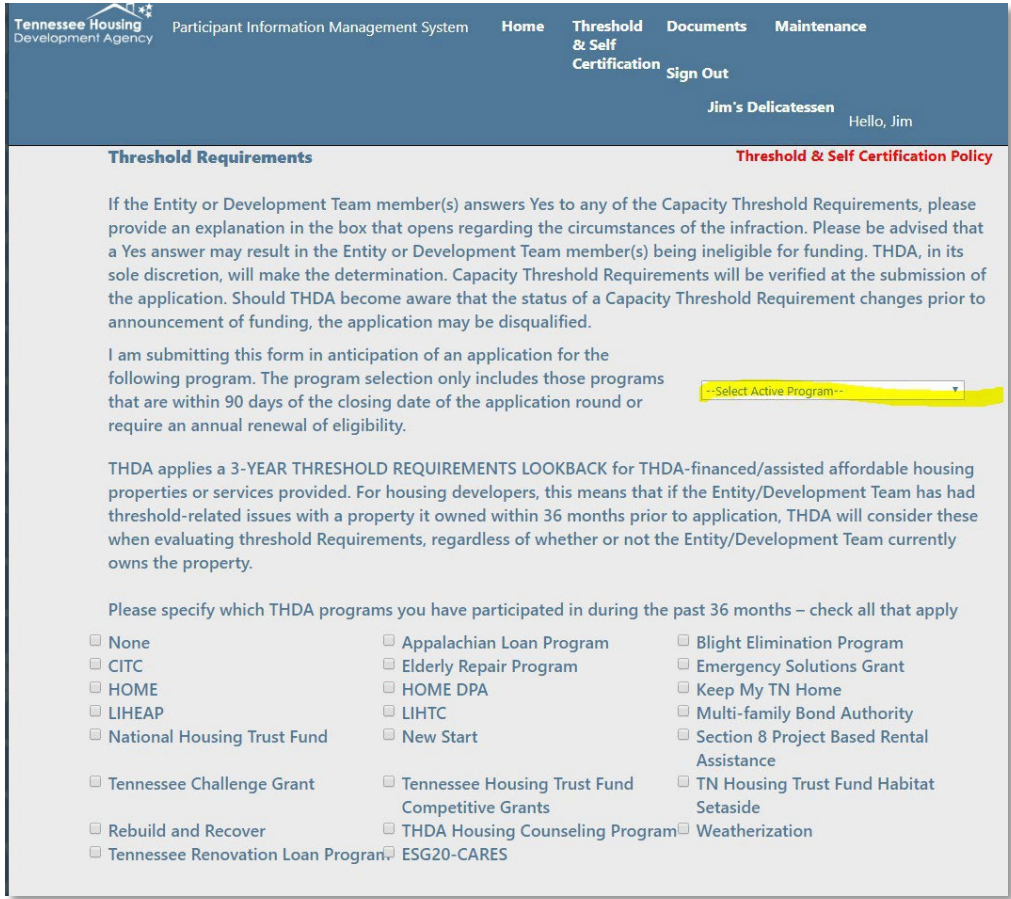# THDA GRANTS MANAGEMENT SYSTEM (GMS) | 2025 ESG APPLICATION GUIDE

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

To access the application in GMS, you must first complete the Threshold Requirements & Self Certification and upload required documentation into PIMS. Log into your PIMS account (please reach out to ESG@thda.org if you do not have a PIMS account) Click the heading Threshold & Self Certification, then in the drop down select 2025 ESG. Specify participation in previous THDA programs, answer Threshold & Self-Certification questions. ***If any documents need to be changed from previous application cycles,** re-upload them at this time.* 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).		
	See PIMS Manual for further reference – Link	

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 🔑 ⮕ Log In 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	 ➔ 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.	

