



## Tennessee Housing Development Agency

Andrew Jackson Building Third Floor  
502 Deaderick St., Nashville, TN 37243

Bill Lee  
Governor

Ralph M. Perrey  
Executive Director

### **MEMORANDUM**

**TO:** Interested 2024 TN HTF Competitive Grants Applicants

**FROM:** Toni Shaw, Housing Program Manager

**RE:** Threshold Section in PIMS & Budget and Proforma Worksheet

**DATE:** February 15, 2024

This memo is to inform all interested applicants that the Threshold Section of PIMS must be completed. We previously communicated that applicants did not need to complete the Threshold Section. If the Threshold Section of PIMS is not completed, we will not be able to view the documents that must be uploaded. Please ensure that the Threshold Section of PIMS is completed.

Also please note that a few glitches were identified in the budget and proforma worksheet that have been corrected. Please use the 02.14.24 updated version of the worksheet that has been placed on the Competitive Grants Administrators page of the THDA website here: <https://thda.org/government-nonprofit-partners/tennessee-housing-trust-fund/competitive-grants-program/competitive-grant-administrators>

For questions, please contact Toni Shaw at [tshaw@thda.org](mailto:tshaw@thda.org) or 615-815-2034.



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