit Cancel

RD Borrower Id:

Borrower Last Name:

Borrower Group:

Grantee Name:

State:

Borrower First Name:

Grant Name:

Region:



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## Choose Borrower 1



- Choose the first file you would like to work on

Borrower Search | Borrower List You are logged in as Angela Baker | Logout

**Borrower List**

[Cancel](#)

Borrower Name ▲	Group ▾	Grant Name ▾	Income ▾	Status ▾	State ▾	Cong Dist ▾
Carler, Jack	Galaxy 1	Eureka 11/2021 - 11/2023	Very Low L...	New/Curr...	CO	
Kirk, James, T	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Leia, Princess	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Spock, John	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Stark, Chloe	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Wolverine, Hugh	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	



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## Borrower List



Borrower Search | [Borrower List](#) | Borrower You are logged in as Angela Baker | Logout

**Borrower**

[Borrower](#) | [Dates](#) | [Borrower Funds](#) | [Lot](#) | [House](#) | [Construction](#) | [Grant](#) | [Comments](#)

[Save](#) | [Delete](#) | [Cancel](#)

**Last Name: \*** 
**First Name: \*** 
**Middle Name:**

**Standing: \*** 
**RD Borrower Id:**

**Group:** 
**Grant Name: \***

- Make any changes or updates to the borrower
- Click on Borrower List in the Navigation Path or Breadcrumb Trail



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## Choose Next Borrower



- Click on next borrower's name and repeat process

Borrower Search | Borrower List You are logged in as Angela Baker | Logout

**Borrower List**

Borrower Name ▲	Group ▼	Grant Name ▼	Income ▼	Status ▼	State ▼	Cong Dist ▼
Carter, Jack	Galaxy 1	Eureka 11/2021 - 11/2023	Very Low I...	New/Curr...	CO	
Kirk, James T	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Leia, Princess	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Spock, John	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Stark, Chloe	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	
Wolverine, Hugh	Galaxy 1	Eureka 11/2021 - 11/2023	Low Income	New/Curr...	CO	



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## Pledging Points to Group

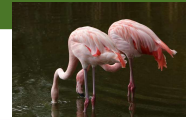


- Borrowers must commit to doing 65% of the 27 assigned tasks to involved in building their home
- Saves time and eliminates data entry mistakes
- All homes in the group must have the same construction style (i.e. on slab, with crawl space, with basement) to use this feature



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## Pledging Points to Group



- Click the pledge check box next to the task you'd like to pledge.
- Click on the Pledge to group check box for each of those pledges
- Click Save
- Click Copy

Borrower

Borrower Dates Borrower Funds Lot House Construction Grant Comments

Save Cancel Copy

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

First Name: Jack  
RD Borrower Id: 54328  
Grant Name: Eureka 11/2021 - 11/2023

Construction Style With Slab

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	Earned	Pledge to Group	
1	Excavation	02/15/2022	02/20/2022	3	<input checked="" type="checkbox"/>	3	3	<input checked="" type="checkbox"/>	
2	Footing, Foundations, columns	02/20/2022	02/23/2022	6	<input type="checkbox"/>			<input type="checkbox"/>	
3	Floor slab or framing	02/23/2022	02/28/2022	6	<input checked="" type="checkbox"/>	6	6	<input checked="" type="checkbox"/>	
4	Subflooring	03/15/2022	03/25/2022	6	<input type="checkbox"/>			<input type="checkbox"/>	
5	Wall framing sheathing	03/25/2022	03/29/2022	7	<input checked="" type="checkbox"/>	7	7	<input checked="" type="checkbox"/>	
6	Roof and ceiling framing, sheathing	04/02/2022	04/15/2022	6	<input checked="" type="checkbox"/>	6	6	<input checked="" type="checkbox"/>	
7	Roofline	04/15/2022	04/29/2022	6	<input type="checkbox"/>			<input type="checkbox"/>	
EU 0.48				<b>Total Points</b>	100	<b>Points Pledged</b>	66	<b>Points Earned</b>	35



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## Data Saved



Borrower Search | Borrower List | Borrower

You are logged in as Angela Baker | Logout

Borrower

Borrower Dates Borrower Funds Lot House Construction Grant Comments

Data successfully saved.

Save Cancel Copy

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


First Name: Jack  
RD Borrower Id: 54328  
Grant Name: Eureka 11/2021 - 11/2023

Construction Style With Slab



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# Successful Pledge




**Borrower**

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

Construction tasks successfully copied to relevent borrowers.