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.*	<table><tr><td colspan="2">Application</td><td>All items in bold are required</td></tr></table> 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: B88ZJQ3NGLD4 Federal Legislative District - House: 7 *Lookup* State Legislative District - House: 21 *Lookup* State Legislative District - Senate: 51 *Lookup* Grantee Fiscal Year: January 2025 to December 2025 💾 Save Next >
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.*	💾 Save Next > ⚠ Are you sure you want to leave? ✕ You've made changes on this page which aren't saved. If you leave you will lose these changes. Leave This Page Stay Here
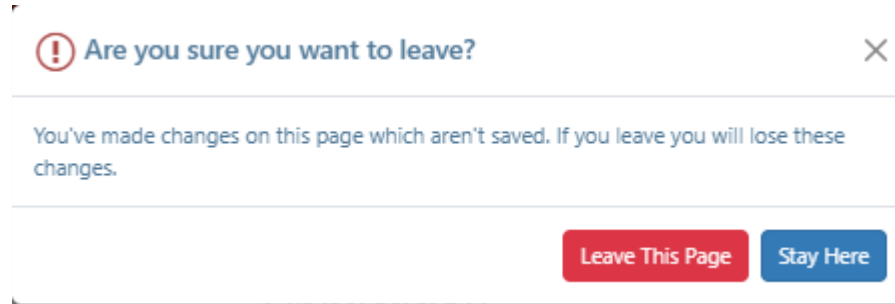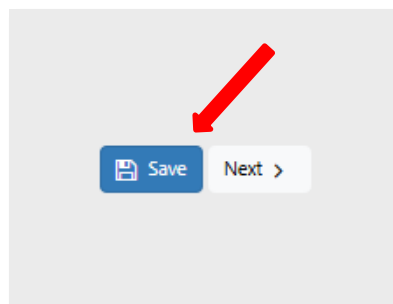
SECTION 2 – Contacts	
Click Add New Contact and a new Add/Edit Contact box will appear. Complete all required fields, and then click the Update button to return to the Contacts section. Complete this process for each application contact. Street Address 2 and Cell Phone are not required.	
After all your 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.
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.	

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.	

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	$ 20,000.00
Shelter Activities (Essential Services + Operations)	$ 20,000.00
Homelessness Prevention	$ 20,000.00
Rapid Re-Housing	$ 20,000.00
Data Collection (HMIS)	$ 20,000.00
Activities Total:	$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 of 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.*

💾 Save   Next >

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?

`0`

How many individuals were included in those households sheltered?

`0`

How many of those households moved into permanent housing?

`0`

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

`0`

Services

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

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.	**Validate & Submit** **All items in bold are required** 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 ✖ ✖ General Information page has not been started. → ✖ 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.

ESG Application Certification

Application Content
ESG Application Summary (PDF)

Application Documents
- Certificate of Existence
  - CoC_Map_2020.pdf
- Board Resolution Authorizing the Submission of this Application
  - CPD_Funding_Grantee_Matrix_AAAA-TN_TN_20191001.pdf
- Documentation of Operating Fund from Other Sources (Including How Much Annually)
  - CPD_Funding_Grantee_Matrix_AAAA-TN_TN_20191001.pdf
- Explanation of Any Other Programs Operated by the Organization
  - ESG 19-TVCEH #4_tech for PITC.pdf
- Certification of Local Governments/ Shelter Standards
  - ESG 19-TVCEH #4_tech for PITC.pdf
- ESG Written Standards
  - RPTS - ESG Application Summary - Jan 21 2020 03 20.pdf
- Approved Cost Allocation Plan
  - RPTS - ESG Application Summary - Jan 21 2020 03 20.pdf
- Formal Agreement
  - ESG 19-TVCEH #4_tech for PITC.pdf

From: QAGMS@thda.org <QAGMS@thda.org>
Sent: Thursday, January 30, 2020 8:22 AM
To: Jim Conner <JConner@thda.org>
Cc: ESG Application Contact <esgappcontact@aol.com>
Subject: ESG Application Submission Approval Request

Greetings Jim Conner,

In your capacity as the authorized agent for Jim's Housing, and in compliance with the requirements of the ESG Grant Application, please click below to review, certify and approve this year's application. If you have questions or concerns, please contact John Conner at esgappcontact@aol.com or (615) 815-2159.

Please be aware that this link is temporary, and will expire 10 calendar days from the date of this email, or the 3/12/2020 application deadline, whichever comes first.

https://qagms.thda.org/ESG/Certify/ZmE0Mjg4YTctZTZkZi00ZWM5LWE3NzctODM5YTJIM2JiMGY5

Once approved, you, as well as the Manager/Administrator, will receive acknowledgement through email, and the application will be released for submission by the Manager/Administrator.

Thank you!

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on this application can subject the individual signing such application to criminal sanction up to and including a Class B Felony.

By signing this application for funds, I am also certifying that all documents required to be electronically uploaded to the THDA Participant Management Information System (PIMS) have been uploaded and that those documents reflect the most recent and complete documents available. All applications will be evaluated based on the supporting documents in the PIMS document repository as of the application deadline.

I am also certifying that the matching supplemental funds or in-kind support contribution required by the State of Tennessee's Emergency Solutions Grants Program will be provided. Included in this application is a description of the proposed sources and amount of such supplemental match sources. I understand that failure to provide such match resources may result in repayment of ESG funds for which an eligible match contribution is not provided.

First Name [   ]   **Last Name** [   ]

Title [   ]   **Certification Date**

ESG Application Certification Successful
Thank you! A confirmation email has been sent to the applicant and authorized agent.

[✔ Certify]

Validate & Submit   All items in bold are required

[🖨 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 ✔

Application certified by Jim Conner on 1/30/2020.

[✔ Submit]