Application Q & A

EMERGENCY SOLUTIONS GRANTS (ESG)

New Items for 2025

Ralph M. Perrey, Executive Director

Tennessee Housing Development Agency

[Recipient Name]
[Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Letter of Commitment for [Project Name] – Emergency Solutions Grant Application

Dear [Recipient's Name],

On behalf of [Partner Organization Name], I am pleased to express our commitment to supporting [Lead Organization Name] in its application for funding through the Emergency Solutions Grant (ESG) program. Our organization recognizes the critical need to provide housing and supportive services for individuals and families experiencing or at risk of homelessness, and we are committed to being an active partner in this initiative.

As part of our partnership, [Partner Organization Name] will provide the following services to support the [Project Name]:

- [Service 1] – [Briefly describe, e.g., case management, mental health services, job training, rental assistance, etc.].
- [Service 2] – [Describe additional support, e.g., transportation assistance, financial counseling, medical referrals, etc.].
- [Service 3] – [Include any other relevant contributions, such as in-kind support, staffing, or facilities usage].

We are committed to delivering these services in collaboration with [Lead Organization Name] and ensuring that individuals served through this program receive the comprehensive support they need to achieve housing stability and long-term success. We anticipate serving approximately [#] individuals/families annually through this partnership.

[Partner Organization Name] has the capacity, experience, and resources to fulfill this commitment, and we look forward to working together to enhance the impact of the ESG-funded project. Should you require any additional information regarding our role in this initiative, please do not hesitate to contact me at [Phone Number] or [Email Address].

Sincerely,

[Authorized Representative Name]
[Title]
[Partner Organization Name]
[Phone Number]
[Email Address]

Andrew Jackson Building Third Floor - 502 Deaderick St. - Nashville, TN 37243
THDA.org - (615) 815-2200 - Toll Free: 800-228-THDA

THDA is an equal opportunity, equal access, affirmative action employer.

- Partner Letters
  - Please identify agencies you are partnering with to provide services using ESG funding. These partnerships must be presented on the partners letterhead, be signed by the partners responsible party, and clearly state the item or service the partner brings to the project.
  - What is the reasoning behind this new requirement?
    - Demonstrates Collaboration and Capacity
    - Verifies Service Commitments
    - Ensures Program Feasibility
    - Strengthens Funding Justification
    - Provides Accountability and compliance

Tennessee Housing Development Agency

New Items for 2025

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	
Total	$ 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	
Total	$ 0.00

Grand Total	$ 0.00

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.

- 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

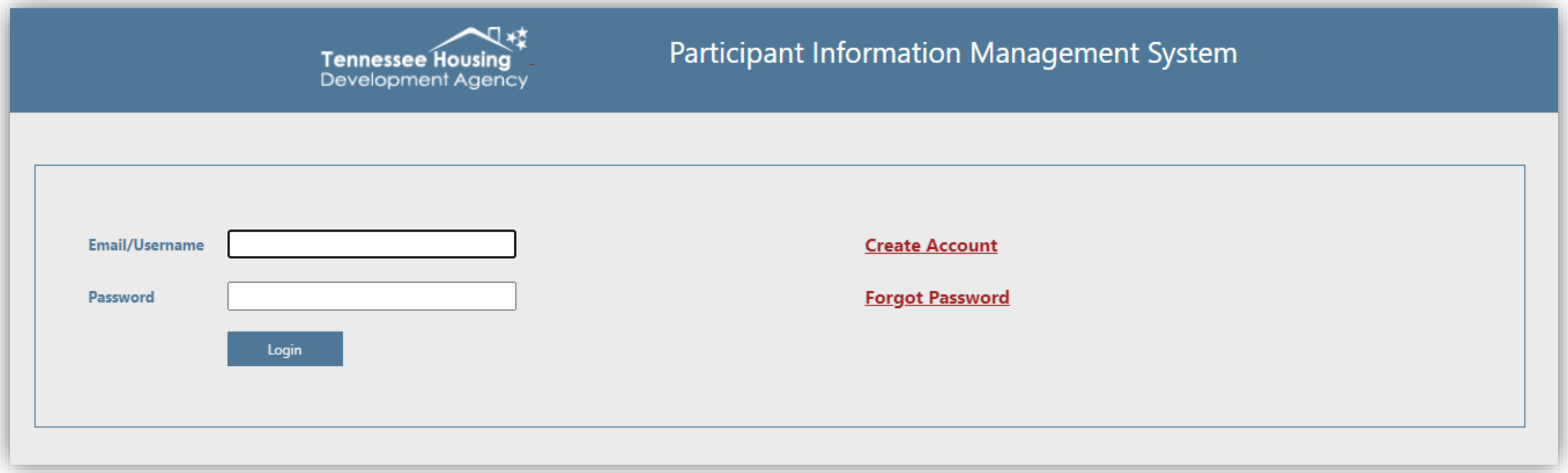
Certificate of Existence

- The Secretary of State website has been recently updated.
- Please give yourself extra time to get your Certificate of Existence this year.
- You may need to submit additional documentation on the site to access your certificate.

