

Emergency Solutions Grants (ESG) Application Workshop

MARCH 2026

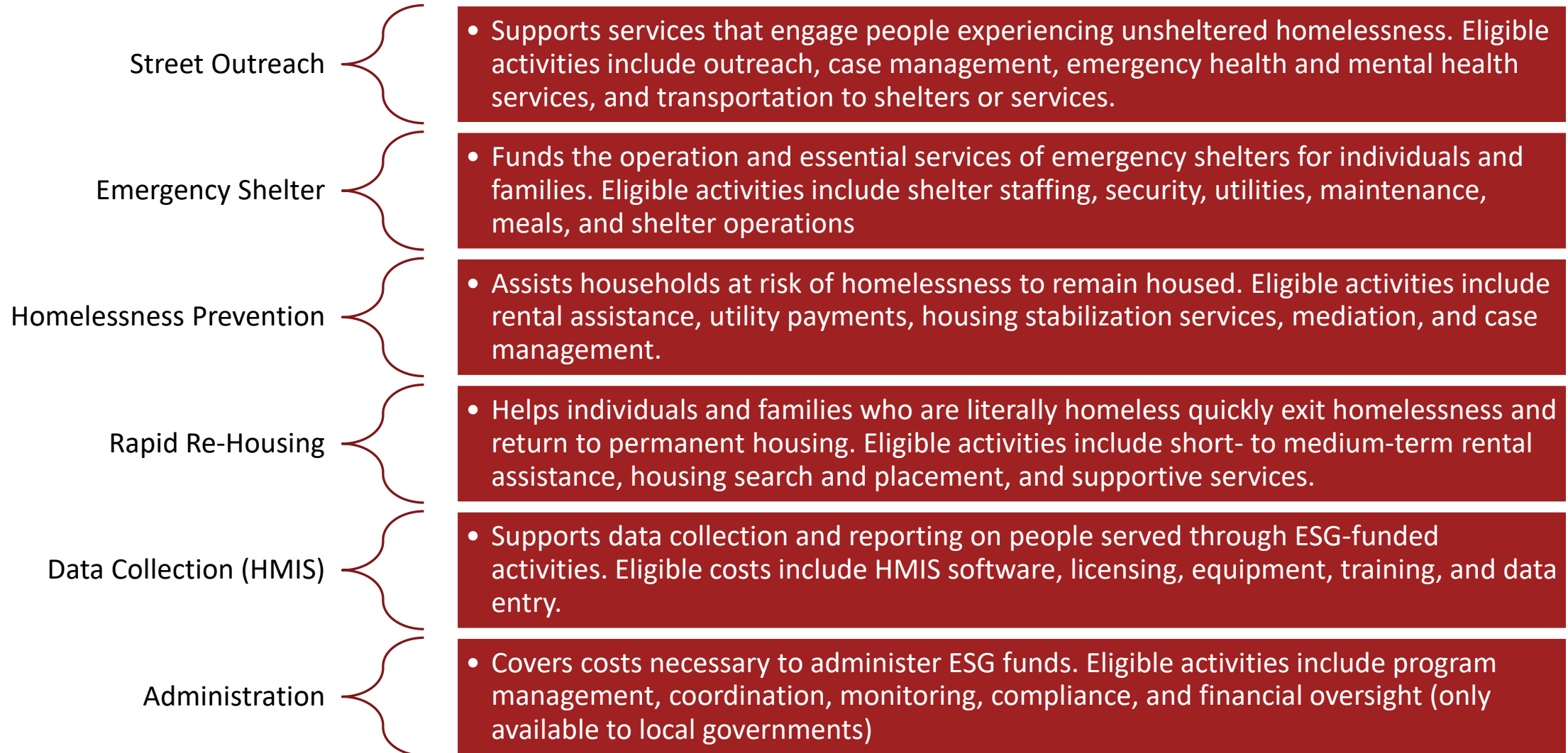
What is ESG?

- The Emergency Solutions Grants (ESG) Program is a U.S. Department of Housing and Urban Development (HUD) funded program which allocates funding to the State of TN on an annual basis.
- ESG is designed to assist people in regaining stability in permanent housing after experiencing a housing crisis and/or homelessness.
- Tennessee Housing Development Agency (THDA) administers this funding on behalf of the State of TN.
- Every year, THDA opens a competitive application to administer funding to eligible non-profits and local governments.
- This application round is for 2026 ESG funding which covers October 1, 2026 – September 30, 2027.

What is ESG?

