

THDA 2026 HOME-ARP Supportive Services (SS) Application Workshop

AUGUST 2026

Agenda

1. Components of the HOME-ARP Supportive Services application
2. PIMS and EDT
3. HOME-ARP Supportive Services Activities
4. Qualifying Populations served with HOME-ARP Supportive Services
5. Steps to completing the application
6. Document submission
7. Scoring breakdown
8. Tips and dates to remember
9. Questions

THDA's 2026 HOME-ARP Supportive Services Application

- Application will be open between September 8 at 9 AM CST – October 23 at 4 PM CST
- \$12 million in Supportive Services funding is available for award
- Agencies can request awards between \$250,000 - \$1,000,000
- Grant term is January 1, 2027 – June 30, 2030 (42 months)
- There will be no extension of the funding past June 30, 2030

THDA's 2026 HOME-ARP Supportive Services Application

- The application consists of:
 1. Threshold Questionnaire and Document upload in PIMS
 2. Application PDF completed with narrative answers and all attachments completed is uploaded into EDT
 3. All required documentation outlined in Parts X and XI of the application is submitted in EDT

PIMS and EDT Access

Participant Information Management System (PIMS)

- Threshold Questionnaire and document upload
- The **PIMS User Manual** will be on our website and is very helpful. It gives instructions on setting up an account.
- To access PIMS - <https://resources.thda.org/PIMS/>
- **NOTE: Make sure you apply for the HOME-ARP Supportive Services Program and not HOME-ARP Rental Housing Development.**

Electronic Data Transfer (EDT)

- Application itself – fillable PDF and Documents
- Please email ESG@thda.org if you do not have access.
- To access EDT - <https://edt.thda.org/Web/Account/Login.htm>

HOME-ARP Activities

McKinney Vento (MV) Supportive Services

- Serves all sub-populations of QP 1 and QP 3
- For participants who are homeless.
- Eligible costs are focused towards wrap-around services, financial assistance and rental assistance
- Direct client services only. Overhead costs may only be charged to Admin.

Homelessness Prevention (HP) Services

- Serves all sub-populations of QPs 2, 3 and 4
- For participants who are at risk of losing their housing and HP intervention will prevent them from experiencing homelessness
- Eligible costs are the same as McKinney Vento
- Direct client services only. Overhead costs may only be charged to Admin.

Housing Counseling Services

- Serves all QPs
- Your agency must already be a HUD-certified Housing Counseling Agency
- Housing Counseling services will be provided to participants who are both homeless and/or currently housed.
- Eligible costs will provide housing counseling services to address housing needs

Administrative Costs

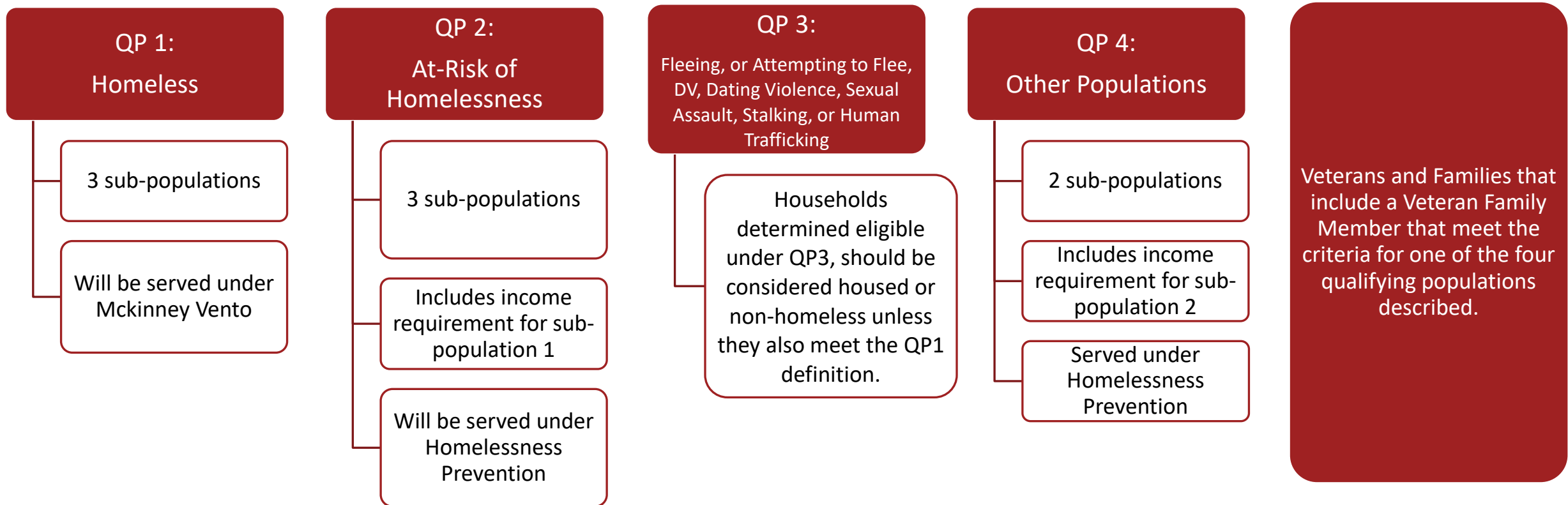
- Of the requested funding of the other activities, agencies may apply for an additional Admin budget (up to 15%) for reasonable HOME-ARP Admin
- Overhead costs are only eligible under Admin