Tennessee Housing Development Agency

Participation Information Management System (PIMS)

- Please use the PIMS User Manual to Log-in and complete Threshold and Documentation Requirements prior to accessing the Grants Management System (GMS)
- The PIMS User Manual and Log-In can be accessed through this link:
  - https://thda.org/government-nonprofit-partners/participant-information-management-system-pims
- After you have submitted and been approved through PIMS, you will receive an email and gain access to the Grant Management System (GMS). It can take up to two days to be approved for PIMS access



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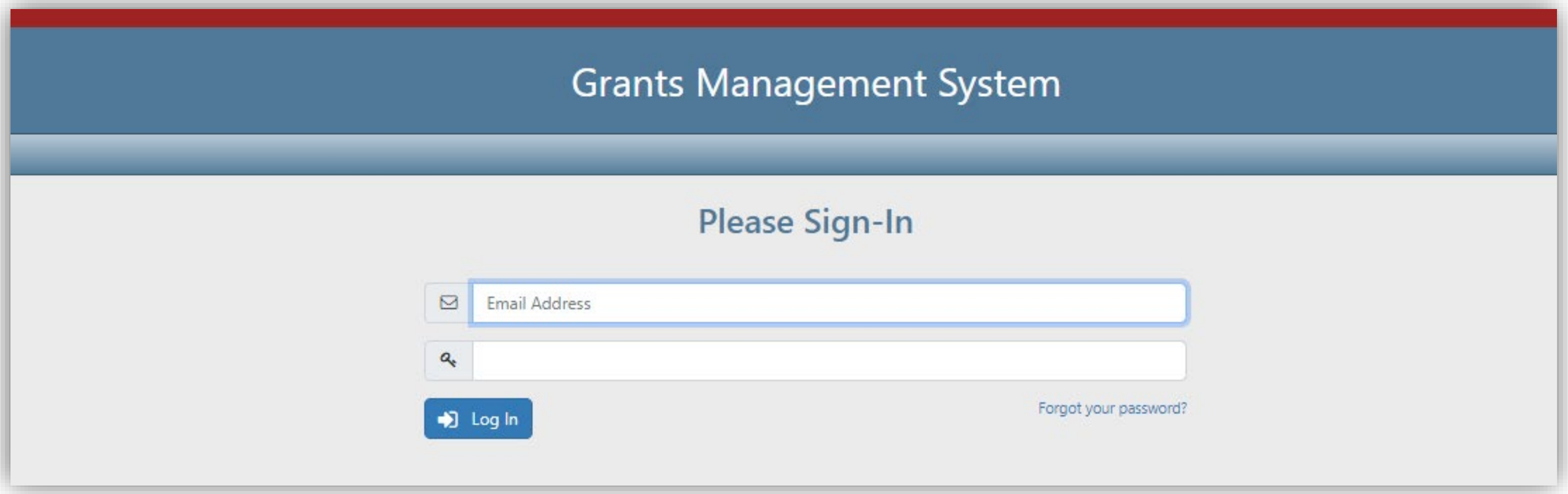
Grants Management System (GMS)

- The Grants Management System, or “GMS,” is THDA’s web-based system for entering and submitting grant applications. GMS streamlines the application process for applicants, helps reduce errors, significantly decreases paper waste, and eliminate the need to mail or hand-deliver applications.

- To Log-in, Navigate to https://gms.thda.org (Google Chrome is recommended for GMS.)
  - If you are a prior applicant or current grantee-please log in with same information used previously
  - If you are new to GMS, use the link provided in your PIMS approval Email

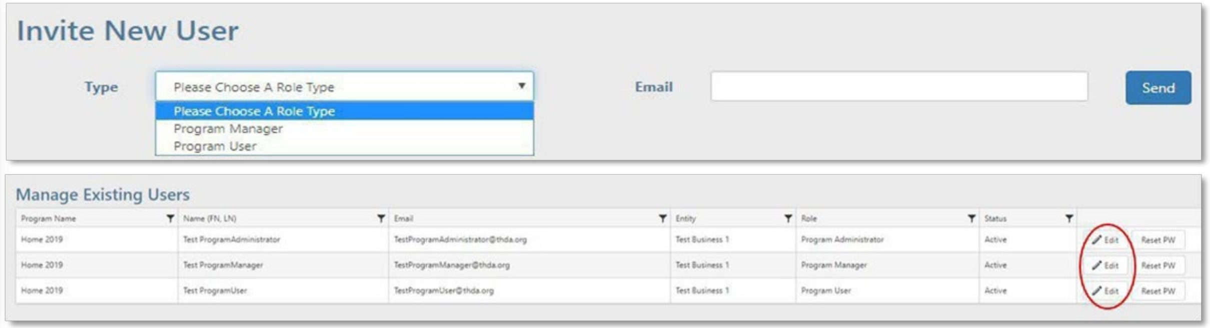


User Setup

- 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 enter the information
  - A project administrator working in conjunction with the applicant
  - The Mayor, Board Chair 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.



