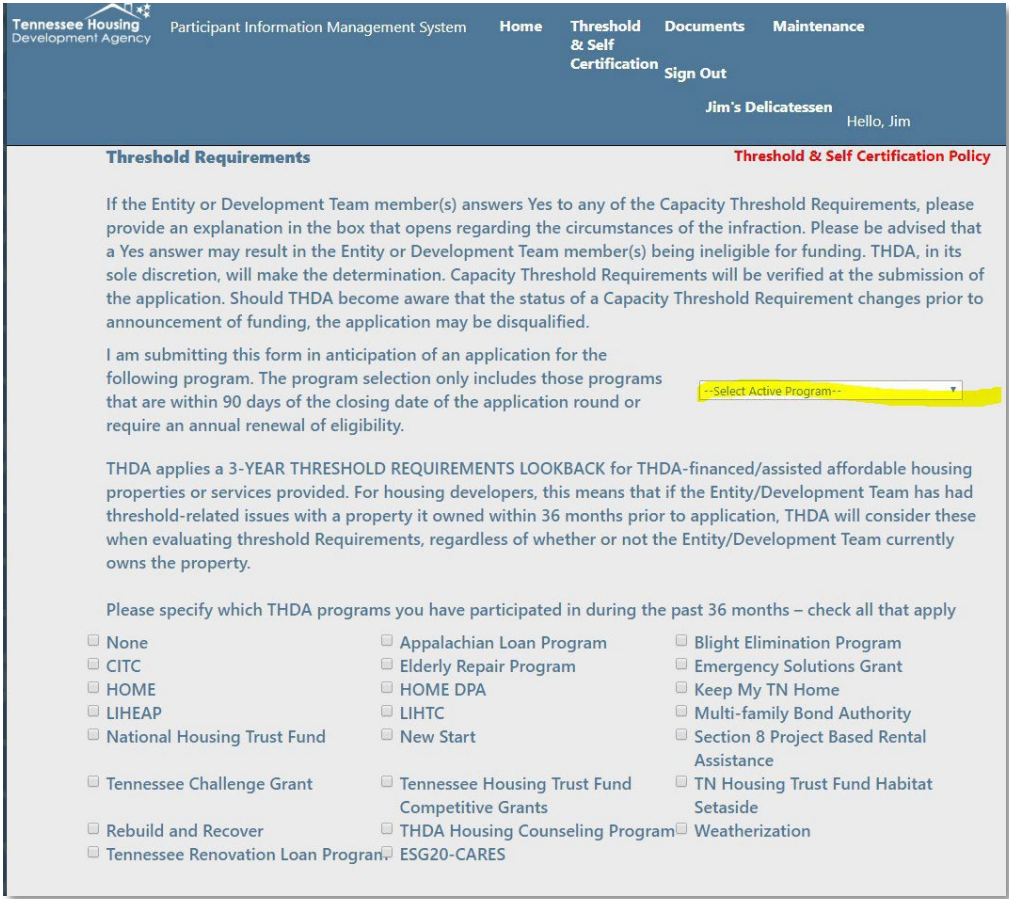


THDA GRANTS MANAGEMENT SYSTEM (GMS) | 2026 ESG APPLICATION GUIDE

The Grants Management System (GMS) is THDA’s web-based system for entering and submitting grant applications. GMS will streamline the application process for applicants, help reduce errors, significantly decrease paper waste, and eliminate the need to mail or hand-deliver applications.

