USER GUIDE FOR THDA'S GRANTS MANAGEMENT SYSTEM ("GMS")

GETTING STARTED

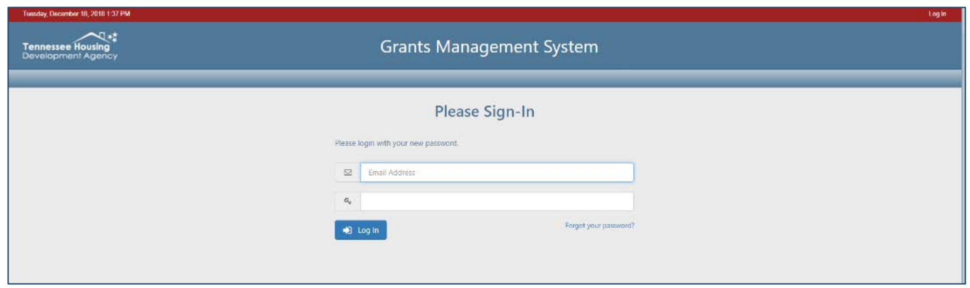
The Grants Management System, or "GMS," is THDA's web-based system for entering and submitting grant applications. GMS streamlines the application process for applicants, helps reduce errors, significantly decreases paper waste, and eliminates the submission of applications by mail or hand-delivery.

- Every applicant must pass certain threshold criteria in order to be eligible to apply for a HOME grant.
- THDA uses a web-based tool called the "Participant Information Management System" (PIMS) to ensure threshold eligibility.
- Therefore, before you can access the application through GMS, you must first log into PIMS and answer the eligibility questions.
- This user guide assumes that you have already completed the PIMS process. If not, please refer to the PIMS instructions at https://thda.org/business-partners/pims
- Once you have successfully completed the PIMS threshold test, you will be emailed a link and temporary password to access GMS.

LOGGING IN TO GMS

Log in with the new login information you just set up after completing the PIMS process.

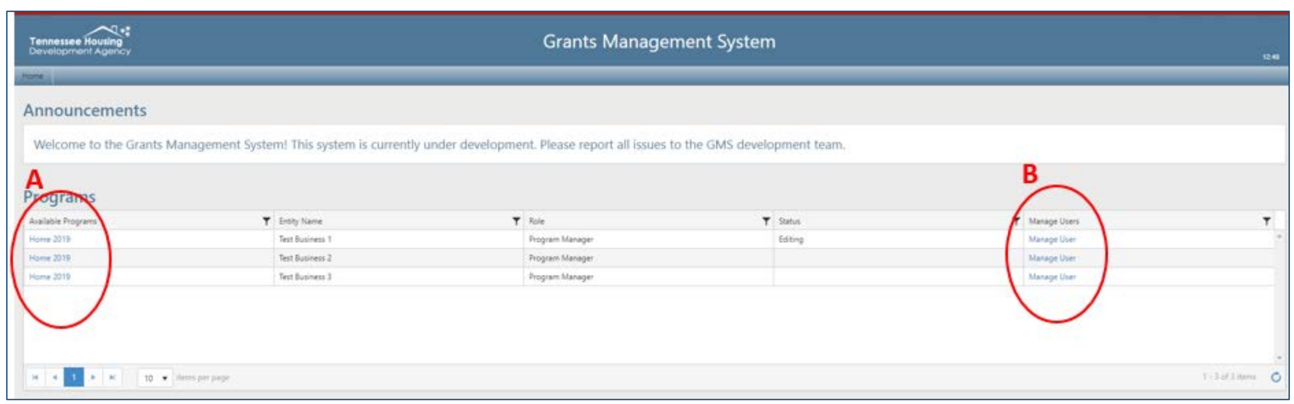
Note: If you forgot your password, please use the "Forgot your password?" link. The system will lock you out after 3 unsuccessful attempts at logging in.



A) Select the Program you wish to work on
Proceed to Section 1 – Application Setup

— or —

B) If users have already been set up, you may select "Manage User" to add, delete, or make changes to people permitted to work on the application
Proceed to User Setup



USER SETUP

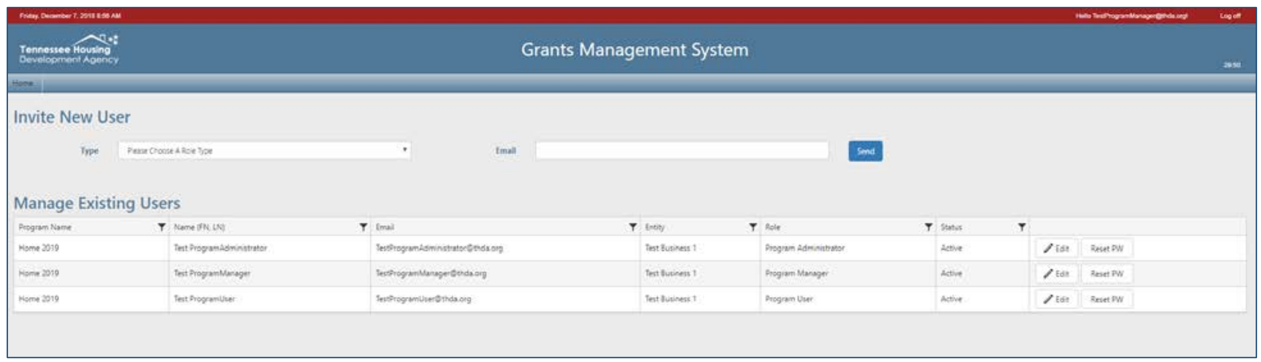
Depending on the type of applicant, a grant application can have several people involved in the process. For any given grant, there could be:

- A program manager of the city, county, non-profit, public agency, or CHDO applicant who is responsible for overseeing the application and grant.
- One or more employees who actually enter the information on the application.
- A third-party project administrator working in conjunction with the applicant.
- The mayor or executive director of the applicant who will ultimately sign and authorize submission of the application.