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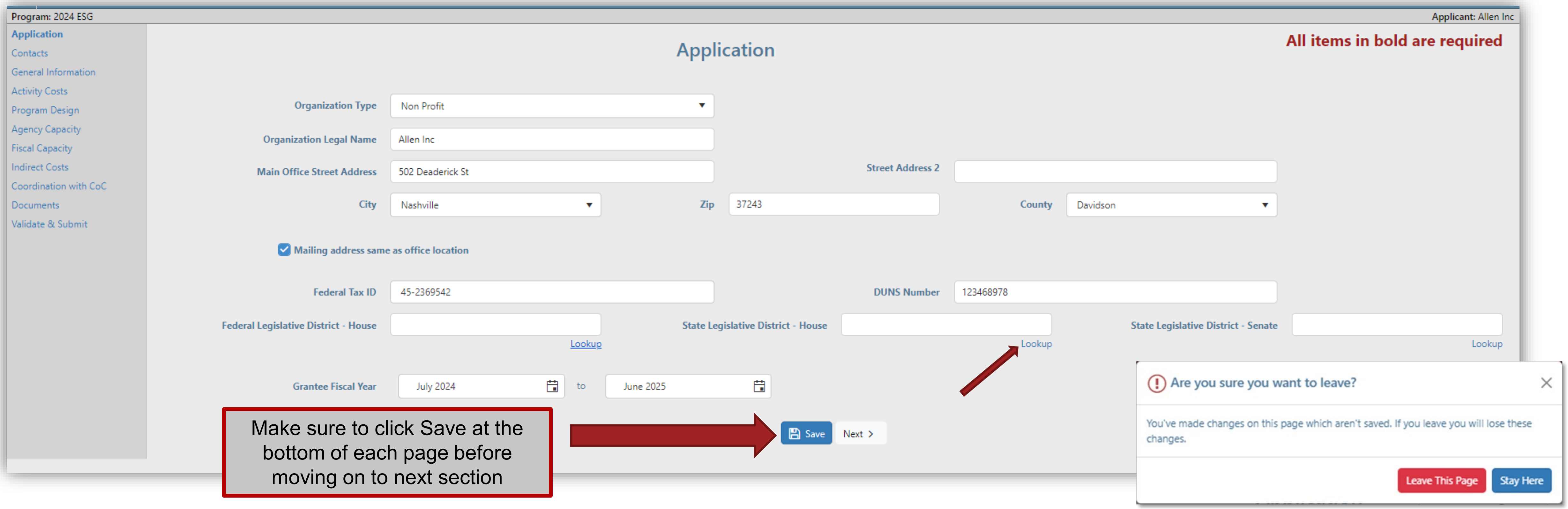
To Begin the Application

- 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.

Section 1- Application

- Enter the required information for your Non-Profit: Organization Type, Legal name, Street Address, Federal Tax ID, Unique Entity Identifier (UEI), Federal Legislative Districts and the Grantee Fiscal Year

- If you do not know your Legislative Districts- click Lookup near the box for each district, this will open new windows to search for your district.

