The Grants Management System, or “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*

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 ESG20-CARES.

Specify participation in previous THDA programs, answer Threshold & Self-Certification questions.

*If any documents need to be changed from previous application cycles, reupload them at this time.*

After submitting questions, you must wait for approval. Reach out to your ESG Coordinator with any questions.

See PIMS Manual for further reference – [Link](#)
Log into GMS

Navigate to [https://gms.thda.org](https://gms.thda.org) (Google Chrome is recommended for GMS.)

Log in with the log-in information you used for your 2020 application.

Reach out to your ESG Coordinator 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.
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Email</th>
<th>Send</th>
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<tr>
<td>Program Manager or Program User (read-only access).</td>
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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:

- Org Type & Legal Name
- Full Main Office Address
- Federal Tax ID
- DUNS #
- Federal Legislative District – House
- State Legislative District – House
- State Legislative District – Senate
- Select the Applicant’s Fiscal Year using the drop-down calendar

Use the “Lookup” links to find your legislative districts. You only need to input the districts’ numbers.

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.
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.

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.
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.

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 – Documents**

**Non-Profit Documents:**
- Certificate of Existence
- Board Resolution Authorizing the Submission of this Application
- ESG CARES Program Budget is required.

**Optional Documents:**
- Explanation of Any Other Programs Operated by the Organization
- Certification of Local Governments/Shelter Standards
- ESG Written Standards

**Government Entity Documents:**

*email esg@thda.org with any other additional documentation.*
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.

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.
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 be sent to the listed contacts.