- ESG funding should enhance existing programs that serve people experiencing HUD's definitions of "homelessness" or "at risk of homelessness" as defined in [24 CFR 576.2](#)
- Non-profits and Local Governments can apply for the following eligible components of ESG:
 1. Street Outreach
 2. Emergency Shelter
 3. Rapid Rehousing
 4. Homelessness Prevention
 5. HMIS
 6. Administration (for local governments only)

Eligible ESG Components



Quick Guide to Eligible Participants and Components

Eligible ESG Participants	Brief Description (Full definitions are found in THDA's ESG Program Guide)	Eligible ESG Component
"Homeless" Category 1	Literally homeless individuals/families who lack a fixed, regular, and adequate nighttime residence	<ol style="list-style-type: none"> 1. Street Outreach, must also be unsheltered 2. Emergency Shelter 3. Rapid Rehousing
"Homeless" Category 2	At Imminent Risk of Homelessness individuals/families who will imminently (within 14 days) lose their primary nighttime residence with no subsequent residence, resources or support networks	<ol style="list-style-type: none"> 1. Emergency Shelter 2. Homelessness Prevention, must also meet the income requirements of HP
"Homeless" Category 3	Homeless under other Federal Statutes includes unaccompanied youth or families with children/youth who meet the homeless definition under another federal statute and 3 additional criteria	<ol style="list-style-type: none"> 1. Emergency Shelter 2. Homelessness Prevention, must also meet the income requirements of HP
"Homeless" Category 4	Individuals/families fleeing or attempting to flee domestic violence with no subsequent residence, resources or support	<ol style="list-style-type: none"> 1. Street Outreach, must also be unsheltered 2. Emergency Shelter 3. Rapid Rehousing, must also be unsheltered
"At-Risk of Homelessness"	At Risk of Homelessness individuals must have an annual income below 30% AMI; AND Do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter; AND Meet at least one of the seven additional criteria. There are also two other paragraphs under "At-Risk" where a participant could be eligible.	<ol style="list-style-type: none"> 1. Homelessness Prevention

2026 ESG Funding Allocation

- FY 2026 Federal Funds
 - Estimated \$3.4 million based on FY 2025 allocation
 - Final amount is pending notification from HUD
- Rollover FY 2025 Funds Allocation
 - Amount is still pending
 - This funding will be allocated to additional grantees following the end of the 2025 ESG program year
- Applicants can apply for:
 - Minimum Grant- \$35,000
 - Maximum Grant- \$125,000

2026 ESG Funding Allocation – What's Changed?

- Total ESG award is received by THDA:
 - 7.5% is reserved for administration (THDA and Local Governments)
 - The remaining funds are divided by CoC using the approved allocation methodology
 - Funds are then awarded by THDA through a competitive application process
- No more Set-Aside allocations

Former Set-Asides

- If a former Set-Aside jurisdiction would like to apply, they must also complete the Eligibility Screening and ESG Application outlined in this presentation and will be scored the same as other applicants.
- If that jurisdiction plans to have sub-recipients, they will need to submit documents for each sub-recipient and tailor their application to show what each sub-recipient plans to do with each funding component.

2026 ESG Funding Allocation – Pro Rata Share Estimation

- 7.5% Administration is taken out of the ESG allocation for THDA and Local Governments
- Then, the remaining funds are divided among the CoC based on the follow allocation method*:

Continuum of Care (w/o some Entitlement Areas)	Part 1: 1/3 Base	Part 2: Population Share	Part 2 Amount: 1/3 Base * Share	Part 3: Normalized Poverty Share	Part 3 Amount: 1/3 Base * Share	Share of Total:	Projected Total:
TN-500: Chattanooga/Southeast TN CoC	\$116,752.89	12.7%	\$133,138.40	12.1%	\$127,058.75	12.0%	\$376,950.03
TN-501: Memphis/Shelby Co. CoC (w/o City of Memphis in TN)	\$116,752.89	5.2%	\$55,030.49	6.3%	\$66,411.29	7.6%	\$238,194.67
TN-502: Knoxville/Knox County CoC	\$116,752.89	8.6%	\$90,585.75	10.7%	\$112,906.79	10.2%	\$320,245.42
TN-503: Central TN CoC	\$116,752.89	23.1%	\$242,334.31	8.9%	\$93,388.77	14.4%	\$452,475.97
TN-506: Upper Cumberland CoC	\$116,752.89	11.0%	\$115,474.88	12.6%	\$132,471.12	11.6%	\$364,698.90
TN-507: Jackson/West TN CoC	\$116,752.89	11.7%	\$123,229.01	14.7%	\$154,461.78	12.5%	\$394,443.68
TN-509: Appalachian Regional CoC	\$116,752.89	9.2%	\$96,423.48	14.1%	\$147,982.24	11.5%	\$361,158.61
TN-510: Murfreesboro/Rutherford Co. CoC	\$116,752.89	6.3%	\$66,112.56	8.3%	\$86,808.49	8.6%	\$269,673.94
TN-512: TN Valley Morris/Blount, Sevier, Campbell, Cock Counties CoC	\$116,752.89	12.2%	\$128,447.13	12.3%	\$129,286.76	11.9%	\$374,486.78
Total Competitive Allocation							\$3,152,328.00

***Subject to change once we receive final allocation from HUD by May 14,2026.**

Competitive Application Using Pro-Rate Share

- Within each CoC's assigned allocation amount, applications scoring highest under the ESG evaluation criteria will be selected for funding.
- THDA will be scoring all applications
- All funds will be awarded on a fully competitive basis
- If a CoC lacks enough applicants to fulfill their allocated amount, THDA may increase awards up to \$150,000.
- If funding is still unallocated, funding will be rolled back into the pot and allocated to other CoC's based on the pro rata share methodology.