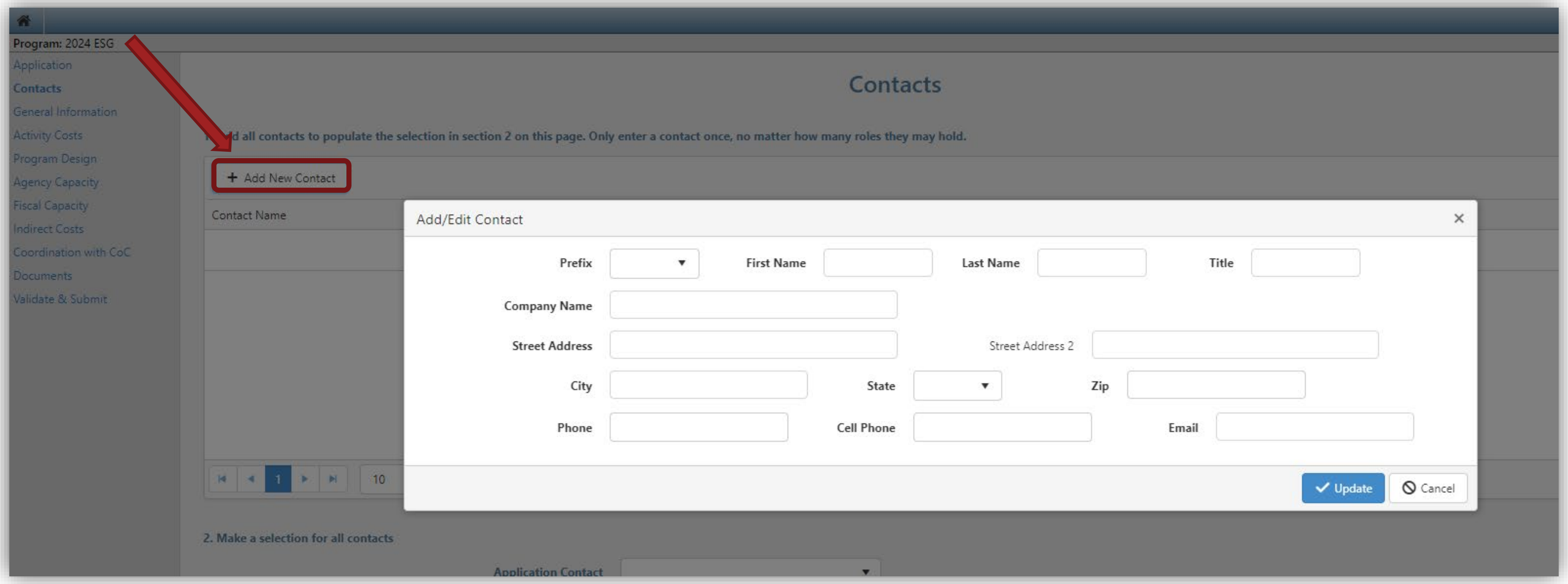


Make sure to click Save at the bottom of each page before moving on to next section

Section 2- Contacts

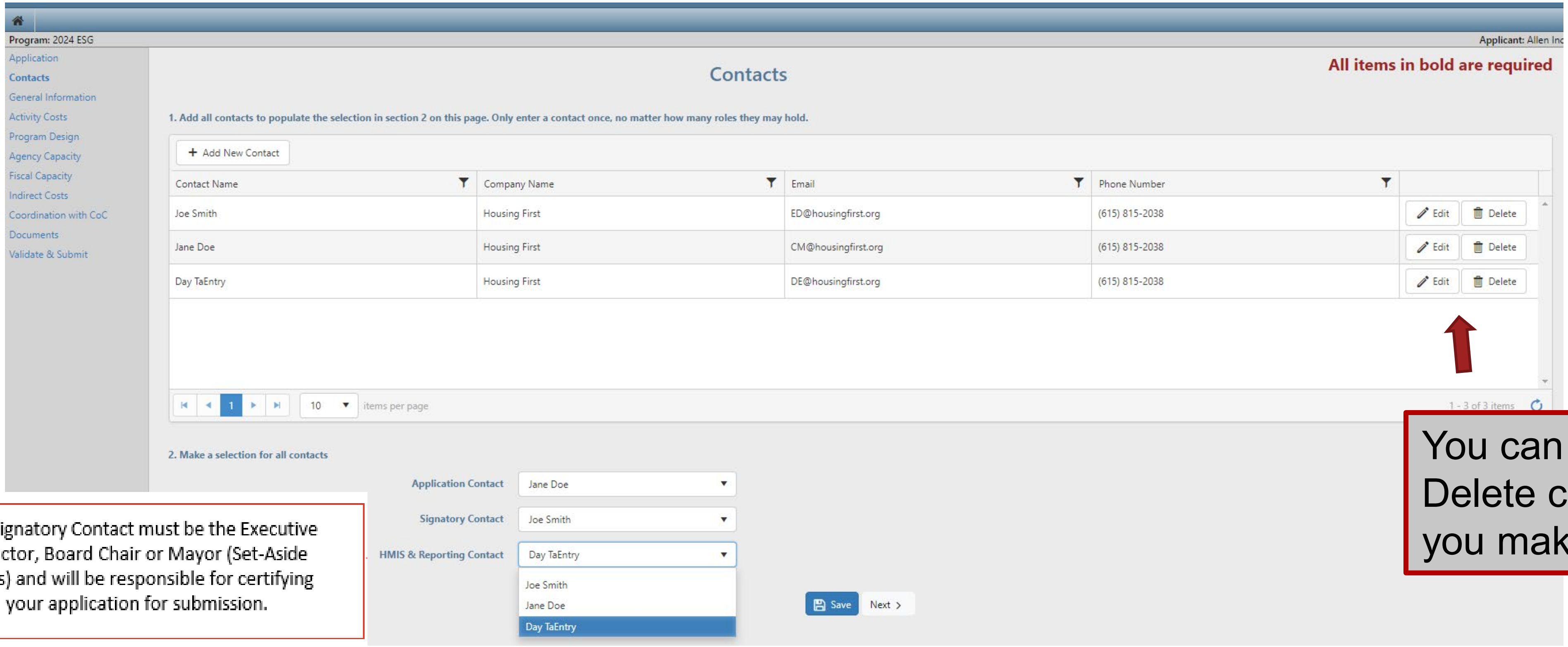
- You will need to add your Application Contact, Signatory Contact and HMIS & Reporting Contact

