



The 2019 HOME Application will be completely online this year! In order to apply online, all users must register/login to PIMS and submit their Threshold & Self Certification questions. Once approved, the user will receive an email from Grants Management where they may set up their account and complete the HOME application.

Please go to <https://resources.thda.org/PIMS/> to complete the threshold questions.

[Click Here](#) for the PIMS Users Manual

# Threshold & Self Certification

Business/Agencies needing pre-approval for a THDA program will need to submit a Threshold & Self Certification. Click on the menu link to begin.



Participant Information Management System

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THDA

Welcome to PIMS (Participant Information Management System)! This tool is a component of a long-term effort to improve efficiencies and standardize THDA program requirements.

Threshold & Self Certification – Potential applicants are required to answer for each program to which they intend to apply. Approved potential applicants will receive notification by email with next step instructions. Declined potential applicants will receive an email listing the declined reason(s).

Documents – Potential applicants are required to upload certain documents that are standard across all THDA programs, eliminating the need to provide the same document multiple times for different THDA programs.

### Threshold Requirements

### Threshold & Self Certification Policy

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.

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.

Select the Program you wish to apply for then select all that apply below.

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.

Please specify which THDA programs you have participated in during the past 36 months – check all that apply

- |  |  |  |
|--|--|--|
| <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                            |

When done, click Next

Next

## Threshold Questions

If the Entity or Development Team member(s) answers Yes to any of the 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. Threshold Requirements will be verified at both the submission of the application and reviewed again prior to funding award announcement. If the status of a Threshold Requirements changes prior to announcement of funding, the application may be disqualified.

*"Entity" used in the document refers to the legal organization applying for funding; "Development Team Member" – includes the developer, general partner, consultant or administrator, and management company and/or, for purposes of the tax credit program, as defined in the Qualified Allocation Plan. This would include anyone with a decision-making capacity for the project.*

Is the Entity or Development Team member(s) currently suspended, debarred or removed from program participation by THDA?  Yes  No

Is the Entity or Development Team member(s) currently suspended, debarred or removed from program participation by any government - assisted housing program other than THDA?  Yes  No

Over the past 36 months, has the Entity or any team member(s) been the subject of Fair Housing Act violations involving a finding of discrimination by an adverse final decision from a federal court or a judgment enforcing the terms of a consent decree?  Yes  No

In the past three years, has the Entity administered a government-assisted affordable housing program (other than THDA) that currently has uncorrected compliance findings as identified by that program's compliance staff?  Yes  No  N/A

In the past 36 months (or during the developer's ownership period, if applicable), has the Entity or Development Team member(s) owned a government - financed / assisted affordable housing property (other than THDA) that went through foreclosure or deed-in-lieu of foreclosure that resulted in the loss of affordable housing during the affordability period?  Yes  No

Is the Entity or Development Team member(s) more than 30 days late on THDA-required reports, including but not limited to the ARRA Quarterly and Annual Reports and HOME Compliance Reports?  Yes  No

The number of threshold questions are determined by the selections made on the previous page. All questions require a response.

Once you have completed the threshold questions, please click Next.

Next

## Capacity Self-Certification Questions

This is a non-scoring section, but will be used by THDA staff to ensure that there are no outstanding issues that could prevent the project from being funded. A response box will be provided after each question as needed, to provide additional information. THDA has the right to ask for additional information for clarification purposes.

Does the Entity or Development Team member(s) have a system in place to accurately track receipts, expenditures, and budgets, in compliance with all applicable state and federal funding sources?  Yes  No

Does the Entity or Development Team member(s) financial reports indicate cash flow problems?  Yes  No

Does the Entity or Development Team member(s) have a system in place to track and report proper time records for all staff as required by the funding source?  Yes  No

Is any member of the Applicant Entity or Development Team currently under "investigation" by any external legal or regulatory authority for activities/complaints related to the member's work? If yes, provide or attach a description of the investigation.  Yes  No

Has any member of the Applicant Entity or Development Team been convicted of a criminal charge or civil judgment for activities related to the member's work? If yes, provide a description in the response box.  Yes  No

Does the Entity or Development Team member(s) have, or has had within the past 36 months, an adverse business credit history problem?  Yes  No

Does the Entity or Development Team member(s) have any unresolved performance compliance issues (for more than 30 days without an approved extension) with any government-subsidized housing project in Tennessee or any other state?  Yes  No

Is the Entity or Development Team member(s) aware of any information (e.g., by auditors, other funders, other entities) that would highlight potential risk to THDA if this application is approved?  Yes  No

All Capacity Self Certification questions require an answer.