*Participation Information Management System (PIMS) set-up required																									
<p>To access the application in GMS, you must first complete the Threshold Requirements & Self Certification and upload required documentation into PIMS.</p> <p>Log into your PIMS account (please reach out to ESG@thda.org if you do not have a PIMS account)</p> <p>Click the heading Threshold & Self Certification, then in the drop down select 2026 ESG.</p> <p>Specify participation in previous THDA programs, answer Threshold & Self-Certification questions.</p> <p><i>If any documents need to be changed from previous application cycles, re-upload them at this time.</i></p> <p>After submitting questions, you must wait for approval. Reach out to ESG@thda.org with any questions. Approval will allow access to the iteration in the Grants Management System (GMS).</p>	 <p style="text-align: center;">Threshold Requirements Threshold & Self Certification Policy</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Please specify which THDA programs you have participated in during the past 36 months – check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> Appalachian Loan Program</td> <td><input type="checkbox"/> Blight Elimination Program</td> </tr> <tr> <td><input type="checkbox"/> CITC</td> <td><input type="checkbox"/> Elderly Repair Program</td> <td><input type="checkbox"/> Emergency Solutions Grant</td> </tr> <tr> <td><input type="checkbox"/> HOME</td> <td><input type="checkbox"/> HOME DPA</td> <td><input type="checkbox"/> Keep My TN Home</td> </tr> <tr> <td><input type="checkbox"/> LIHEAP</td> <td><input type="checkbox"/> LIHTC</td> <td><input type="checkbox"/> Multi-family Bond Authority</td> </tr> <tr> <td><input type="checkbox"/> National Housing Trust Fund</td> <td><input type="checkbox"/> New Start</td> <td><input type="checkbox"/> Section 8 Project Based Rental Assistance</td> </tr> <tr> <td><input type="checkbox"/> Tennessee Challenge Grant</td> <td><input type="checkbox"/> Tennessee Housing Trust Fund Competitive Grants</td> <td><input type="checkbox"/> TN Housing Trust Fund Habitat Setaside</td> </tr> <tr> <td><input type="checkbox"/> Rebuild and Recover</td> <td><input type="checkbox"/> THDA Housing Counseling Program</td> <td><input type="checkbox"/> Weatherization</td> </tr> <tr> <td><input type="checkbox"/> Tennessee Renovation Loan Program</td> <td><input type="checkbox"/> ESG20-CARES</td> <td></td> </tr> </table>	<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	<input type="checkbox"/> Tennessee Renovation Loan Program	<input type="checkbox"/> ESG20-CARES	
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<p>See PIMS Manual for further reference – Link</p>																									

Log into GMS

Navigate to <https://gms.thda.org> (Google Chrome is recommended for 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.

Reach out to ESG@thda.org with any log-in questions.

Note: 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

Tennessee Housing Development Agency

Grants Management System

Please Sign-In

Please login with your new password.

Email Address

[Forgot your password?](#)

USER SETUP

Depending on the type of applicant, grant applications can have several people involved in the process. For any given grant, there could be:

- One or more employees at the county/city level/non-profit who actually enters the information
- A project administrator working in conjunction with the applicant
- The Mayor or Executive Director who will ultimately sign the application

GMS allows you to assign each of these types of users with different permission levels.

Select Manage User to add or make changes to users permitted to work on the application.

Note: You will be automatically logged out after **30 minutes** of inactivity.

To add a new user: Select the role type: Program Manager or Program User (read-only access).

Enter the user's email address.

➔ Click Send and the new user will receive an email with log-in information inviting them to participate in GMS.

To reset passwords or make changes to current users:

- Select the Edit button next to the user's name

Program Name	Name (FN, LN)	Email	Entity	Role	Status	Actions
Home 2019	Test ProgramAdministrator	TestProgramAdministrator@thda.org	Test Business 1	Program Administrator	Active	Edit Reset PW
Home 2019	Test ProgramManager	TestProgramManager@thda.org	Test Business 1	Program Manager	Active	Edit Reset PW
Home 2019	Test ProgramUser	TestProgramUser@thda.org	Test Business 1	Program User	Active	Edit Reset PW

➔ You cannot delete a user; you can only make them inactive.

➔ You cannot change someone's name or email address here. (Contact your THDA contact for help if you make an error.)

Getting Started

Click on the house icon in the upper left to return to the home screen. You can always access this button at any point in the application process.

Under the Available Programs header, click the link for the appropriate THDA program and application year to begin the application process.

The screenshot displays the Grants Management System interface. On the left is a sidebar with a home icon circled in red. The main content area is titled 'Grants Management System' and features a 'Programs' section. Under 'Available Programs', two links are listed: '2020 ESG' and '2021 ESG', both circled in red. A red arrow points to the '2020 ESG' link. Below the links is a table with the following data:

Available Program	Entity Name	Role	Status	Manage Users
2020 ESG	Sgriemnonprofit	Program Manager		Manage User
2021 ESG	SLG Non Profit	Program Manager	Editing	Manage User

At the bottom of the table, there is a pagination control showing '10 items per page' and '1 - 2 of 2 items'.

SECTION 1 - Application

Enter the Applicant Organization's information.