- 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.
  - Cell Phone number is not required.



Section 2- Contacts

- After all your application contacts are added, select the appropriate person for each contact:
    - Application Contact- Person filling out the application
    - Signatory Contact- Must be the Executive Director, Board Chair or Mayor (local governments)
    - HMIS & Reporting Contact- Person to be contacted for annual reporting.
- You can use the same person for more than one contact.



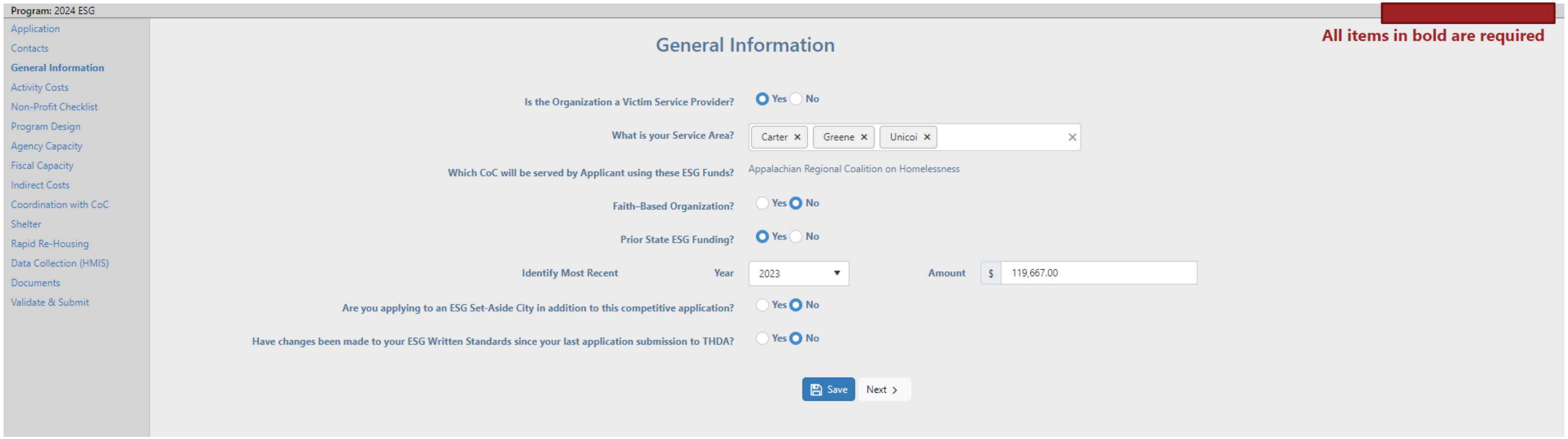
You can Edit or Delete contacts if you make a mistake.

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.

Tennessee Housing Development Agency

Section 3- General Information

- Answer all questions.
- For the Service Area question, select all applicable counties from the drop-down list.
- The CoC's will auto-populate depending on which counties you select.
- 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.



