Step 1 – Click “Create Account”
Business New to PIMS?
Business/Agency name not in the drop down?
  • Select New Account

Select Account Type
  • Non Profit or
  • City, County, or other Public Entity

If you select City, County, or Public Entity Skip to Page 4

Existing Business in PIMS?
Select your Business/Agency name in drop down then Skip to page 4
Non Profit Questionnaire

All New Account questions must be answered by Non-Profits

All questions must be answered.

- Was your entity created under the laws of Tennessee or another state as a non-profit organization?
- Is this entity qualified to do business in the State of Tennessee?
- Is this organization currently an 501(c)(3) or 501(c)(4) entity?
- Do the bylaws of the entity specify 'affordable housing and related activities' as a primary purpose of the organization?
- Has the entity been engaged in the business of affordable housing and related activities for at least two years in the State of Tennessee OR is the entity a Tennessee housing counseling agency, OR is the entity a land bank in the State of Tennessee?
All Fields are Required:

**Email Address:**
Please use a valid email address as this will be used to finalize the registration process. Once approved the email address listed here will receive an email with the users temporary password and link so the user can set their new password.

**Legal Business Name:**
Please use the legal business name associated with the Tax ID entered

After submission, the PIMS Admin will be notified a new user has registered. NOTE: The PIMS Admin has two business days to approve a new users account.

If a user registers under an existing business/agency, the email notification will go to the Manager of the business/agency for approval. *(See pages 22 – 24 for instructions)*.
Upon successful submission, your screen should show the congratulations message.

If you are a **new account**, THDA will approve within 2 business days.

If you registered under an **existing account**, the current manager for the account will receive an email to approve you.

The “Click Here” link will open PIMS where you will enter the temporary password provided and create a new password.

NOTE: If you copy and paste the temporary password, be sure that you DO NOT copy an extra space after it. If you do this will cause an invalid error message when setting up your new password.
Enter your temporary password

Create and Confirm your new password

Please follow the password conditions when setting up your new one.
After hitting submit on the password screen, you will be redirected to the PIMS login page. From here you will enter your User ID (email) and the password you have created.
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.
Business/Agencies needing pre-approval for a THDA program will need to submit a Threshold & Self Certification. Click on the menu link to begin.

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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.
Your request has been successfully submitted.

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.
After submission, your Threshold & Self Certification will be reviewed by THDA. A response will take no more than 10 business days and will come by email. An approved email will have instructions on what your next steps are. A denied email will list the reasons why along with contact info.

**NOTE:** If you have submitted a Threshold & Self Certification for the HOME Program and you are Approved, a registration email will be sent to you for the new THDA Grants Management System. – SEE NEXT SLIDE – Here you will be able to fill out the HOME Application online.

If you have any questions, please email us at PIMS@thda.org or you can call (800) 228-THDA
For HOME applicants who are approved in PIMS

If your Threshold questions are approved, you will receive an email from the Grants Management System. Below is an example of the email you will receive.

REMINDER: The second email entered on the PIMS Certification page will receive this email

Dear potential program applicant:

Congratulations! A review of the Threshold and Self-Certification form submitted on 12/14/2018 for HOME 2019 has been performed, and we are pleased to inform you that has been approved to proceed with this endeavor.

You have been approved to establish an account in THDA’s Grants Management system. Below please find your user name (your email) and a temporary password, along with a link to set up your account. Thank you! If you have questions, please contact us at GM@THDA.org.

User Name: @thda.org
Temporary Password: 6j2VjPLG

Click HERE to create your new account.

Looking forward to working with you!

NOTE: If you copy and paste the temporary password, be sure that you DO NOT copy an extra space after it. If you do this will cause an invalid error message when setting up your new password.
To upload a file, click ‘Choose File’ button on the type and attach the file. Once the file is attached, the file name will appear to the right.

You may attach a file to each type before hitting the ‘Upload’ button.
For each type uploaded, you will see a message stating the upload has succeeded. You will receive a confirmation email as well.

Document Repository

Please submit all required documentation in .pdf form. You will be asked to verify that all of the content submitted in this repository is current with your application, as well as in subsequent application cycles.

Fillable forms should be completed by each individual Board Member (and Executive Director in the case of disclosure), and then compiled and submitted as a single pdf document. These documents will need to be updated with any future personnel changes to your Board of Directors.

- Congratulations! Your document upload has succeeded. An email will be sent confirming what documents have been added / updated.
To View Existing Files

Click ‘View File’ next to the type you wish to view.

Each type will keep a running list of documents you have uploaded. Click on the link you wish to open to view the file.

**IRS Tax-Exempt Status**

<table>
<thead>
<tr>
<th>Sent</th>
<th>Sender</th>
<th>Download</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/2019</td>
<td></td>
<td>TES_rpack_01032019110313.pdf</td>
</tr>
</tbody>
</table>

The numbers on the file type represent the date and time it was uploaded. Example Above translates to 1/3/2019 at 11:03:13 am
Documents are restricted to 25MB per upload. If you have a larger file, you may break it down into sections then upload them. We suggest that you not upload anything in color since it greatly increases the size of the file.

File types are restricted to pdf’s only!
Please make sure the file extension is lower case “.pdf”
We have seen upload issues if it is capitalized

If a file is too large or is not in the correct format, you will receive an error message. See example below.

- ERROR - Your file IRS Tax-Exempt Status must be a maximum of 25mb.
- ERROR - NO FILES UPLOADED due to your file Organization Charter. Please make sure all files are saved as a .pdf then resubmit each file you attempted to upload.
Managers have the ability to Activate their own users. Any new users who register under their business/agency in PIMS will need to click on ‘Maintenance’ on the menu.
Click on ‘Status’ to see the list of managers/users in PIMS for your business/agency.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>User Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Phone #</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast TN</td>
<td>@thda.org</td>
<td></td>
<td></td>
<td>(615) 815-2200</td>
<td>Manager</td>
</tr>
<tr>
<td>Southeast TN</td>
<td>@thda.org</td>
<td></td>
<td></td>
<td>(615) 818-8888</td>
<td>User</td>
</tr>
</tbody>
</table>
Click on the user you want to activate. You will see Active and Locked check boxes appear. To activate, click ‘Active’ and hit Submit. The user will receive an email with a link to PIMS and their temporary password.

If you wish to make the new user a Manager, please email PIMS@thda.org

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