Eligible Agencies and Requirements to Apply

Non-profit Agencies

- Must be organized under Tennessee Law as demonstrated by a Certificate of Existence dated within 30 days of eligibility screening due date OR Organized in another state as demonstrated by a Certificate of Existence from the state of organization and a Certificate of Authorization from TN, both dated within 30 days of eligibility screening due date
- Must have current IRS 501(c)(3) or (4) designation.
- Must demonstrate at least two (2) years of experience providing affordable housing or affordable housing related services satisfactory to THDA, in its sole discretion.
- Have no part of net earnings that benefit any member, founder, contributor, or individual.
- Must be established for charitable purposes, including the prevention or elimination of homelessness.
- Must have written standards of financial accountability.

Eligible Agencies and Requirements to Apply

- Must serve all eligible participants without a regard to religion and without a required participation in religious activities.
- Be an active participant in their local Continuum of Care (CoC). 24 CFR 576.400(a)
- Use the Coordinated Entry process established by the local CoC. 24 CFR 576.400(d)
- Applicants serving multiple CoCs MUST use the Coordinated Entry process specific to that county established by each CoC.
- Must participate in reporting through HMIS data system used by the local CoC as a condition of receipt of ESG funds. 24 CFR 576.400(f). Only exception: Victim Service Providers or Legal Service Providers. However, a Victim Service Provider or Legal Service Provider must operate a comparable database that collects client-level data over time (i.e. longitudinal data) and generates unduplicated aggregate reports based on the data.

Things to Know

- Applicants must be able to incur costs up front. ESG is a reimbursement grant. No funds will be paid prior to expenditures.
- Applicants must demonstrate that they will be able to match awarded funding dollar for dollar with other grant awards, donations, and/or appraisal of a donated building. If you have questions about what may be eligible as match, reach out to our team individually. We will cover match later in this presentation.
- Street Outreach & Shelter is capped at 60% of the state-wide allocation. Not per applicant.
- To access the ESG Application, your agency must complete the Eligibility Screening first.

Timeline of the 2026 ESG Application

- April 1, 2026 – Eligibility Screening Opens (PIMS)
- April 22, 2026- Eligibility Screening Closes

If your agency does not complete the Eligibility Screening within this timeframe, you will not be able to apply for ESG funding.

- May 1, 2026 – Application Opens (GMS)
- June 30, 2026 – Application Closes
- August 21, 2026 – Award Notifications
- October 1, 2026 – Program Start Date, costs can start to incur
- September 30, 2027 – Program End Date

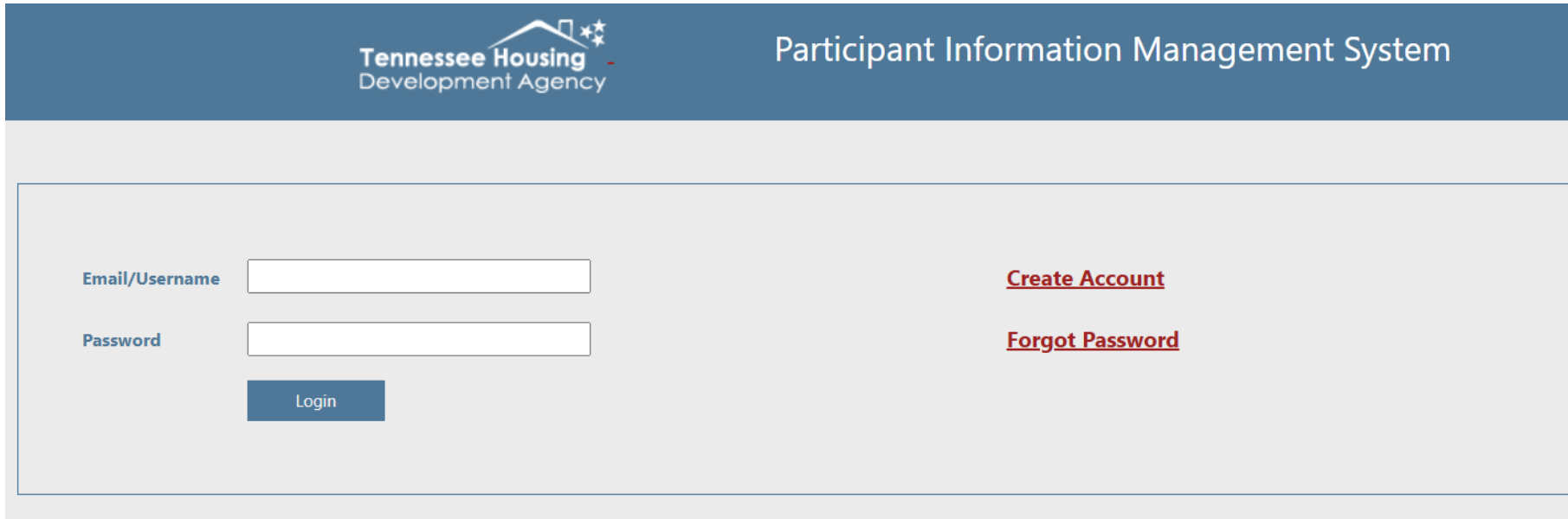
PIMS and GMS

- Non-profits and Local Governments will use two different websites to complete the Eligibility Screening and ESG Application.
 1. **PIMS** is the website that will be used to complete the Eligibility Screening, which is a set of threshold screening questions and documentation to upload. Open between 4/1/26 – 4/22/26. You will only have access to the application if you complete this step within this time frame.
 2. **GMS** is the website that will be used to complete the ESG Application. There are also document uploads required in the GMS ESG Application. Open between 5/1/26 – 6/30/26.