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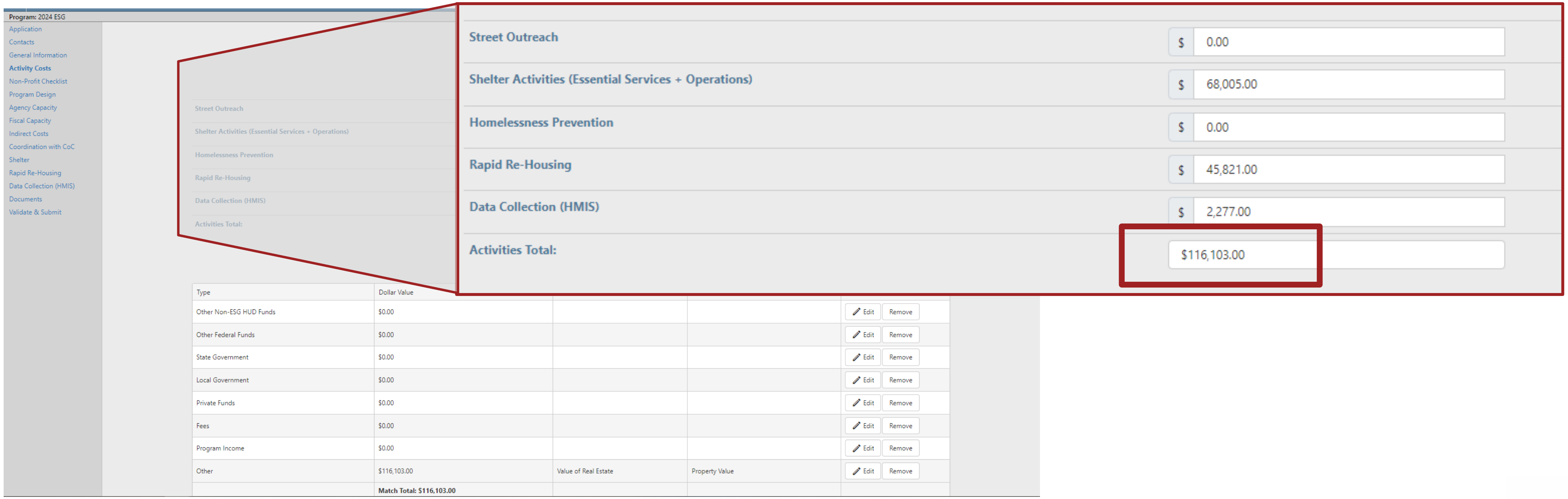
Section 4- Activity Costs

- The minimum award is $35,000.00 and the maximum is $125,000.00
- You will enter the amount of funding you're applying for per Activity. This will make the application section available for each activity you wish to apply for.
- 100% Match is required for the total ESG project. Match does not have to come from the same activity in which funding is being requested.
- For more information about eligible ESG match please visit the HUD Exchange.



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Section 5- Non-Profit Checklist

Non-Profit Checklist

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

- [x] 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.
- [x] B. Copy of Organizational Charter
- [x] C. Copy of Organizational By-laws
- [x] 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).
- [x] E. Business plan or strategic management plan that demonstrates the agency's short term and long term goals, objectives, and plans to achieve them.
- [x] 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 of Board Chairman must be provided indicating reasons for the delay in obtaining an updated audit.
- [x] G. Applicant/Board Member and Corporate Disclosure Forms *completed, signed by the organization's Executive Director and each Board Member and notarized.*
- [x] 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.*

Save Next >

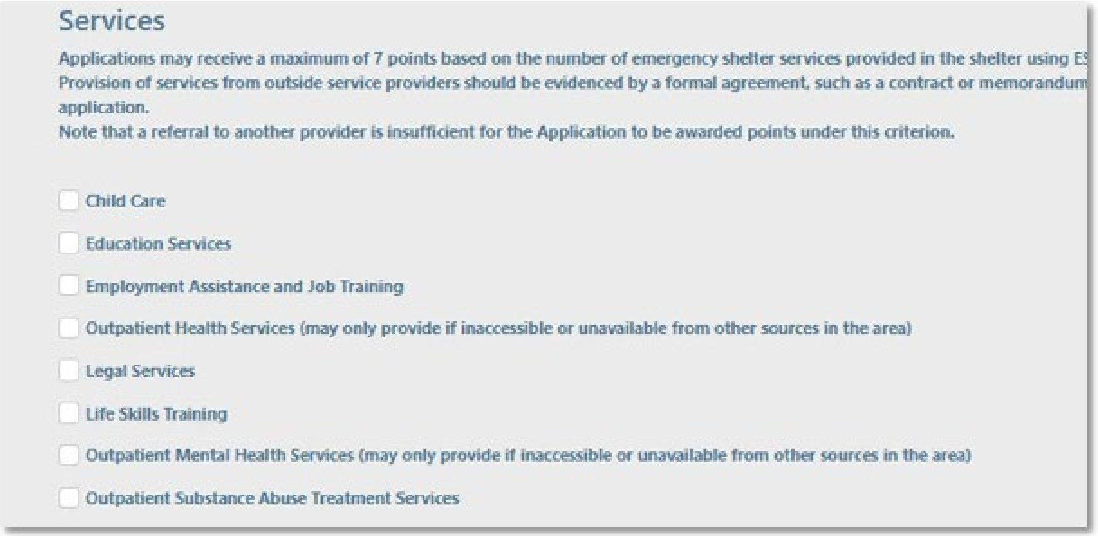
- This is to ensure that you have uploaded all required documents into PIMS.
- If you have any questions about the documentation that you have previously uploaded, please reach out to someone on our team to email us at ESG@thda.org and we will confirm that we have the required documentation.
- Failure to upload the correct documents can result in a 5 point deduction, so please ensure all documentation is uploaded and correct.