Save | Cancel | Copy

<b>Last Name:</b>	Carter	<b>First Name:</b>	Jack
<b>Standing:</b>	New/Current	<b>RD Borrower Id:</b>	54328
<b>Group:</b>	Galaxy 1	<b>Grant Name:</b>	Eureka 11/2021 - 11/2023
<b>Construction Style</b>	With Slab		



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# Best Practices



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## Best Practices



- Use lower case and minimal information when searching
- Avoid using common naming conventions for the grant and group names


Ex. Garden Club 11/2023-10/2025 (Grant Name)  
 Begonia 1, Begonia 2 (Group Name)

- Save a signed certified hardcopy/digital copy of your quarterly SHARES Reports
- Use the Group Name Key Based on Status to organize all applicants and their status on the grant construction report



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Grant Construction Report										
Test Entity										
Garden Club 11/2023 - 10/2025										
As of: Mar 05, 2025										
Borrower	Group	Lot	Pledged Points	Construction Start Date	Construction End Date	Months Elapsed	Tasks Comp.	Const. Points	Total EUs	
Brushes, Rosie,	Begonia 1	GC02	0	11/15/2023	06/03/2024	7	14	68	0.744	
Blue, Grassly,	Begonia 1	GC03	66	11/25/2023	06/25/2024	7	14	68	0.744	
Hedgecom, Lynwood,	Begonia 1	GC12	0	12/10/2023	06/05/2024	6	9	52	0.616	
Star, Lavender,	Begonia 1	CG07	0	12/10/2023	04/20/2024	4	8	51	0.608	
Treeley, Tea Tea,	Begonia 2	GC01	48	01/20/2024	06/25/2024	5	7	44	0.552	
Lilac, Peony,	Begonia 2	GC05	48	02/01/2024	05/18/2024	4	7	42	0.536	
Muscari, Daisy,	Begonia 2	GC08	48	01/18/2024	06/10/2024	5	6	35	0.48	
Forsythia, Knight,	Begonia 2	GC04	48	02/01/2024	06/30/2024	5	7	35	0.48	
Juniper, Morgan,	Begonia 3	GC06	0					0	0.2	
Oak, Azalia,	Eligible		0					0	0.1	
Basil, Herbie,	RD		0					0	0.0	
Crocusly, Zinnia,	Inquiry		0							
Herbing, Rosemary,	Processing		0							
Paddleton, Lilly,	Begonia 1		0							
Petuna, Evergreen,	RD		0							
Phloxing, Marigold,	Inquiry		0							
Ruby, Hibiscus,	Processing		0							

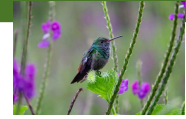


**SHARES**  
 Group Name Key Based on Status

Group Name/Status	Description
<b>Inquiry</b>	They have given their information and inquired about the program.
<b>Pre-qual</b>	They have started the prequalification process with Grantee.
<b>Processing</b>	The Grantee has started processing the full application.
<b>RD</b>	The application has been sent to RD for processing.
<b>Withdrawn/Rejected</b>	The applicant has withdrawn, is no longer interested in the program or has received a letter of rejection.
<b>Eligible</b>	They have received a letter of eligibility but have not been assigned to a group.
<b>Group Name</b>	They have received a letter of eligibility and have been assigned to a group.

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## Best Practices Continued...



- Use the SHARES Data Matrix to help locate data issues in reports.
- Do not SHARE usernames and passwords
- Double check that you are not missing data when entering information
- You should add all legitimate and serious inquiries to SHARES



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## SHARES Data Matrix



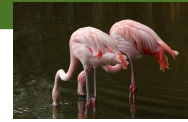
Grant Construction Report		
Report Column or Field	Module-Screen-Field	Additional Information
Grant Name	Grant-Grant-Grant Name	
Grantee Name	Entity-Entity-Entity Name	
Borrower	Borrower-Borrower-Last Name and First Name	
Group	Borrower-Borrower-Group	
Lot	Borrower-Lot-Lot Number	
Pledged Points	Derived by aggregating the Points associated with the Construction Tasks completed as denoted by the End Date being filled in and the Pledge box is checked	
Construction Start Date	Borrower-Construction-Start Date	Derived from Earliest Construction Task Start Date
Construction End Date	Borrower-Construction-End Date	Derived from Latest Construction Task End Date
Months Elapsed	Derived from number of months between Construction Start Date and Construction Date	

- Locate the report you are having trouble with
- Find the Column or Field that has the incorrect data
- Look in the Module-Screen-Field column to find out where the data is coming from.



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# Troubleshooting



- Chapter 12 in the Handbook includes a troubleshooting guide.