Limited Cure Period for Documentation Sent in PIMS and GMS

- Missing, incorrect or incomplete documentation submissions will result in a 5-point deduction in the overall application score.
- Applicants who have submitted missing, incorrect or incomplete documentation will be notified by THDA and have five business days to correct the mistake and send back to THDA.
- Failure to submit the corrections will result in a void application.
- We will go over the required documents for PIMS and GMS in this presentation.

1. Log in or create a new account in PIMS



The screenshot shows the login page for the Participant Information Management System (PIMS) of the Tennessee Housing Development Agency. The page has a blue header with the agency's logo on the left and the text "Participant Information Management System" on the right. Below the header, there is a light gray box containing the login form. The form includes two input fields: "Email/Username" and "Password". Below the "Password" field is a blue "Login" button. To the right of the input fields, there are two links: "Create Account" and "Forgot Password", both in red text.

- PIMS homepage looks like this
- Existing users will log in here
- New users will need to create a new account
- Access the PIMS User Manual on our website to follow step-by-step instructions to using PIMS

2. New Accounts must complete the Non-Profit Questionnaire

Non-profit Applicants must be able to answer YES to all the following in PIMS:

1. Was your entity created under the laws of TN or another state as a non-profit organization?
2. Is the entity qualified to do business in the State of TN?
3. Is this organization currently a 501(c)(3) or 501(c)(4) entity?
4. Do the bylaws of the entity specify “affordable housing and related activities” as a primary purpose of the organization?
5. Has the entity been engaged in the business of affordable housing and related activities for at least two years in the State of TN OR is the entity a TN housing counseling agency OR is the entity a land bank in the State of TN?

3. Submit New Account and wait for approval by PIMS Admin

1. The next page you will fill out required fields of personal information and business information and hit SUBMIT.
 - Use a valid email address that you have access to. This is where your registration approval will be sent.
 - If a user registers under an existing business/agency, the email notification will go to the Manager of the business/agency for approval.
 - Use the legal business name associated with the Tax ID entered
2. After you submit, PIMS Admin must approve your account before you can complete the Eligibility Screening.
 - PIMS Admin has two business days to approve your new account. Do not wait to complete this step or you may miss the Eligibility Screening deadline.
 - If it's been more than two business days, you can contact PIMS@thda.org for technical assistance.

4. Access your PIMS account

1. Once you are accepted by PIMS Admin as a user, you will receive an email with a temporary password.
2. Follow the link in the email to access your account and change your temporary password.
3. Log in and change your password.
4. Complete the Eligibility Screening which is comprised of “Threshold and Self Certification” questions and required document upload.

5. Complete Threshold Questionnaire in PIMS

1. Complete the tab on the website, “Threshold & Self Certification”
2. Select “2026 ESG” as the active program you are applying for
3. Mark the THDA programs you’ve participated in, in the past 36 months
4. Click “Next”

Tennessee Housing Development Agency Participant Information Management System **Threshold & Self Certification** Documents Maintenance Sign Out

Threshold Requirements

Threshold & Self Certification Policy

If the Entity or Development Team member(s) answers Yes to any of the Capacity Threshold Requirements, please provide an explanation in the box that opens regarding the circumstances of the infraction. Please be advised that a Yes answer may result in the Entity or Development Team member(s) being ineligible for funding. THDA, in its sole discretion, will make the determination. Capacity Threshold Requirements will be verified at the submission of the application. Should THDA become aware that the status of a Capacity Threshold Requirement changes prior to announcement of funding, the application may be disqualified.

I am submitting this form in anticipation of an application for the following program. The program selection only includes those programs that are within 90 days of the closing date of the application round or require an annual renewal of eligibility.

--Select Active Program--

THDA applies a 3-YEAR THRESHOLD REQUIREMENTS LOOKBACK for THDA-financed/assisted affordable housing properties or services provided. For housing developers, this means that if the Entity/Development Team has had threshold-related issues with a property it owned within 36 months prior to application, THDA will consider these when evaluating threshold Requirements, regardless of whether or not the Entity/Development Team currently owns the property.

Please specify which THDA programs you have participated in during the past 36 months – check all that apply

<input type="checkbox"/> None	<input type="checkbox"/> Appalachian Loan Program	<input type="checkbox"/> Blight Elimination Program
<input type="checkbox"/> CITC	<input type="checkbox"/> Elderly Repair Program	<input type="checkbox"/> Emergency Solutions Grant
<input type="checkbox"/> HOME	<input type="checkbox"/> HOME DPA	<input type="checkbox"/> Keep My TN Home
<input type="checkbox"/> LIHEAP	<input type="checkbox"/> LIHTC	<input type="checkbox"/> Multi-family Bond Authority
<input type="checkbox"/> National Housing Trust Fund	<input type="checkbox"/> New Start	<input type="checkbox"/> Section 8 Project Based Rental Assistance
<input type="checkbox"/> Tennessee Challenge Grant	<input type="checkbox"/> Tennessee Housing Trust Fund Competitive Grants	<input type="checkbox"/> TN Housing Trust Fund Habitat Setaside
<input type="checkbox"/> Rebuild and Recover	<input type="checkbox"/> THDA Housing Counseling Program	<input type="checkbox"/> Weatherization

When done, click Next

Next

5. Complete Threshold Questionnaire in PIMS

1. Complete the Threshold Questions
2. Complete the Capacity Self-Certification Questions
3. Click “Review”
4. The next page populates a screen shot of your answers. Ensure they are correct. There is a button titled “edit” as necessary.
5. Once everything is correct, hit “approve”.