- 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:
  - 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.

H. Should be Corporate Disclosure Form

Section 6- Application Questions

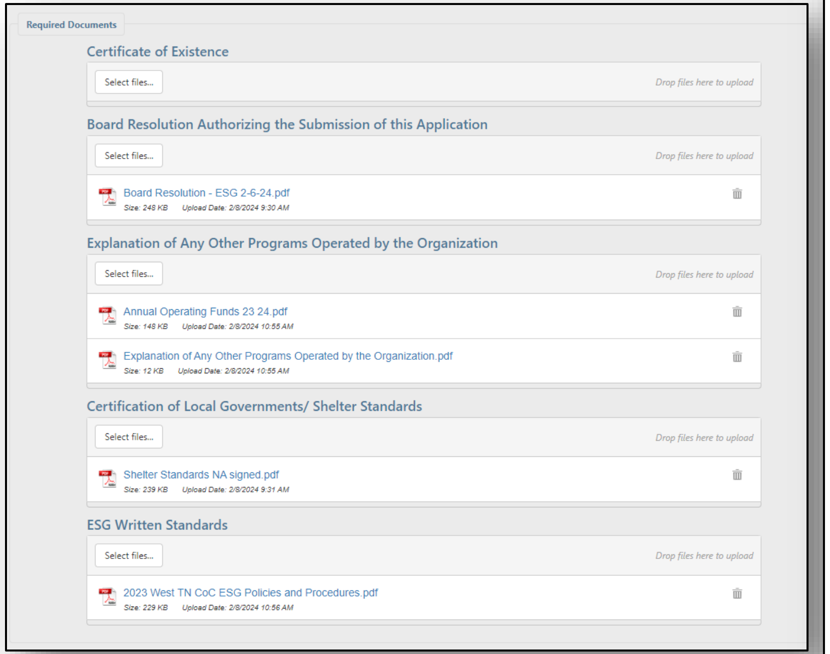
- The next few sections are the application questions around program design, agency capacity, fiscal capacity, indirect costs, and component specific questions.
- Please ensure that you are answering all questions as if we do not know your agency or programs.
- Please double check and ensure all questions are answered and accurate, if you are copy and pasting answers, make sure those answers are still true to your agency.
- If you are applying for emergency shelter, ensure you are providing a description of the services your organization is providing.
- You can click save at the bottom of each screen and return at any time.



Section 7- Documentation

- There are two sections to upload documentation on this screen Required and Optional.
- Please reference the ESG- Non-Profit Checklist on our website for the full list of documentation needed for 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.



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

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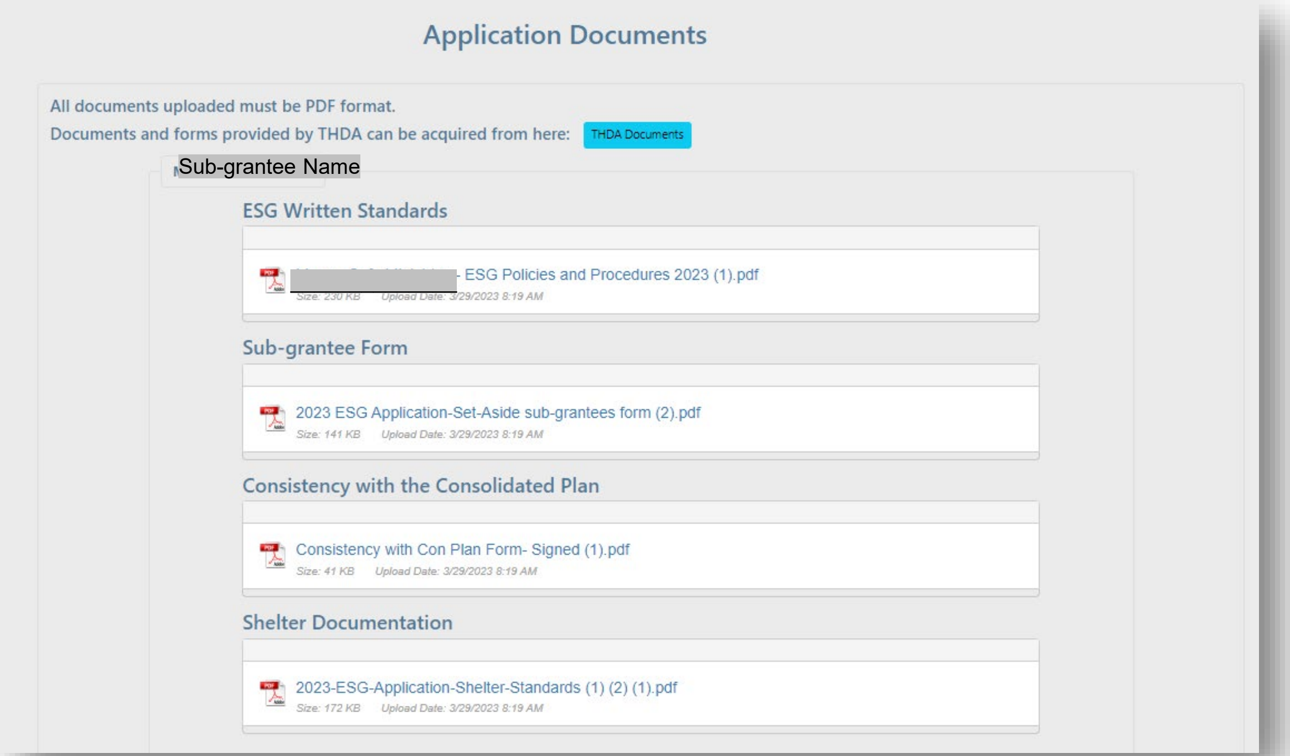
Section 7- Documentation (SET-ASIDE CITIES)