Limiting Populations

- Applicants must serve all QPs which their requested activity serves.
- Applicants may not further limit services to exclude participants that would otherwise be eligible based on QP definitions.
- Requiring additional criteria to receive services such as, but not limited to, requiring a history of substance abuse disorder, experiencing chronic homelessness, disability, gender or age is not allowed.
- If a participant is eligible under a QP which your activity serves, then you must serve them in chronological order.
- The only limitation that is allowed is for Victim Services Providers to only serve QP 3: Fleeing, or Attempting to Flee, DV, Dating Violence, Sexual Assault, Stalking, or Human Trafficking

Eligible Participants of HOME-ARP SS - Qualifying Populations (QP)

- Four QPs** will be served with HOME-ARP SS funding.



****QP definitions differ from other definitions of homelessness and at-risk of homelessness under other HUD funding. Make sure to be clear of the differences before applying.**



QP1: Homeless

Citation

Definition

[24 CFR 91.5 \(1\)](#)

referred to as
**“Literally
Homeless”**

An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) A primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; **or**
- (ii) Living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); **or**
- (iii) Exiting an institution where the person resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

[24 CFR 91.5 \(2\)](#)

referred to as being
at **“Imminent Risk
of Homelessness”**

Individual or family who will imminently lose their primary nighttime residence, provided that all three of the following criteria are met:

- (i) The residence will be lost within 14 days of the date of application for HOME-ARP assistance, **and**
- (ii) No subsequent residence has been identified; **and**
- (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

[24 CFR 91.5 \(3\)](#)

referred to as
**“Homeless under
other Federal
Statutes”**

Unaccompanied youth under 25 years of age or families with children and youth who do not otherwise qualify as homeless under this definition, but who meet all four of the following criteria:

- (i) Are defined as homeless under other federal statutes, **and**
- (ii) Have not had a lease, ownership interest, or occupancy agreement during the prior 60 days, **and**
- (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; **and**
- (iv) Can be expected to continue in this status due to health, disability, trauma history, or two or more barriers to employment

Qualifying Population 1: Homeless



QP2: At-Risk of Homelessness

Citation	Definition
24 CFR 91.5 (1) referred to as “Individuals and Families”	An individual or family who: (i) Has income below 30% of AMI, and (ii) Lacks sufficient resources to prevent immediate homelessness (as described in QP1 above), and (iii) Meets one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the PJ’s approved consolidated plan.
24 CFR 91.5 (2) referred to as “Unaccompanied Children and Youth”	A child or youth who does not qualify as “homeless” under this section but qualifies as homeless under another Federal statute.
24 CFR 91.5 (3) referred to as “Families with Children and Youth”	An unaccompanied youth who does not qualify as homeless under the homeless definition but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) of that child or youth if living with them.