SHARES Handbook 2022

CHAPTER 12 – TROUBLESHOOTING

Problem	Prevention	Fix
Multiple entries for Borrowers as files or in reports	Ensure that all steps are performed in the correct order for entering Borrowers and Grant Information.	Follow directions in Chapter 8 for deleting a borrower. Take down all information for borrower that is being duplicated then Delete all entries for that Borrower. After deleting the Borrower create a new file for them by following the directions in Chapter 6.
Unable to open the Construction Tab	Without a lot or house the construction tab will be unavailable.	Ensure that you have a lot and house attached to the Borrower File.
Duplicate tasks showing on the	Ensure that all steps are performed in the correct order	Follow directions in Chapter 8 for deleting a borrower. Take down all

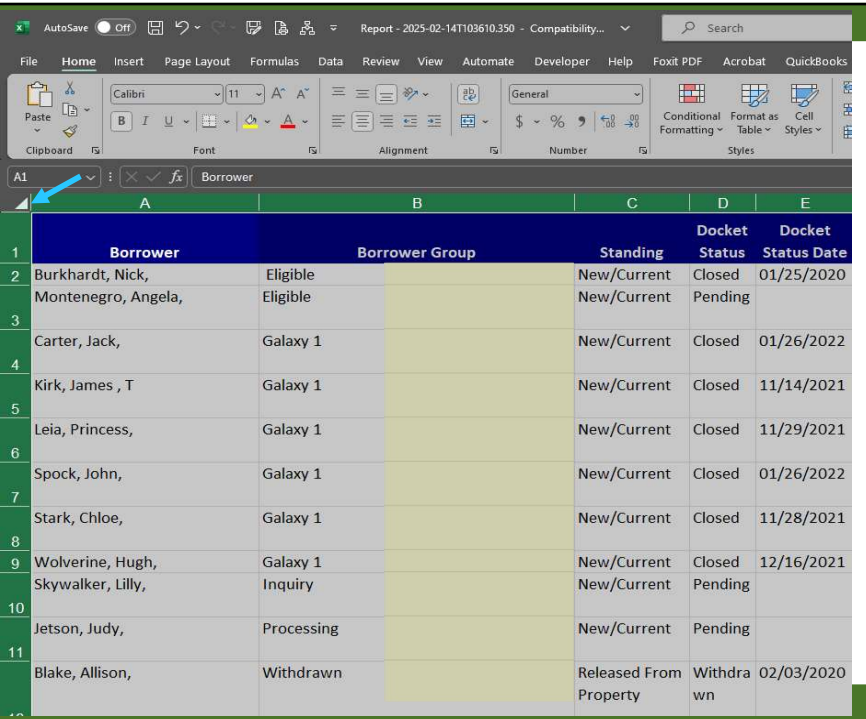


# Got Questions?



## Remove extra space in columns

- Click on the triangle in top left corner




	A	B	C	D	E
1	<b>Borrower</b>	<b>Borrower Group</b>	<b>Standing</b>	<b>Docket Status</b>	<b>Docket Status Date</b>
2	Burkhardt, Nick,	Eligible	New/Current	Closed	01/25/2020
3	Montenegro, Angela,	Eligible	New/Current	Pending	
4	Carter, Jack,	Galaxy 1	New/Current	Closed	01/26/2022
5	Kirk, James , T	Galaxy 1	New/Current	Closed	11/14/2021
6	Leia, Princess,	Galaxy 1	New/Current	Closed	11/29/2021
7	Spock, John,	Galaxy 1	New/Current	Closed	01/26/2022
8	Stark, Chloe,	Galaxy 1	New/Current	Closed	11/28/2021
9	Wolverine, Hugh,	Galaxy 1	New/Current	Closed	12/16/2021
10	Skywalker, Lilly,	Inquiry	New/Current	Pending	
11	Jetson, Judy,	Processing	New/Current	Pending	
12	Blake, Allison,	Withdrawn	Released From Property	Withdrawn	02/03/2020

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## Removing extra space continued...

- Double click on a line between any of the columns or rows





	Borrower	Borrower Group	Standing	Docket Status	Status Date
	Burkhardt, Nick,	Eligible	New/Current	Closed	01/25/2020
	Montenegro, Angela,	Eligible	New/Current	Pending	
	Carter, Jack,	Galaxy 1	New/Current	Closed	01/26/2022
	Kirk, James , T	Galaxy 1	New/Current	Closed	11/14/2021
	Leia, Princess,	Galaxy 1	New/Current	Closed	11/29/2021
	Spock, John,	Galaxy 1	New/Current	Closed	01/26/2022
	Stark, Chloe,	Galaxy 1	New/Current	Closed	11/28/2021
	Wolverine, Hugh,	Galaxy 1	New/Current	Closed	12/16/2021
	Skywalker, Lilly,	Inquiry	New/Current	Pending	
	Jetson, Judy,	Processing	New/Current	Pending	
	Blake, Allison,	Withdrawn	Released From Property	Withdrawn	02/03/2020