Once you have completed this page, please click Review.

Review

Below is a screen shot of the bottom of the Review page.  
It consists of all the questions with your answers

Does the Entity or Development Team member(s) have, or has had within the past 36 months, an adverse business credit history problem?


**(No)**

Does the Entity or Development Team member(s) have any unresolved performance compliance issues (for more than 30 days without an approved extension) with any government-subsidized housing project in Tennessee or any other state? **(No)**


Is the Entity or Development Team member(s) aware of any information (e.g., by auditors, other funders, other entities) that would highlight potential risk to THDA if this application is approved? **(No)**

Edit

Approve



If you wish to edit your answers just click the edit button and you will be taken back to the first page with questions.



If you are satisfied with your answers, click the Approve button to continue.

# Electronic Certification and Signature

The first signature line is for the user who has filled out the Threshold & Self Certification questions.

The second signature is for the person who is responsible for the Program you have submitted the questions for.

## Certification

I certify that to the best of my knowledge, all of the responses (including any attachments) submitted in response to the self-certification questions are true and correct and that I am legally authorized to sign and submit the responses to THDA on behalf of my organization.

I understand and acknowledge that providing misleading or false information to the self-certification questions could result in a recapture of funds and/or possible suspension or disbarment from opportunities for future funding from THDA; additionally I understand that knowingly providing THDA with false information for the purpose of influencing THDA to allow participation in any program violates TCA 13-23-133, which constitutes a class E felony under state law.

By submitting this form, I agree that my electronic signature is the legally binding equivalent and has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding

Name:  First Name  Last Name  Title:  Email:

Please identify the person who will be primarily responsible for the management and oversight of this program. Acknowledgement of receipt of this form, and all future correspondence and communication regarding this program will be directed to this representative.

Name:  First Name  Last Name  Title:  Email:

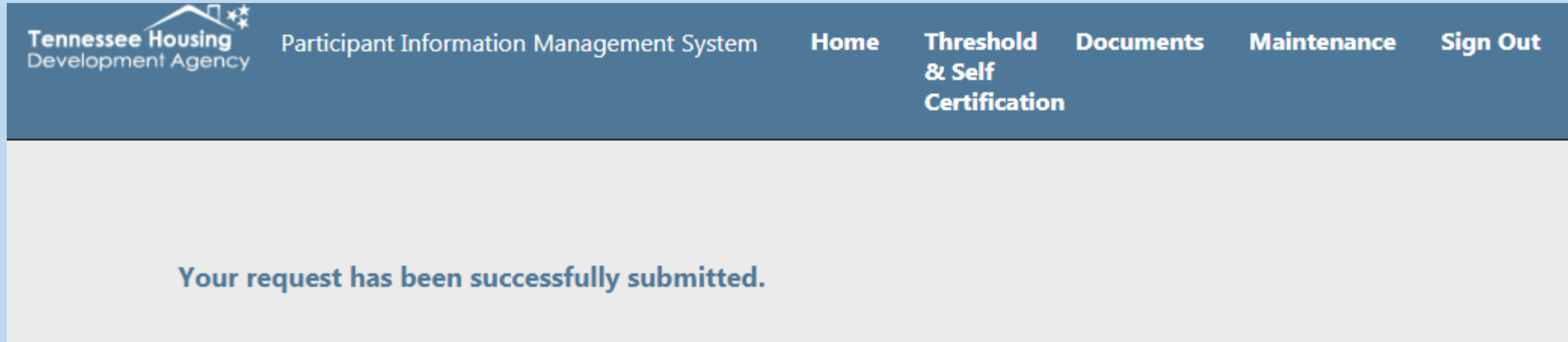
Please note that you will be unable to make changes to this form once submitted.

Submit

The address listed here will receive the email from the new Grants Management System.