6. Electronic Certification and Signature

1. The next page will be the Certification page.
2. Requires two signatories.
3. The first is the “primary contact”, who is completing the PIMS threshold. The primary contact will receive the approval notification with the application link.
4. The second signature is the primary person responsible for the management & oversight of the ESG program.
5. Hit “submit”

7. Successful Submission of Threshold Questionnaire

1. Next page will load saying “Your request has been successfully submitted.”
2. The user will also receive an email confirmation that the threshold questionnaire was successfully submitted along with a copy of the answers of the threshold questionnaire

Documents for Eligibility Screening in PIMS

Documents need to be uploaded prior to 4/22/26.

This list of documents is on our website titled, “2026 ESG Document Checklist”

1. Proof of IRS designation under Section 501(c)(3) or 501(c)4
2. List of Board Members using the form provided on the PIMS website
3. The most recent financial audit / 990 as applicable, see slide 29
4. Completed Corporate Disclosure form

IRS Designation 501(c)(3) or 501(c)(4)

- A 501(c)(3) non-profit organization may not submit an application until they have received their designation from the IRS. Upload IRS Designation Letter.
- A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary material with the IRS and received a response from the IRS demonstrating 501(c)(4) status.

List of Board Members

- Must include for all Board Members:
- Name, occupation, role on the Board, a description of the member's primary contribution to the Board, length of service to the Board, date the term of service expires, home address, phone number, and email address.
- Form is provided on PIMS website to capture information.

Financial Audit

- Grantees with greater than \$1,000,000 in federal funding (2 CFR § 200.501), please submit:
 - Financial Audit dated no more than 12 months prior to the date of application window. If the issuance date of the financial audit or audited financial statement is more than 12 months prior to the date of the application, a statement signed by the Executive Director or Board Chairman must be provided indicating reasons for the delay in obtaining an updated audit.
- Grantees with \$1,000,000 or less in federal funding are exempt from needing a single audit, please submit the following in its place:
 - A letter signed by the Executive Director or Board Chairman stating your agency receives less than \$1,000,000 in federal funding and an audit is not required AND,
 - 990 or other tax form showing grantee is in positive financial situation.

Corporate Disclosure Form

- You must:
 - Check the Corporate Entity box
 - Fill out the Agency name in the blank
 - Answer every question
 - Have the document notarized
 - Be signed by Board Chair or Executive Director

APPLICANT BOARD MEMBER & CORPORATE DISCLOSURE

Please be advised that disclosure does not automatically bring denial of participation. However, failure to accurately complete this disclosure or to provide false information on this form can subject the individual signing such form to criminal sanctions under state law and may result in disqualification of the applicant. All questions are to be answered to the best of signatory's knowledge with no requirement to investigate. Forms are to be signed by each board member and Executive Director in their individual capacity AND on behalf of the applicant by the Executive Director or the Board Chair (corporate disclosure). This disclosure is being prepared for:

Individual Board Member/Executive Director Corporate Entity

In connection with an Initial Application submitted to the Tennessee Housing Development Agency for financial assistance or program funding, I, the undersigned, as a board member or Executive Director of _____, being duly sworn, hereby certify as follows:

1. I have not been convicted of a felony of any type in Tennessee or any other state within the last ten (10) years; OR

I have been convicted of a felony in Tennessee or in another state within the last ten (10) years and the details are as follows [specify type of felony, state of conviction, penalties imposed]:

2. I have not been fined, suspended, or debarred as a result of financial or housing activities nor been the subject of a disciplinary investigation involving financial or housing activities by a federal agency (including FHA, VA, HUD, FDIC, USDA/RD (formerly FmHA), IRS, etc.) within the last five (5) years; OR

I have been fined, suspended, or debarred as a result of financial or housing activities or have been the subject of a disciplinary investigation involving financial or housing activities by a federal agency (including FHA, VA, HUD, FDIC, USDA/RD (formerly FmHA), IRS, etc.) within the last five (5) years and the details are as follows [specify federal agency; action taken by the agency; activity that resulted in the fine, suspension, or debarment; current status]:

9. Upload Documents

1. After logging in, click in the top toolbar, “Documents”
2. You will upload the required documents here. PDFs only and restricted to 25MB per upload. Recommend uploading in black and white.
3. Do a double check that all the right documents are uploaded in the correct place and are accurate. Incorrect, missing or incomplete documentation will result in a 5-point deduction or potentially a void submission.
4. Hit “upload”.
5. If any of the uploads are not successful, an error message will populate on the page.
6. You will receive an email confirmation that documents have been successfully uploaded. The page will also reload and show a message stating the documents have been uploaded.
7. Once all documents are uploaded, your Eligibility Screening in PIMS is complete.