Use the "Lookup" links to find your legislative districts. *You only need to input the districts' numbers.*

Application All items in bold are required

Organization Type: **Non Profit**

Organization Legal Name: **Agency to End Homelessness**

Main Office Street Address: **123 Main Street** Street Address 2:

City: **Nashville** Zip: **37243** County: **Davidson**

Mailing address same as office location

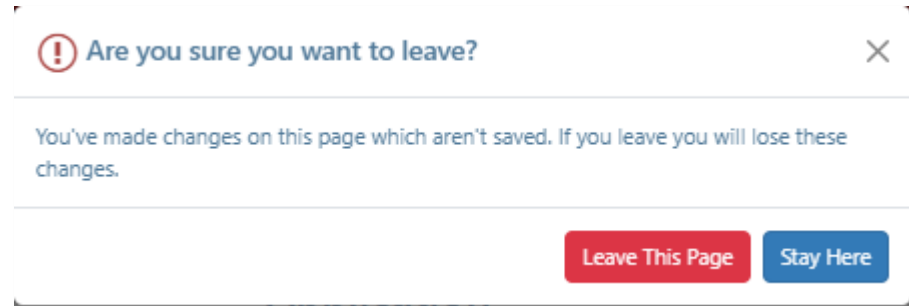
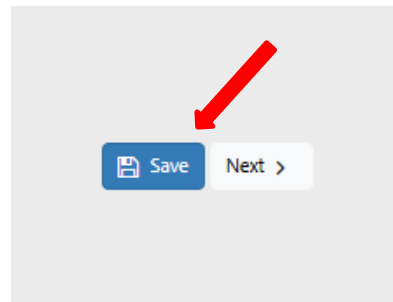
Federal Tax ID: **45-2369852** Unique Identifier: **B88Z/Q3NGLD4**

Federal Legislative District - House: **7** State Legislative District - House: **21** State Legislative District - Senate: **51**

Grantee Fiscal Year: **January 2025** to **December 2025**

Click Save, then Click Next to move onto the Contacts Section

Note: If you do not click the Save Button before moving to another section of the application, a warning will pop up. Changes will not be saved.



SECTION 2 – Contacts

Click Add New Contact and a new Add/Edit Contact box will appear.

Complete all required fields, and then click the Update button to return to the Contacts section.

Complete this process for each application contact.

Street Address 2 and Cell Phone are not required.

Contacts All items in bold are required

1. Add all contacts to populate the selection in section 2 on this page. Only enter a contact once, no matter how many roles they may hold.

First Name	Company Name	Email	Phone Number	
John Smith	Agency to End Homelessness	jsmith@ateh.org	(615) 815-2038	Edit Delete
Sally Smith	Agency to End Homelessness	ssmith@ateh.org	(615) 815-2038	Edit Delete
John Doe	Agency to End Homelessness	jdoe@ateh.org	(615) 815-2038	Edit Delete

2. Make a selection for all contacts

Application Contact: John Smith

Signatory Contact: John Doe

HMIS & Reporting Contact: Sally Smith

Save Next >

After all your application contacts are added, select the appropriate person for **each** contact:

- Application
- Signatory
- HMIS & Reporting Contact

Click Save.

The Signatory Contact must be the Executive Director, Board Chair or Mayor (Set-Aside Cities) and will be responsible for certifying your application for submission.

Application Contact: John Smith

Signatory Contact: John Doe

HMIS & Reporting Contact: Sally Smith

Made a mistake?

Don't worry! Once you enter a contact, new buttons will appear, which allow you to modify or delete the information you entered.

Email	Phone Number	
jsmith@ateh.org	(615) 815-2038	Edit Delete
ssmith@ateh.org	(615) 815-2038	Edit Delete
jdoe@ateh.org	(615) 815-2038	Edit Delete

SECTION 3 – General Information

Answer all questions.

For the Service Area question, select all applicable counties from the drop-down list.

The CoCs will auto-populate depending on which counties you select.

If you select counties in multiple CoC's, you will be expected to participate in each CoC, including the areas designated HMIS.

Selected counties will be highlighted blue.

Note: If you select "Yes" for Prior State ESG Funding, new fields will appear. Select the Most Recent Year from the drop-down list and enter the amount awarded.

Is the Organization a Victim Service Provider? Yes No

What is your Service Area?
Cheatham X Montgomery X X
Dickson X

Which CoC will be served by Applicant using these ESG Funds?
Clay
Cocke
Coffee
Crockett
Cumberland
Davidson
Decatur
DeKalb
Dickson

Faith-Based Organization? Yes No

Prior State ESG Funding?
Identify Most Recent Year

Are you applying to an ESG Set-Aside City in addition to this competitive application? Yes No

Have changes been made to your ESG Written Standards since your last application submission to THDA? Yes No

SECTION 4 – Activity Costs

Enter the amount of funding requested for each ESG component. The minimum award is \$35,000 and the maximum award is \$125,000.

If you apply through THDA and through a Set-Aside City, your maximum combined allocation cannot exceed \$125,000.

All components requested, except for Data Collection (HMIS), will have corresponding application questions later in the application. If applying for Data Collection funds you will be required to upload a HMIS budget form.

