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.

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

When done, click Next.
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.
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
Below is a screenshot 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)

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.

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

Thank you for your submission of the Threshold Requirements in anticipation of application for 2025 HOME, a copy of which is attached. Upon review, the person who will be primarily responsible for the management and oversight of this program (indicated in your submission) will receive notification of status, usually within 10 business days.

Please DO NOT RESPOND to this email. It was sent from an un-monitored email account. If you need assistance, please contact THDA at 615-815-2200.
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** 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.

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

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