10. THDA Reviews

1. After the Eligibility Screening window ends on 4/22/26, THDA staff will review documents that your agency submitted in PIMS.
2. If documents are incomplete, missing or incorrect, THDA staff will notify via email of the documents that need correction. See “Limited Cure Period” slide.
3. A passed Threshold Review and correct documentation results in the applicant’s invitation via email to complete the application in GMS which opens 5/1/26 and closes 6/30/26.
4. Approval or denial emails will be sent on 5/1/26.
5. Primary Contact in PIMS will receive the approval or denial email.


PIMS Technical Assistance

- Our PIMS User Manual should be used to complete the Eligibility Screening.
- PIMS Manual also explains how to activate new users under an existing business/agency.
- Manual is easy to follow and has screenshots of what each PIMS page will look like.
- If you have questions or trouble with PIMS, email at PIMS@thda.org or you can call (800) 228-THDA
- Do not wait to complete the PIMS Eligibility Screening as review time by PIMS Admin staff is necessary.

1. Log into GMS

- After you complete PIMS requirements and receive THDA approval to apply for funding, you will receive an email with a temporary password to set up your GMS account.
- If you have previously applied for ESG funding, you will use the same log-in information you used for your prior application.
- If you forgot your password, please use the "forgot your password" link.
- The system will lock you out after 3 unsuccessful log-in attempts.

Tuesday, December 18, 2018 1:37 PM Log in

 Grants Management System

Please Sign-In

Please login with your new password.

[Log In](#) [Forgot your password?](#)

2. Complete Application in GMS

- The GMS application is where you will detail to THDA the programs which you will be using ESG funds.
- These questions are a mix of yes/no, short answer and data questions which you will need to access your HMIS data for.
- Applicants will be scored on the following:
 - Program Design General
 - Agency Capacity
 - Fiscal Capacity
 - CoC Coordination
 - Program Design of each ESG Component
- THDA will also complete a risk assessment, based partially on prior ESG performance

GMS Program Design General – up to 40 points

- Are the proposed activities eligible and appropriate for the target population?
- How will this program achieve housing stability for clients?
- Is the proposed program needed in the targeted area?
- Are there duplicate services?
- Have prior outcomes of success been documented?
- Does the applicant show coordination with other resources?
- Does the program include excessive barriers to serve the homeless?

GMS Program Design General – up to 40 points

- There are general questions around your overall program design, then questions specific to each ESG component that you have applied for.
- Scoring is based on an average score of component specific questions, plus the points scored on overall program design.

$$\begin{array}{c} \text{Average (Street Outreach, Emergency Shelter, RRH, HP)} \\ + \text{Overall Program Design} \\ \hline \text{Program Design Score} \end{array}$$

- HMIS/Data Collection will be automatically awarded and will not require component specific application questions to be answered.

HMIS (Data Collection)

- HMIS/Data Collection is a requirement of ESG funded activities, therefore, there is no scoring aspect of HMIS/Data Collection in the application.
- If a grantee is awarded funding for ESG components, they will be eligible for HMIS/Data Collection funding.
- The request of HMIS/Data Collection Funding must be reasonable for the ESG project.
- If HMIS/Data Collection Funds are requested - the applicant must submit a Data Collection (HMIS) Budget Form with the application

GMS Agency Capacity – Up to 20 points

- Does the Applicant have a history working with those experiencing homelessness?
- Relative experience of individual(s) of staff?
- Are there volunteers and community support?
- Does the Applicant demonstrate the knowledge of federal requirements?
- Is the Applicant currently using HMIS (if DV provider, a comparable system) and reporting as required?

GMS Fiscal Capacity – Up to 20 points

- Is the budget complete and match the program description?
- Applicant financial health as demonstrated by a recent audit or financial records?
- Is there clear documentation of committed match?
- Did the Applicant ask for eligible expenses by category?
- Does the fiscal information submitted support the Applicant's fiscal accountability and capability?
- Are the ESG funds a major part of the Applicant's finances?
- Does the Applicant have the financial capacity to manage a reimbursement process?

GMS CoC Coordination – Up to 20 points

THDA will award up to 20 points for an Applicant that:

- Consulted with the CoC regarding your ESG application.
- Meets the priorities established by the applicable Continuum of Care, including prioritizing activities and subpopulations that have been identified by the CoC as the greatest need.
- Demonstrates that the applicant actively participates in and coordinates with the local CoC.
- Applicant participates in planning meetings, Point-In-Time count, HMIS/Data Collection and Coordinated Entry (CE)

3. Upload Documents in GMS

This list of documents is on our website titled, “2026 ESG Document Checklist”:

1. Documentation of operating funds from other sources, including how much annually and from what sources.
2. Certification of Shelter Standards (only if applying for shelter funding)
3. Certification of Local Government (only if applying for shelter funding)
4. Written Standards for ESG program which aligns with 24 CFR 576.400(e)(3)
5. Certification of Consistency with Con Plan
6. Certification of Matching Funds
7. ESG Data Collection Budget Form (only if requesting data collection funding)
8. Certificate of Existence from the Office of the Secretary
9. Project Performance Outcomes

Documentation of Other Operating Funds

What it should include:

Total organizational budget with revenues clearly labeled:

- Government grants (HUD, ESG, State, Local)
- Private foundations
- Donations
- Fundraising
- Other earned income, etc.