ESG requires dollar for dollar match. This means that the project must match each dollar requested. Match can come from other federal funding, state funding, private donations, in-kind volunteer hours, etc.

For more information regarding eligible match, please reference [this document](#).

Activity Costs

The minimum award is \$35,000.00 and the maximum is \$125,000.00.

Street Outreach	\$	<input type="text" value="20,000.00"/>
Shelter Activities (Essential Services + Operations)	\$	<input type="text" value="20,000.00"/>
Homelessness Prevention	\$	<input type="text" value="20,000.00"/>
Rapid Re-Housing	\$	<input type="text" value="20,000.00"/>
Data Collection (HMIS)	\$	<input type="text" value="20,000.00"/>
Activities Total:		<input type="text" value="\$100,000.00"/>

Match Sources

Type	Dollar Value	Source of Match	Method of Calculation
Other Non-ESG HUD Funds	\$100,000.00	Donations	in-kind
Other Federal Funds	\$0.00		
State Government	\$0.00		
Local Government	\$0.00		
Private Funds	\$0.00		
Fees	\$0.00		
Program Income	\$0.00		
Other	\$0.00		
Match Total: \$100,000.00			

Save
Next >

SECTION 5 – Non- Profit Checklist

In this section you will use the provided checklist to ensure that all required documents were uploaded to PIMS.

Please ensure the Executive Director completes an individual Board Member Disclosure Form as well as a Corporate Disclosure Form.

Missing or incomplete documents may result in a deduction on your final application score.

Non-Profit Checklist

Please confirm the following documents have been uploaded and submitted through THDA's Participant Information Management System (PIMS):

- A. Documentation of an IRS designation under Section 501(c)(3) or 501(c)(4) of the federal tax code. A 501(c)(3) non-profit organization may not submit an application until they have received their designation from the IRS. 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.
- B. Copy of Organizational Charter
- C. Copy of Organizational By-laws
- D. List of Board members, including: 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).
- E. Current business plan or strategic management plan, to include upcoming year, which demonstrates the agency's short term and long term goals, objectives, and plans to achieve them.
- F. The most recent financial audit or audited financial statements of the organization. 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. If grantee expenditures under Federal awards are less than \$750,000 during the non-Federal entity's fiscal year, audited financial statement can be submitted to in lieu of financial audit.
- G. Applicant/Board Member and Corporate Disclosure Forms completed, signed by the organization's Executive Director and each Board Member and notarized. Please ensure all forms are dated within 4 years of application date.
- H. Applicant/Board Member and Corporate Disclosure Form completed, signed by the Chairman of the Board or Executive Director on behalf of the organization and notarized. Please ensure all forms are dated within 4 years of application date.

SECTION 6 - Program Design through ESG Components

The next several sections will contain questions specific to your program design, agency capacity, fiscal capacity, indirect costs and each ESG Component in which you are applying for.

Ensure, in addition to answering questions throughout each section you also add and give explanation to any services that are provided by your organization.

It is also important to answer all data questions. If your agency provided services in prior years, please ensure you are reporting data around those services, regardless of if the services were provided using ESG or other funding sources.

Program Design

Agency Capacity

Fiscal Capacity

Indirect Costs

Street Outreach

Shelter

Rapid Re-Housing

Homelessness Prevention

Data

What was the number of homeless households sheltered in the most recent ESG program year?

How many individuals were included in those households sheltered?

How many of those households moved into permanent housing?

What was the shelter's average length of stay during the most recent calendar year?

Services

Applications may receive a maximum of 7 points based on the number of emergency shelter services provided in the shelter using ESG. Provision of services from outside service providers should be evidenced by a formal agreement, such as a contract or memorandum of understanding, on the application.

Note that a referral to another provider is insufficient for the Application to be awarded points under this criterion.

- Child Care
- Education Services
- Employment Assistance and Job Training
- Outpatient Health Services (may only provide if inaccessible or unavailable from other sources in the area)
- Legal Services
- Life Skills Training
- Outpatient Mental Health Services (may only provide if inaccessible or unavailable from other sources in the area)
- Outpatient Substance Abuse Treatment Services

SECTION 7- Documents

Documents that are included in the Non-Profit Document Checklist that were not previously uploaded into PIMS will be uploaded in this section of the application.

While there are document titles to guide you through the required uploads, it is very important to also reference the Non-Profit Document Checklist to ensure all required documents are uploaded and there are no errors.