Qualifying Population 2: At-Risk of Homelessness



QP3: Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking

Overall Definition	
QP3 includes cases where an individual or family reasonably believes that there is a threat of imminent harm due to dangerous or life-threatening conditions related to violence against them, including a child in the family, AND that violence has taken place within their primary nighttime residence OR has made them afraid to return or remain at that nighttime residence.	
Citations	Definition of Each Subpopulation of QP3
24 CFR 5.2003 Domestic Violence	Domestic violence includes felony or misdemeanor crimes of violence committed by one of the following: 1) A current or former spouse or intimate partner; 2) A person with whom the victim shares a child; 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; 4) A person who is considered a spouse according to the laws of the participating jurisdiction where HOME-ARP services are being provided; 5) Any other person committing violence against a person who is protected under the domestic or family violence laws in that PJ.
24 CFR 5.2003 Dating Violence	Dating violence means violence committed by a person: 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim, AND 2) The existence of such a relationship is determined based on a consideration of the following factors: a. The length of the relationship; b. The type of relationship; and c. The frequency of interaction between the persons involved.
24 CFR 5.2003 Sexual Assault	Sexual assault means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.
24 CFR 5.2003 Stalking	Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for their safety or the safety of others; or (2) suffer emotional distress.
22 U.S.C. 7102 Human Trafficking	• <i>Sex trafficking</i> means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or to a minor under 18 years of age • <i>Labor trafficking</i> means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Qualifying
Population 3:
Fleeing or
Attempting to
Flee Domestic
Violence, Dating
Violence, Sexual
Assault, Stalking,
or Human
Trafficking



QP4: Other Populations

Overall Definition	
HUD defines QP4 as individuals and households who do not qualify for HOME-ARP assistance under any other QP definition but who meet one of the following criteria:	
Citation	Definition of Each Subpopulation of QP4
CPD-21-10 IV A. 4.(1) referred to as "Other families requiring services or housing assistance to prevent homelessness"	Other Families Required Services or Housing Assistance to Prevent Homelessness who previously met criteria "homeless" as defined in 24 CFR 91.5 <u>and</u> received time-limited assistance to become housed <u>and</u> are now in need of additional housing assistance or supportive services to avoid becoming "homeless" (as defined in 24 CFR 91.5) again.
CPD-21-10 IV A. 4.(2) referred to as "Other populations with the greatest risk of housing instability"	i. Households annual income is below 30% AMI <u>and</u> they are experiencing severe cost burden (i.e., paying more than 50% of monthly household income toward housing costs), <u>OR</u> ii. Households has an annual income that is less than or equal to 50% of the area median income <u>and</u> they meet one of the following conditions: (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance; (B) Is living in the home of another because of economic hardship; (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals; (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room; (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Qualifying Population 4: Other Populations

Application Components



Complete and upload in PIMS:

1. A threshold questionnaire.
2. Documents outlined in Part X of the application will be uploaded**.



Complete and upload in EDT:

1. The PDF fillable application with all pages completed**.
2. Documentation in Part X of the application will be uploaded**.
3. Documentation in Part XI of the application will be uploaded**.

** If you plan to sub-award to sub-recipients, application answers must clearly encompass your potential sub-recipients' programs and all required documents must be uploaded for each sub-recipient

Applicants must pass the following Threshold Questions in PIMS:

1. Demonstrate at least two (2) years of experience providing affordable housing or affordable housing related services satisfactory to THDA in its sole discretion
2. Have a minimum of two (2) years of experience assisting vulnerable individuals or families
3. Have approved established HOME-ARP-SS Program Written Standards in accordance with the local Continuum of Care (“CoC”) Coordinated Entry process
4. Be an active member of any local CoC in which the service will be provided and compliant with HMIS reporting requirements of the local CoC
5. Have no part of its net earnings inuring to the benefit of any member, founder, contributor or individual
6. Have standards of financial accountability that conform to 24 CFR 84.21, Standards of Financial Management Systems.
7. Must not be receiving HOME-ARP Supportive Services from any other local PJ.
8. Nonprofit applicants must meet the requirements listed above as well as the following criteria:
 1. Meet one of the two structures below:
 - Must be organized and existing in the State of Tennessee (as evidenced by a Certificate of Existence from the Tennessee Secretary of State, dated no more than thirty (30) days prior to the application date); or
 - Be organized and existing under the laws of another state and be qualified to do business in Tennessee (as evidenced by a Certificate of Existence from the other state’s Secretary of State dated no more than thirty (30) days prior to the application date and by a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State dated no more than thirty (30) days prior to the application date).
 2. Have an IRS designation under Section 501(c)(3) or Section 501(c)(4) of the federal tax code.
 3. Be established for charitable purposes and have, among its activities, activities that include, but are not limited to, the promotion of social welfare and the prevention or elimination of homelessness, as evidenced in its charter, articles of incorporation, resolutions or by-laws, and experience in the provision of shelter and services to those experiencing homelessness.

Be sure to complete the correct checklist for the type of applicant.

LOCAL GOVERNMENT CHECKLIST (to be completed by local government applicants only)	
1.	Legal Name of Applicant:
2.	IRS Tax Exempt Number:
3.	Documentation to be uploaded and submitted through THDA's Participant Information Management System (PIMS): ☐ 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 Mayor or City Manager must be provided indicating reasons for the delay in obtaining an updated audit. ☐ If you plan to subgrant this award, all documents from Part X: NON-PROFIT CHECKLIST below must be submitted for each sub-recipient.

NON-PROFIT CHECKLIST (to be completed by non-profit applicants only)	
1.	Legal Name of Applicant:
2.	IRS Tax Exempt Number:
3.	Documentation to be uploaded and submitted through THDA's Participant Information Management System (PIMS). Although PIMS shows additional document fields, you will only need to upload the following: ☐ 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. ☐ 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). ☐ 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. ☐ Corporate Disclosure Form completed, <i>signed by the Chairman of the Board or Executive Director on <u>behalf of the organization</u> and notarized.</i>

Documents to Upload in PIMS

- Documentation requirements are found in Part X of the ESG application pictured on the left.
- Checklist is separated between Local Government applicants and Non-Profit applicants.
- Make sure to complete the correct checklist depending on the type of applicant you are.
- If you plan to sub-award, all documentation for each sub-awardee must be gathered and submitted

Be sure to complete the correct checklist for the type of applicant.

LOCAL GOVERNMENT CHECKLIST (to be completed by local government applicants only)	
1.	Legal Name of Applicant:
2.	IRS Tax Exempt Number:
3.	Documentation to be uploaded and submitted through THDA's Participant Information Management System (PIMS): ☐ 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 Mayor or City Manager must be provided indicating reasons for the delay in obtaining an updated audit. ☐ If you plan to subgrant this award, all documents from Part X: NON-PROFIT CHECKLIST below must be submitted for each sub-recipient.

NON-PROFIT CHECKLIST (to be completed by non-profit applicants only)	
1.	Legal Name of Applicant:
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3.	Documentation to be uploaded and submitted through THDA's Participant Information Management System (PIMS). Although PIMS shows additional document fields, you will only need to upload the following: ☐ 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. ☐ 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). ☐ 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. ☐ Corporate Disclosure Form completed, <i>signed by the Chairman of the Board or Executive Director on <u>behalf of the organization</u> and notarized.</i>

Documents to Upload in PIMS

- Most recent Financial audit or audited financial statements (990). If more than 12 months old, a signed statement must be included by an authorized agent stating the reasons for delay
- 501(c)(3) or 501(c)(4) designation from the IRS is acceptable
- Board Member form is on the PIMS website. Use this form for all Board Members.
- Corporate Disclosure Form –
 - Check Corporate
 - Fill out agency name
 - May ONLY be signed by ED or Board Chair

Complete the 2026 HOME-ARP Application

- The application is a PDF linked on THDA's HOME-ARP website.
- Scroll down to the Supportive Services section
- Download the application
- Fill out all pages. Mark N/A where an answer does not apply to your agency.
- Complete all attachments
- Application must be signed by Executive Director, Board Chair or if you are applying as a Local Government, the Mayor.
- Application must be uploaded to EDT before the application closes at 4 p.m. October 23, 2026.
- Late applications will not be accepted
- The next 7 slides outline how the application to broken up into parts, scored and criteria that should be found in your narrative answers.