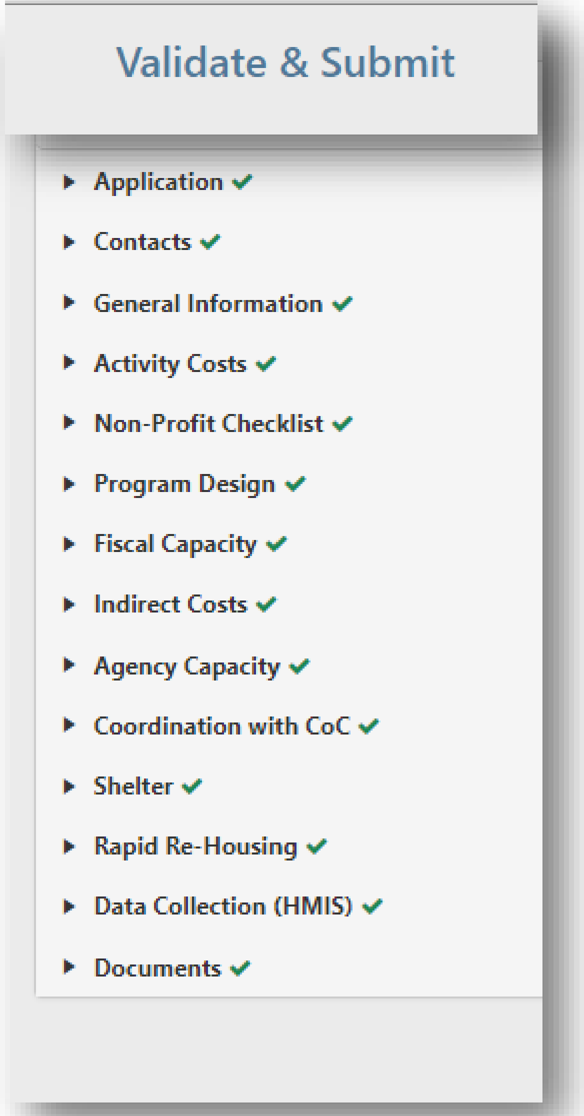
- Set-Aside cities will need to upload required documents for sub-grantees including the following:
  - ESG Written Standards
  - Sub-Grantee Form (can be found on our ESG THDA webpage)
  - Consistency with the Consolidated Plan
  - Shelter Standards (if applicable)

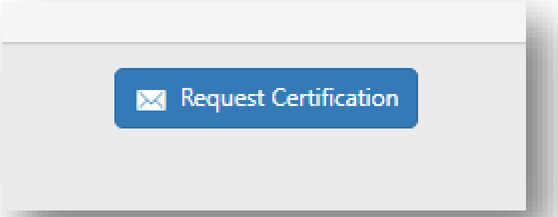
- Financial Audit should be uploaded to PIMS



Section 7- Validate & Submit

- When all sections are complete you will see checkmarks by each section.
- You will need to select “Request Certification” at the bottom of the screen. This will generate an email to your “Signatory Contact” identified in Section 2.
- The signatory contact will be able to review & print the application before certifying to it ready for submission.
- After the application is certified, you will need to return to GMS and click “Submit” at the bottom of the screen.
- This will generate an email letting you know that application was successfully submitted. If you are unsure if it was submitted, please reach out to ESG@thda.org and we can confirm.





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Questions

FOR ADDITIONAL QUESTIONS, PLEASE EMAIL ESG@THDA.ORG