Documents

Document Upload Defaults:

- Max file size: 25 MB
- Allowed file types: PDF
- Multiple files: Allowed

Documents and forms provided by THDA can be acquired from here: [THDA Documents](#)

Required Documents

Certificate of Existence

Select files... Drop files here to upload

Board Resolution Authorizing the Submission of this Application

Select files... Drop files here to upload

Explanation of Any Other Programs Operated by the Organization

Select files... Drop files here to upload

Certification of Local Governments/ Shelter Standards

Select files... Drop files here to upload

ESG Written Standards

Select files... Drop files here to upload

Optional Documents

Additional Documentation

Select files... Drop files here to upload

Formal Agreements- Please upload formal agreements, such as a contract or memorandum of understanding, with the service provider to document provision of services from outside service providers.

Select files... Drop files here to upload

Next >

Non-profit Checklist

Documentation to be uploaded and submitted in THDA's Grants Management System (GMS):

- A. 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.

- B. Attach the resolution by the Board of Directors authorizing the submission of this application.
- C. Attach the minutes of the most recent Board meeting at which this application were discussed.
- D. Documentation of operating funds from other sources, including how much annually and from what sources.
- E. Explanation of any other programs operated by the organization, including the program(s) and its funding source(s). Do not include a description of the future activities proposed in this application for which funds are sought.
- F. Certification of Shelter Standards (only if applying for shelter funding)
- G. Certification of Local Government (only if applying for shelter funding)
- H. Written Standards for ESG program which aligns with 24 CFR 576.400(e)(3)
- I. Certification of Consistency with Con Plan (WITHIN LOCAL HUD CONSOLIDATED PLAN)
- J. Certification of Matching Funds

SECTION 5 – Validate & Submit

All incomplete sections will have a red “X” and complete sections will display a green “✓.”

Note: You will see a reminder if you have not started a section.

When all sections are validated with a green “✓,” 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.

All items in bold are required

Validate & Submit

Print Export to Excel

Application ✗

- ✗ Organization Type is required. Please select a value.
- ✗ Main Office Street Address is required.
- ✗ City is required. Please select a value.
- ✗ Main Office Street Address is required.
- ✗ County is required. Please select a value.
- ✗ DUNS Number is required.

Contacts ✓

General Information ✗

- ✗ General Information page has not been started.

Activity Costs ✓

Applicant Experience ✗

- ✗ Describe in detail the applicant's mission, types of programs and services currently offered and homelessness programs fit within that mission. is required.
- ✗ Describe the experience of the applicant in providing assistance to help individuals and families experiencing homelessness. is required.
- ✗ Describe the experience of the applicant's senior staff in providing assistance to help individuals and families experiencing homelessness. is required.
- ✗ Describe the applicant's intake process. is required.

If the signatory and/or applicant decide on changes, the application will need to be resubmitted.

After the certification request is sent, this screen shows where the application contact can cancel the application request and edit if changes need to be made before the signatory certifies the application.

Print Export to Excel

- ▶ Application ✓
- ▶ Contacts ✓
- ▶ General Information ✓
- ▶ Activity Costs ✓
- ▶ Non-Profit Checklist ✓
- ▶ Applicant Experience ✓
- ▶ Agency and Fiscal Capacity ✓
- ▶ Indirect Costs ✓
- ▶ Homeless Management Information System (HMIS) ✓
- ▶ Coordination with CoC ✓
- ▶ Shelter ✓
- ▶ Rapid Re-Housing ✓
- ▶ Documents ✓

A certification request has been sent to Jim Conner (jconner@thda.org). If this contact is incorrect please request certification to a new contact. Only the most recent certification link will be active.

Change Authorized Agent
 Cancel Request and Edit

The signatory will receive an email similar to the email on the right.

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.

Application and Signatory contacts will 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.

The screenshot shows an email from QAGMS@thda.org. The subject is 'ESG Application Submission Approval Request'. The email body contains a greeting, a notice about the application deadline (3/12/2020), and a link to the certification page. A list of application documents is provided, including 'Certificate of Existence', 'CoC_Map_2020.pdf', and 'Board Resolution Authorizing the Submission of this Application'. At the bottom, there is a 'Certify' button and a confirmation message: 'ESG Application Certification Successful. Thank you! A confirmation email has been sent to the applicant and authorized agent.'

The screenshot shows the 'Validate & Submit' page. It features a list of application components, each with a checkmark and a dropdown arrow. The components are: Application, Contacts, General Information, Activity Costs, Non-Profit Checklist, Applicant Experience, Agency and Fiscal Capacity, Indirect Costs, Homeless Management Information System (HMIS), Coordination with CoC, Shelter, Rapid Re-Housing, and Documents. A red banner at the top right states 'All items in bold are required'. At the bottom, there is a 'Submit' button and a confirmation message: 'Application certified by Jim Conner on 1/30/2020.'