Parts of the Application

Part I: General Information

- Agency information
- Contact information
- Sub-recipients, if applicable
- Overall budget
- Mayor, Executive Director or Board Chair will sign in this section

Narrative Answers:

- Part II: Applicant Narrative
- Part III: Agency Capacity
- Part IV: Fiscal Capacity
- Part V: CoC Coordination
- Part VI: Proposed Activities
 - McKinney Vento
 - Homelessness Prevention
 - Housing Counseling Services

Attachments to complete within the application:

- Part VII: Project Delivery Budget
- Part VIII:
 - Certification of Local Government Approval for Non-profit Organizations Implementing Shelter Activities**AND**
 - Certification of Shelter Standards
- Part IX: Consistency with the Consolidated Plan

Additional documents to upload:

- Part X Checklists: Document uploads for Non-Profits and Local Governments
- Part XI: Other Required Attachments
- Part XII: Agency Operating Funds Form

Program Design – Up to 30 Points Possible

- The degree to which the proposed Program demonstrates:
 - An understanding of the HOME-ARP-SS Program objectives and requirements, including whether the proposed activities are eligible by category, are realistic, and are needed in the community.
 - A cost-effective project with documentable and realistic outcomes, and, if the proposed project is a continuation of an on-going Program, the applicant's demonstration that performance outcomes been met.
 - Support for the local CoC to end homelessness, including whether the proposed activities duplicate other resources within the region and the applicant's demonstration of participation in the coordinated entry process.
 - A strategic plan to leverage and support other funding sources to reduce and end homelessness;
 - The Program design meets the objectives of providing housing solutions without unnecessary barriers or Program requirements.
 - The use of rapid rehousing to move individuals and families from homelessness to permanent housing; and,
 - Success in finding permanent housing solutions for the population served.

Applicant Capacity – Up to 30 Points Possible

- Relative experience of the individual(s) on staff of the applicant who shall have primary responsibility for the oversight and management of the proposed project;
- Relative capacity of applicant's organizational infrastructure to establish and administer the HOME-ARP-SS, including demonstrated capacity to meet reporting requirements and to provide all required deliverables in an accurate and timely manner.
- Demonstrated experience of the applicant in establishing and operating HOME-ARP-SS Program eligible activities, or similar projects, for Qualified Population.
- Relative performance to administering similar existing or previously funded projects (i.e. past performance outcomes).
- Relative experience in collaborating with relevant public and/or private entities to obtain appropriate mainstream services on behalf of the population to be served.
- Active involvement of board of directors and volunteers to support the mission of the project.

Fiscal Capacity – Up to 30 Points Possible

- Completeness of budget, which includes both the narrative and the budget pages, demonstrating realistic staff compensation specific to the category of HOME-ARP-SS Program activity and showing eligible line items under the HOME-ARP-SS Program Regulations.
- Applicant audit and/or financial records support applicant's ability to cash-flow a reimbursement Program.
- Applicant's success at drawing down previous years of THDA program funding addressing homelessness, including the Emergency Solutions Grants and the Emergency Housing Voucher programs, as applicable.

Coordination with CoC – Up to 10 Points Possible

- THDA will award up to 10 points for an application that actively participates in and coordinates with the local CoC, including active participation in the coordinated entry process established by the CoC at time of application.

Outside of Local PJ – 5 Bonus Points

- HUD has awarded HOME-ARP funds directly to Local Participating Jurisdictions (Local PJs).
- The Local PJs are:
 - Clarksville
 - Chattanooga
 - Jackson
 - Knoxville
 - Memphis
 - Nashville/Davidson County
 - Knox County
 - Shelby County, and
 - Northeast Tennessee/Virginia Consortium (the cities of Bristol, Kingsport, Johnson City, Bluff City, Sullivan County, and Washington County, excluding the Town of Jonesborough)
- Applications from Grantees that are located outside the jurisdictional limits of a Local PJ will receive points under this criteria.