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### Add Filters

	A	B	C	D	E	F	G	H	I	J
1	<b>Grant Construction Report</b>									
2	Test Entity									
3	Eureka 03/2021 - 03/2023									
4	As of: Mar 05, 2025									
5	Borrower	Group	Lot	Pledged Points	Construction Start Date	Construction End Date	Months Elapsed	Tasks Comp.	Const. Points	Total EUs
6										
7	Calvert, Rosalee,	Galaxy 4	1512	0	06/05/2021	06/16/2021		22	90	0.92
8	Steno, Jill,	Galaxy 4	1508	0	10/05/2023	10/08/2023		1	3	0.224
9	OBrien, Maggie,	Galaxy 4	1513	17					0	0.2
10	Yoda, Groggu,	Galaxy 3		0					0	0.2
11	Rovaline, Aster,	Galaxy 4		0					0	0.0
12										
13										Total EUs: 1.544

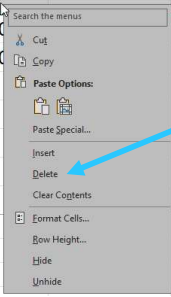
- Click on the blank row below the headers that needs to be deleted.



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### Delete Blank Row

	A	B	C	D	E	F	G	H	I	J
1	<b>Grant Construction Report</b>									
2	Test Entity									
3	Eureka 03/2021 - 03/2023									
4	As of: Feb 14, 2025									
5	Borrower	Group	Lot	Pledged Points	Construction Start Date	Construction End Date	Months Elapsed	Tasks Comp.	Const. Points	Total EUs
6										
7	Calvert, Rosalee,	Galaxy 4	1512	0	06/05/2021	06/16/2021		22	90	0.92
8	Steno, Jill,	Galaxy 4	1508	0	10/05/2023	10/08/2023		1	3	0.224
9	OBrien, Maggie,	Galaxy 4	1513	17					0	0.2
10	Yoda, Groggu,	Galaxy 3		0					0	0.2
11	Rovaline, Aster,	Galaxy 4		0					0	0.0
12										
13										Total EUs: 1.544



- Right Click
- Click Delete

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## Set Filters


- Click the row number for the header row
- Click Sort & Filter
- Click Filter

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## Ready, Set, Filter

- Click on any of the filter menus next to each column to set filters

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## Training Resources

### Self-help housing resources

[SH Financial Tool Kit](#)
[SH Trainings & Webinars](#)
[RD Regulations and Guidance Forms](#)

[SH Housing Handbooks](#)

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Self-Help Trainings & Webinars

eForms Training

eForms Training for Self Help Grantees  
[View webinar recordings](#) | [Download participant handout](#)



5 Days of 502 for Self-Help


- Pre-recorded training videos & Handouts for:
  - SHARES
  - 5 Days of 502 for Self-Help
  - eForms
  - Uniform Guidance
- Financial Toolkit
- Handbooks
- Links to RD Regulations and Guidance Forms



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## Questions, Tech Support or SHARES Access Questions



Please help us help you by taking a few moments to take our survey!!

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)	Contact your SHARES Technical Resource Coordinator
rd.hd1@usda.gov	eAuthenticationHelpDesk@ftc.usda.gov	Contact your SHARES Technical Resource Coordinator



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## Questions, Tech Support or SHARES Access Issues

Please contact the TRC for your region.



Region	T&MA Contractor	States	TRC	Phone #	Email
West	Rural Community Assistance Corporation	AK, AZ, CA, CO, GU, HI, ID, MT, NV, OR, UT, WA, WP	Nancy Jacobsen	406-579-5202	<a href="mailto:shares@rcac.org">shares@rcac.org</a>
			Anne Baker	928-583-4952	
Northeast and Midwest	NeighborGood Partners	CT, DC, DE, IA, IL, IN, KY, MA, MD, ME, MI, MN, NH, NJ, NY, OH, PA, RI, VA, VT, WI, WV	Phyllis Rosica	302-678-9400	<a href="mailto:prosica@neighborgoodpartners.org">prosica@neighborgoodpartners.org</a>
Southeast	Florida Non-Profit Housing, Inc.	AL, FL, GA, MS, NC, PR, SC, TN, VI	Kent Latham	863-385-2519	<a href="mailto:klatham@fnph.org">klatham@fnph.org</a>
South Central	LIFT Community Action Agency	AR, KS, LA, MO, ND, NE, NM, OK, SD, TX, WY	Owyne Gardner	580-326-3351	<a href="mailto:Owyne.gardner@liftca.org">Owyne.gardner@liftca.org</a>

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## Questions/Help



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