# Successful Submission!!!

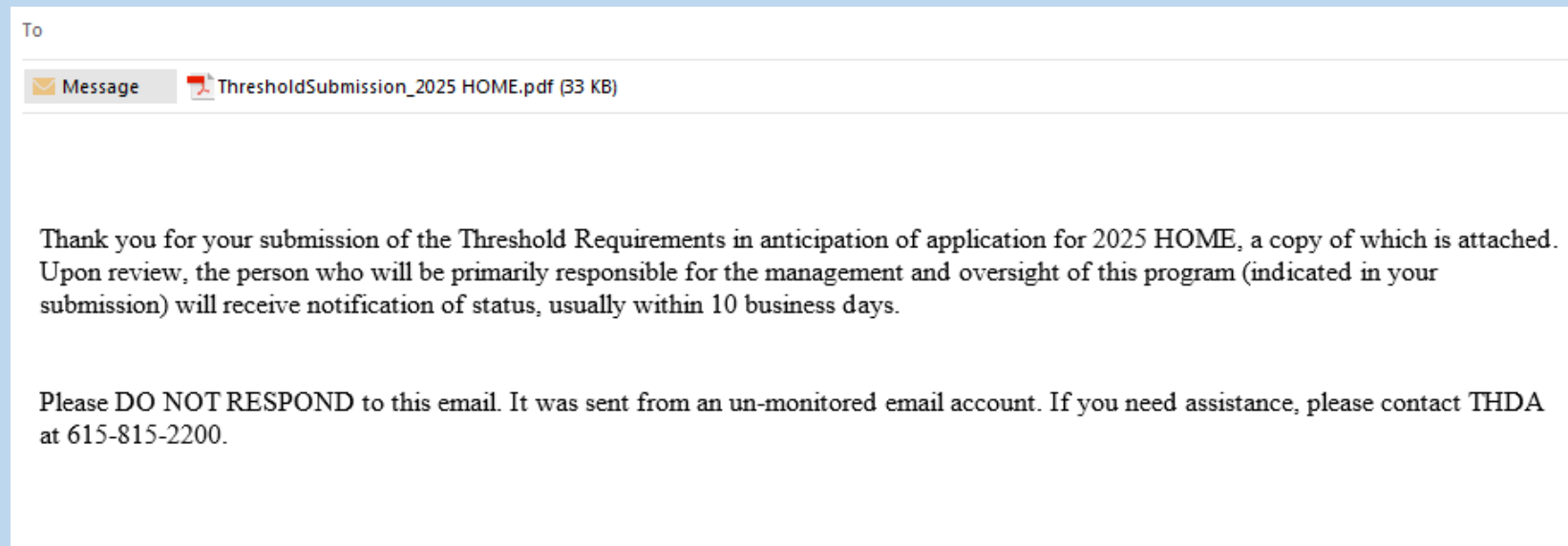


Upon successful submission, your screen will redirect to the above.

The user that submitted the questions will also receive an email with a pdf copy of the questions along with their answers.