Previous THDA HOME-ARP SS Grantee – 5 Bonus Points

- Applicants that were awarded HOME-ARP SS funding through THDA in our prior program year will receive an automatic 5-point bonus. Applicant must be applying for same activities as awarded previously and must have shown satisfactory performance in THDA's sole discretion.

PART VII: HOME-ARP-SS FISCAL INFORMATION

Agency Name: _____

PROJECT DELIVERY BUDGET
January 1, 2027 – June 30, 2030

These project delivery costs must be attributable to the identifiable objective of the service delivered, otherwise they are administrative costs of the subrecipient.

ACTIVITY	HOME-ARP SS FUNDS
McKinney Vento Supportive Services	
Salaries	\$
Supportive Services	\$
Financial Assistance	\$
Rental Assistance	\$
Other:	\$
Other:	\$
Other:	\$
TOTAL:	\$
Homelessness Prevention Services	
Salaries	\$
Supportive Services	\$
Financial Assistance	\$
Rental Assistance	\$
Other:	\$
Other:	\$
Other:	\$
TOTAL:	\$
Housing Counseling	
Salaries	\$
Supplies/Materials	\$
Other:	\$
Other:	\$
Other:	\$
TOTAL:	\$

ADMINISTRATIVE BUDGET

** If you are budgeting for indirect costs, you MUST submit a current approved cost allocation plan.
Administration Budget should not exceed 15% of Program Budget*

ADMINISTRATION COSTS	FUNDS
Salaries	\$
Travel/Transportation	\$
Supplies/Materials	\$
Equipment	\$
Rent	\$
Maintenance	\$
Indirect Costs:	\$
Other:	\$
Other:	\$
TOTAL:	\$

Attachments to be completed as part of the application

- Part VII: Project Delivery Budget
- Estimate as best you can in the following categories
- Two pages – second page has Administrative budget
- Once you total the budget on the first page, you may request up to 15% of that total in Administrative costs on the next page

**PART VIII: CERTIFICATION OF LOCAL GOVERNMENT APPROVAL FOR NON-PROFIT ORGANIZATIONS
IMPLEMENTING SHELTER ACTIVITIES**

To be signed by local government official for Applicants applying for shelter only

I, _____, duly authorized to act on behalf of
_____, hereby approve the following shelter project(s)
proposed by _____ that is (are) located in _____.

- List address of each shelter location to be funded by the HOME-ARP SS grant in the community:

BY:

(Print Name and Title of Signatory)

(Signature)

(Date)

Attachments to be completed as part of the application

- Part VIII:
 - Certification of Local Government Approval for Non-profit Organizations Implementing Shelter Activities **AND**
 - Certification of Shelter Standards
- To be completed by projects operated out of emergency shelters
- Certification of Local Government must be signed by a local government official

PART VIII: CERTIFICATION OF SHELTER STANDARDS

For applicants applying for shelter only. To be signed by Executive Director or board chairperson, as applicable.

On behalf of the _____, I certify that the following emergency shelter locations

for which HOME-ARP Supportive Services Grants funds will be expended meet the federal requirements listed in CFR 24 Part 576.403, including lead-based paint remediation and disclosure and minimum habitability standards for emergency shelters:

- List Street Address of all Applicant Shelters for which HOME-ARP Supportive Services Funds will be expended.