Include brief description of the program/project and costs that each funding source supports.

Certification of Shelter Standards

- This form must be completed for all Emergency Shelters locations
- Certifies that all shelters using ESG funding meet minimum standards for emergency shelters 24 CFR 576.403(b)
- Minimum Housing Standards for Emergency Shelters can be found on our ESG Administrators page under THDA ESG Workshops & Resources and is labeled **ESG**
Emergency Shelter and Permanent Housing Standards

Certification of Local Government

- Only complete form if applying for Emergency Shelter funding
- This certification is made to carry out 24 CFR Part 576.202(a), which states the following:
 - The recipient must subgrant the remaining funds in its fiscal year grant to:
 1. Units of general purpose local government in the State, which may include metropolitan cities and urban counties that receive ESG funds directly from HUD; or
 2. Private nonprofit organizations, provided that for emergency shelter activities the recipient obtains a certification of approval from the unit of general purpose local government for the geographic area in which those activities are to be carried out.
- This form must be signed by the city or county mayor, if unable to get mayor's signature, please contact THDA for further guidance.

Written Standards for ESG Program

- Must include at a minimum the nine items outlined in 24 CFR 576.400(e)(3), as applicable to your agency's ESG program.
- Written Standards will be reviewed by THDA staff.
- If your agency doesn't meet these requirements, THDA will address the changes needing to be made after award announcements.
- All requirements can be found in THDA's ESG Written Standards Checklist on the website which must be submitted with your ESG application

Certification of Consistency with Con Plan

All applicants serving a local HUD Consolidated Plan jurisdiction must obtain a “Certificate of Consistency” with the local HUD Consolidated Plan. These jurisdictions include:

- City of Bristol
- City of Chattanooga
- City of Clarksville
- City of Cleveland
- City of Franklin
- City of Gallatin
- City of Jackson
- City of Johnson City
- City of Kingsport
- City of Knoxville
- City of Morristown
- City of Murfreesboro
- City of Oak Ridge
- City of Smyrna
- City of Spring Hill
- Knox County
- Shelby County

Certification of Consistency with Con Plan

- THDA will provide a certification of consistency with the State's Consolidated Plan for all applications submitted outside of the local Consolidated Plan jurisdictions
- In such instances, please complete the form provided on our website and submit it to research@thda.org
- In the email, please include a short description of your intended ESG project(s), so our research division can ensure your project aligns with the State of TN Consolidated Plan.

Certification of Matching Funds

- Applicant must provide documentation of 100% match for the ESG award amount they are applying for
- Certification of Matching Funds form is available on our ESG administrator's page
- By signing the Certification of Matching Funds form, you are certifying that your agency has funding to support the ESG program's matching requirement, that those funds will be contributed to the ESG program and expended for allowable ESG costs during the term of the grant contract.

Match Requirements

- “Match” means that for every dollar of ESG funding that your agency receives from THDA, you must contribute an equal amount of your own resources to the project.
- Applicant must provide documentation of 100% match for funded ESG activities.
- Match contributions do not have to be in the same category as the categories billed to ESG grant. You can be awarded Emergency Shelter and submit match towards a different ESG eligible component, like Street Outreach or Rapid Rehousing.
- If the matching funds are from another federal program, there must be no specific statutory prohibition on using those funds as match.

Match Requirements

- The matching funds are used in accordance with all requirements that apply to ESG grant funds. This includes requirements such as documentation requirements, eligibility requirements, and eligible costs.
- The matching funds are expended costs that are incurred within the dates of the grant agreement.
- The matching funds have not been and will not be used to match any other Federal program's funds nor any other ESG grant.
- The recipient does not use ESG funds to meet the other program's matching requirements; and
- The Applicant must keep records of the source and use of the matching funds, including the particular fiscal year ESG grant for which the matching contribution is counted.

Eligible Matching Sources



Volunteer Labor – Time documented by volunteers working on specific ESG related activities. Must be valued at the same rate of employees doing the same or similar work in your agency.



Donated Items – Clothing, food, furniture, etc. that is donated for the purpose of ESG related activities.



Donated Value of Property or Donated Lease– A building either owned by, leased, or donated to the Applicant for ESG related activities.



Cash Match and/or Program Income – Monies the Applicant has on hand to use towards ESG related activities.



Other Grant Funding – Only if the grantor of that funding allows that source to be used as a match for federal funds.

ESG Data Collection Budget Form

- If you enter HMIS/Data Collection funds in the budget portion of the application, you will be required to complete and submit the attached form
- Activities funded under Data Collection must comply with HUD's standards on participation, data collection, and reporting under a local HMIS.