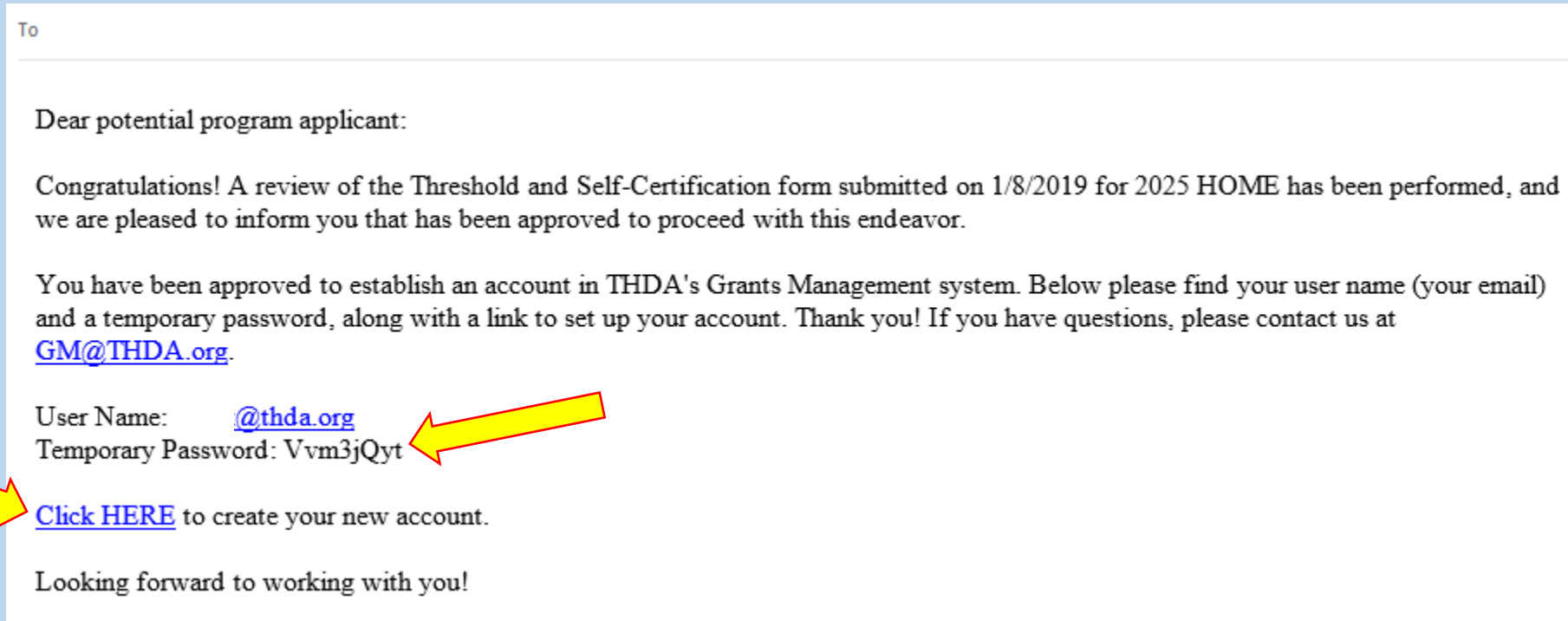
THDA has 10 days to approve or deny from the submission date.

## Email Example





If your threshold questions are approved for the **HOME Application**, you will receive an email from the Grants Management System with a link and temporary password.



If you are denied, you will receive an email with a list of denial reason(s).

If you have any questions, please email us at [GM@thda.org](mailto:GM@thda.org) or you can call (800) 228-THDA

After clicking on the link, you will be directed to the page below. Here you will enter the temporary password then create your new password.

**Grants Management System**

## Verify New User


Your new password must meeting all of the following conditions:

- Must be 8-12 characters
- Must contain one upper case letter (A-Z)
- Must contain one lower case letter (a-z)
- Must contain one number (0-9)
- Must contain no spaces

Temporary Password

New Password

Confirm Password

 Submit

**NOTE:** If you copy and paste the temporary password, be sure there is not an extra space copied at the end. It will paste the space which will keep you from completing the password set up

After hitting submit, you will be re-directed to the Grants Management login page.  
You will use the new password set up on the previous page.

## Grants Management System

Please Sign-In

 Log In

[Forgot your password?](#)

The first time you login to the Grants Management System, you will need to fill out the “New Account” page. Click Submit once complete. You will only have to do this once.

## Grants Management System

### Create New Account

<b>Program</b>	<input type="text" value="HOME 2019"/>	<b>Your Business Type</b>	<input type="text" value="Please Choose A Business Type"/>
<b>Entity</b>	<input type="text"/>	<b>Tax ID</b>	<input type="text"/>
<b>Address 1</b>	<input type="text"/>		
<b>City</b>	<input type="text"/>	<b>State</b>	<input type="text"/>
<b>Manager First Name</b>	<input type="text"/>	<b>Manager Last Name</b>	<input type="text"/>
<b>Manager Title</b>	<input type="text"/>	<b>Manager Email</b>	<input type="text"/>
<b>Manager Phone</b>	<input type="text"/>		

After completing your New Account page, you will be directed to your Grants Management landing page. From here you will access the HOME Application.

Tennessee Housing Development Agency

## Grants Management System

Home

### Announcements

### Programs

Available Programs	Entity Name	Role	Status	Manage Users
Home 2019	Testing the Test	Program Manager	Submitted	Manage User

10 items per page

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