BY:

(Print Name and Title of Signatory)

(Signature)

(Date)

Attachments to be completed as part of the application

- Part VIII:
 - Certification of Local Government Approval for Non-profit Organizations Implementing Shelter Activities **AND**
 - Certification of Shelter Standards
- To be completed by projects operated out of emergency shelters
- Make sure shelter meets all requirements in HUD's ESG Minimum Habitability Standards for Emergency Shelters Checklists found [HERE](#).
- Signed by Executive Director, Board Chair or Local Government Official

PART IX: CONSISTENCY WITH THE CONSOLIDATED PLAN

(Type or clearly print the following information)

Applicant Name: _____

Project Name: _____

Location(s) of the Activities to be undertaken: _____

Name of the Federal Program to which the applicant is applying:

HOME-ARP Supportive Services Grants Program of the Tennessee Housing Development Agency

I certify that the proposed activities/projects in the application to the Tennessee Housing Development Agency for HOME-ARP Supportive Services Grants funds are consistent with the jurisdiction's current, approved Consolidated Plan.

Name of Certifying Jurisdiction: _____

Name of Certifying Official of the Jurisdiction: _____

Title of Certifying Official: _____

Signature: _____

Date: _____

Attachments to be completed as part of the application

- Part IX: Consistency with the Consolidated 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 Hille
 - County of Knox
 - County of Shelby
- For all applications submitted outside of the local Consolidated Plan jurisdictions, THDA will provide a certification of consistency with the State's Consolidated Plan after the application due date, and you will not need to obtain one prior.

NON-PROFIT CHECKLIST CONTINUED (to be completed by non-profit applicants only)

4. Additional Applicant Documentation to be submitted with this form as attachments to part of Part X of the Application to be submitted in EDT:

☐ 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.

☐ Agency Operating Funds Form in PART XII of this application

Documents to Upload with Application for Non-Profits in EDT

- Certificate of Existence –
 - Grantees have had trouble with this in the past
 - If you run into trouble obtaining this, please contact ESG@thda.org immediately for additional guidance
- Agency Operating Funds Form –
 - This form is Part XII of the application.
 - Complete the form by including the sources and funding amount received or projected to receive within the next year

Part XI: OTHER REQUIRED ATTACHMENTS

Legal Name of Applicant: _____

For All Applications:

1. HOME-ARP SUPPORTIVE SERVICES Written Standards
 - ☐ Attach a copy of the organization's HOME-ARP-SS Written Standards which align with THDA's 2026 HOME-ARP Program Description
2. If you are requesting budget towards Indirect Costs
 - ☐ Attach a copy of your Indirect Cost Allocation Plan from your cognizant agency
3. For applicants planning to sub-award
 - ☐ You must receive prior approval from THDA.
 - ☐ Application answers and documents in PART X and PART XI must be submitted for each potential sub-recipient.

For Applications Proposing McKinney-Vento Supportive Services and/or Homelessness Prevention Activities, attach the following documents behind Part XI of this application:

- ☐ Habitability Checklist Form to be used by Applicant
- ☐ Lead-Based Paint Standard Form to be used by Applicant
- ☐ Lead-Based Paint Assessment Certification(s) for staff who will conduct LBP assessment

Documents to Upload with Application for All Applicants in EDT

- Written Standards that align with THDA's HOME-ARP Program Description. See section I. WRITTEN STANDARDS for a template of what is required
- Indirect Cost Allocation Plan from cognizant agency if you have an indirect cost rate
- Applicants planning to sub-award –
 - Submit proof of approval of sub-recipients by THDA
 - Make sure application answers and documents submitted include all sub-recipient information
- MV and HP applicants submit
 - Habitability Checklist to be used
 - Lead-based Paint Standards Form to be used
 - Lead-based Paint Certifications for all staff conducting assessments

Limited Cure Period

- After the application window closes, our team reviews all applications for missing or incorrect documentation
- If there is any missing or incorrect documentation uploaded, THDA will allow 5 business days from our notification of request to fix any missing or incorrect documents.
- This will result in a 10-point deduction of the final application score