ESG DATA COLLECTION (HMIS) BUDGET FORM

The grantee may use ESG funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

Purchase or lease of computer hardware	
Purchase of software or software licenses	
Purchase or lease of equipment (telephones, fax/printers, furniture, etc.)	
Technical Support	
Lease of Office Space	
Utility payments (electricity, gas, water, phone, internet)	
Salaries	
Staff Training (must be HUD-sponsored and approved)	
Staff travel	
Participation fees charged by HMIS Lead	
	\$ 0.00

If the grantee is the **HMIS lead agency**, as designated by the Continuum of Care in the most recent fiscal year Continuum of Care Homeless Assistance Grants Competition, it may also use ESG funds to pay the costs of:

Hosting and maintaining HMIS software or data	
Backing up, recovering, or repairing HMIS software or data	
Upgrading, customizing and enhancing HMIS	
Administering the system	
Reporting to providers, the CoC and HUD	
Conducting training on using system, including travel	
	\$ 0.00

Grand Total	\$ 0.00
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If the subrecipient is a victim services provider or a legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

Activities funded under Data Collection must comply with HUD's standards on participation, data collection, and reporting under a local HMIS.

Certificate of Existence

- If the nonprofit is organized and existing under the laws of Tennessee, a current Certificate of Existence from the Tennessee Secretary of State's office. The certificate must be purchased from the Secretary of State's office and must be dated no more than 30 days prior to the application due date.

OR

- If the nonprofit is organized and existing in a state outside of Tennessee, (1) a current Certificate of Existence from the office of the Secretary of State in which the organization is organized and existing and dated no more than 30 days prior to the application due date AND (2) a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State and dated no more than 30 days prior to the application date.

Project Performance Outcomes

- All applicants will be required to complete the Project Performance Outcomes form
- This gives THDA an benchmark to ensure your project in meeting goals
- If awarded, agencies will be required to submit Quarterly Performance Reports (QPRs) to ensure they are on track to meet set performance outcomes.
- These are established by each project, as we understand, each project is unique

ESG Project Performance Outcomes

Non-profit/Local Government: _____

Name and Title: _____

Please enter the target performance outcomes for each project that you are applying for under the 2026 ESG Application.

Street Outreach

Number of contacts: _____

Number of Engagements: _____

Number of Housing Placements- Temporary: _____

Number of Housing Placements- Permanent: _____

Number of CE Assessments Completed: _____

Emergency Shelter

Number of persons served: _____

Number of exits to permanent housing: _____

Number to obtain or increase income: _____

Rapid Re-housing

Number of persons served: _____

Number of exits to permanent housing: _____

Number to obtain or increase income: _____

Number of days between project start date to move in date: _____

Homelessness Prevention

Number of persons served: _____

Number of exits to permanent housing: _____

Number to obtain or increase income: _____

4. Send Certification Request in GMS

- When you reach the Validation & Submit section of the application, you will see a checklist. All incomplete sections will have a red “X”, and complete sections will display a green check mark
- When all sections are validated with a green check mark click the Request Certification button at the bottom.
- Fill out the Authorized Agent’s Name and email and click Send Request.
- The Signatory will receive an email and has 10 calendar days (or by the application deadline) to review documents, the application summary, and sign.

5. Certify Application in GMS

- The signatory will receive an email notifying them they are the authorized agent and to receive and certify the application.
- The signatory will follow the unique link to the application certification page where a PDF copy of the application is available along with uploaded application documents.
- The signatory will complete all fields and click the Certify button. The next page will say, ESG Application Certification Successful.

6. Submit Application in GMS

- When the application and signatory contacts receive an email that the application has been approved for submission.
- The applicant then logs back into their ESG application and clicks the submit button.
- An email titled “ESG Application Successfully Submitted!” will then be automatically sent to the listed contacts.

“ESG Application Successfully Submitted!”

7. THDA Reviews and Scores Applications

- After the Application end date of 6/30/26, THDA staff will take the next few weeks to review and score applications.
- If documents are incomplete, missing or incorrect, THDA staff will notify via email of the documents that need correction. See “Limited Cure Period” slide.
- Notice of the ESG award is estimated to be announced on 8/21/26.

GMS Glitch

- The following documents will have required upload sections in GMS.
- You will be required to upload a document to this section before you can submit the application. Please upload a blank PDF or a PDF that just has the name of your organization.
- We will not be reviewing these documents:
 - Board Resolution Authorizing the submission of Application
 - Explanation of any other programs operated by the organization
 - Board Meeting Minutes with discussion of App

The screenshot displays the 'Required Documents' section of the GMS application. It features a list of document categories, each with a 'Select files...' button and a 'Drop files here to upload' instruction. The categories are: Certificate of Existence, Board Resolution Authorizing the Submission of this Application, Explanation of Any Other Programs Operated by the Organization, Certification of Local Governments, ESG Written Standards, Certificate of Shelter Standards, Board Meeting Mins with discussion of app, Docs of Operating Funds from other sources annually, Cert of Matching Funds, and Project Performance Outcomes. A file upload preview is visible for the 'Cert of Matching Funds' category, showing a file named 'Cert of Matching Funds.pdf' with a size of 174 KB and an upload date of 3/20/2025 10:25 AM.

Application Q&A Workshop

- Our team will host an Application Q&A on 6/4/26 at 11:00 AM central time.
- Applicants will be able to join through the meeting link posted on our website.
- Applicants can ask questions regarding technical assistance and documents.
- We will not be able to answer questions about the application itself.
- We highly recommend you start your application before this workshop so we can answer any questions you have.

Questions?

PIMS Help Desk

PIMS@thda.org

ESG Team Technical Assistance

ESG@thda.org

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Cheri Ballinger – ESG Housing Program Coordinator

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Brianna Atol – ESG Senior Housing Program Coordinator

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