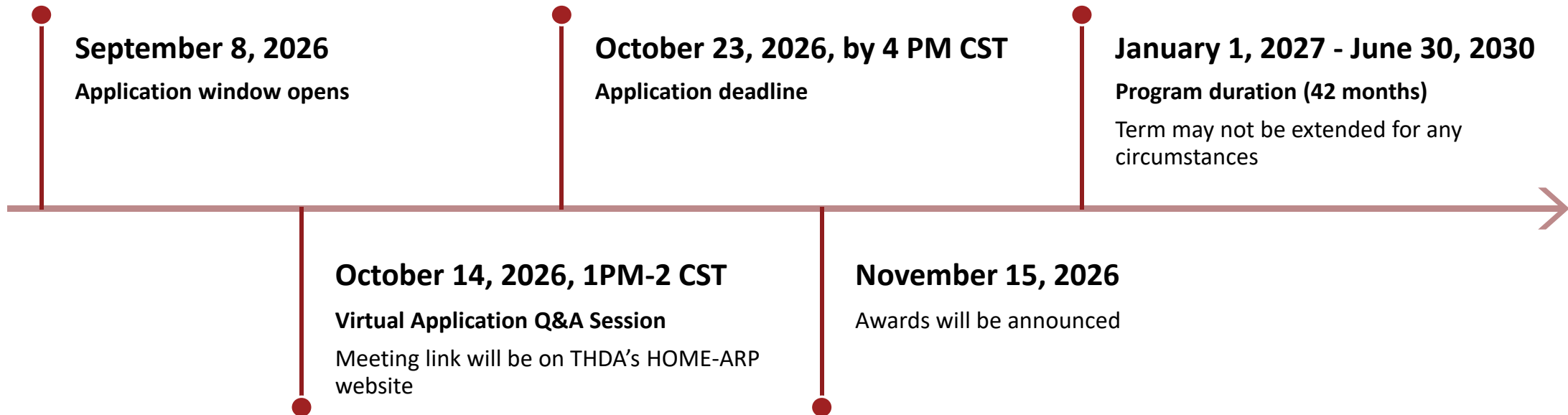
Breakdown of Application Process

1. Complete Threshold Questionnaire and upload all required documents in PIMS.
2. Download the application instructions and fillable PDF found on THDA's HOME-ARP Supportive Services website. This will be available on Sept 8, 2026, at 9 a.m.
3. Make sure you have access to EDT. Email ESG@thda.org if you do not.
4. Complete your application. Do not leave any question blank. Make sure all Parts are filled out completely. Mark N/A, as necessary.
5. Ensure your application is signed by Mayor, Executive Director or Board Chair.
6. After uploading to EDT, make sure all the entire application and required documentation is uploaded as required by the application instructions.
7. Email ESG@thda.org when you have uploaded your application to EDT.
 - Make sure you receive and save confirmation email that your application was successfully received in EDT.
 - Reach out to ESG@thda.org if you do not get a reply within 24 hours after notifying our team of your upload.

Application Tips

- ✓ Start your application as soon as possible
- ✓ Make sure you have access to PIMS and EDT
- ✓ Proof-read your application before submitting
- ✓ Make sure all documents are uploaded and correct to prevent the 10-point deduction to your final score
- ✓ If you are sub-awarding make sure to get prior approval from THDA and include all requirements for sub-recipients in your application submission
- ✓ Consult with your CoC prior to applying to establish Coordinated Entry and HMIS requirements as required
- ✓ Submit early to prevent last minute technical difficulties
- ✓ Reach out to our team with questions or assistance

HOME-ARP SS Important Dates



Contact Our Team

To reach our entire HOME-ARP SS team –
ESG@thda.org

Jodi Smith – ESG/HOME-ARP SS Housing Program Manager
(615) 815-2038
jsmith@thda.org

Cheri Ballinger – ESG/HOME-ARP SS Housing Program Coordinator
(615) 815-2041
cballinger@thda.org

Brianna Atol – ESG/HOME-ARP SS Senior Housing Program Coordinator
(615) 815-2216
batol@thda.org

Additional Resources

- ❖ [THDA's HOME-ARP Supportive Services Program Website](#) – scroll down to “Supportive Services” section
- ❖ [THDA's HOME-ARP Supportive Services Program Description](#)
- ❖ [HUD Exchange – HOME-ARP](#)
- ❖ [QPs At-a-Glance](#)
- ❖ [Documentation Requirements for QPs](#)
- ❖ [CPD-21-10 “Requirements for the Use of Funds in the HOME-American Rescue Plan Program”](#)