GMS allows the Manager to assign the following roles: Manager, Administrator, and User. An Administrator can assign the following roles: Administrator and User. Each role has different permission levels, as described below:

- Program Manager = This user is primarily responsible for managing the program and users in GMS. This person must be an employee of the applicant.
- Program Administrator = This type of user is assigned by the Program Manager, and is a third-party representative of the applicant with the ability to complete and submit the application.
- Program User = This type of user can enter and edit data and documents in the application prior to submission, and can be assigned by either the Manager or an Administrator.

This is what the User Screen looks like after users have already been added:



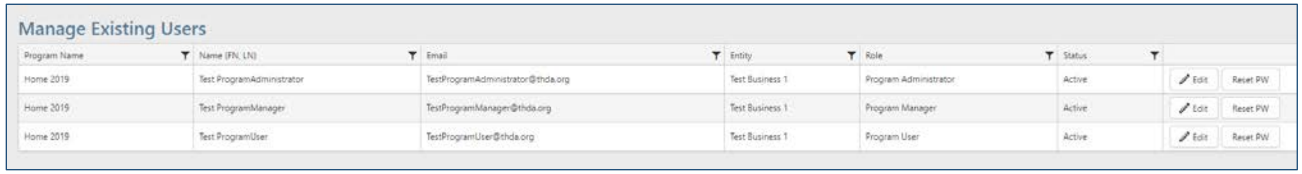
To add a new user:

- Select the role type under "Invite New User" (see above for descriptions and permissions)
- Enter the user's email address
- Click "Send"

User will receive an email with log in information inviting them to participate.

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. Create a new user instead.



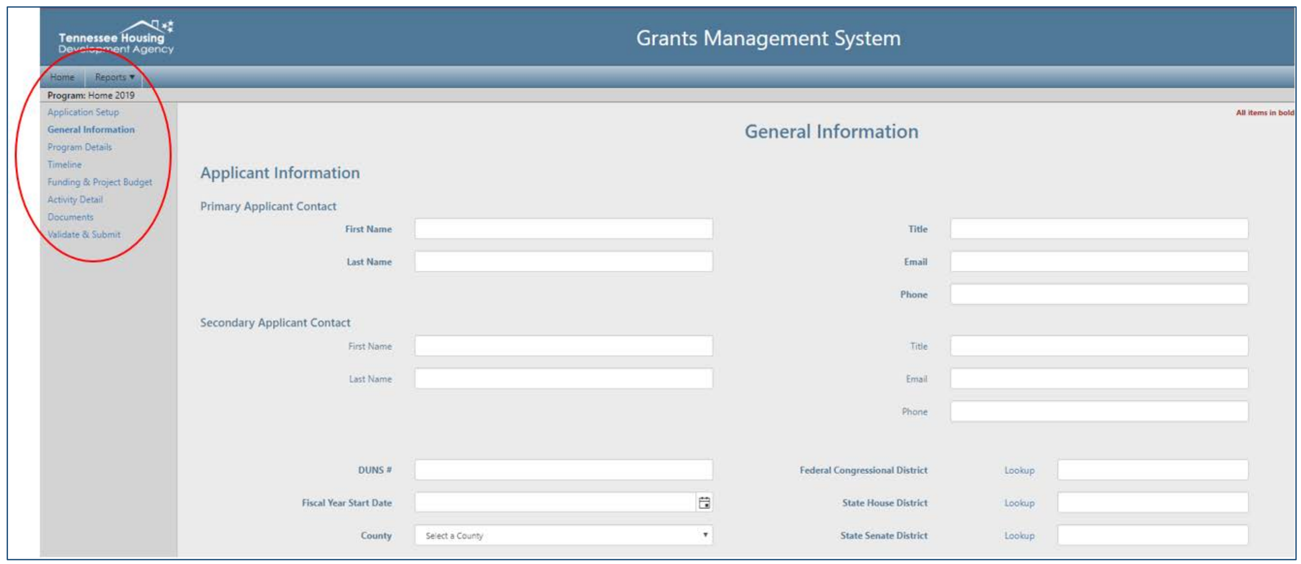
To get back to the main Program screen after setting up users, click on the "Home" button in the upper left of the screen. You can always access this button at any point in the application process.

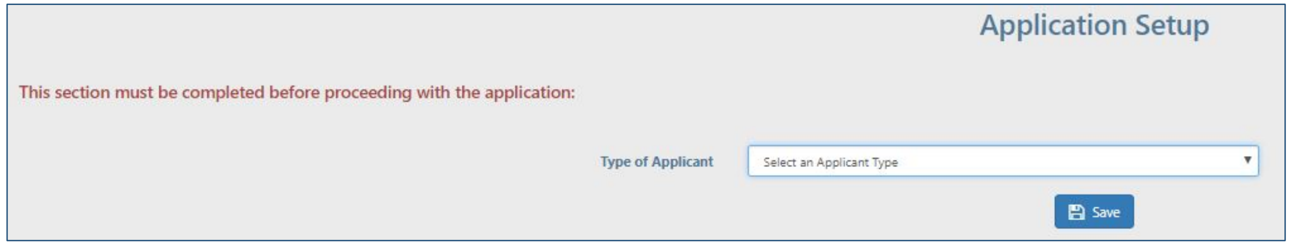
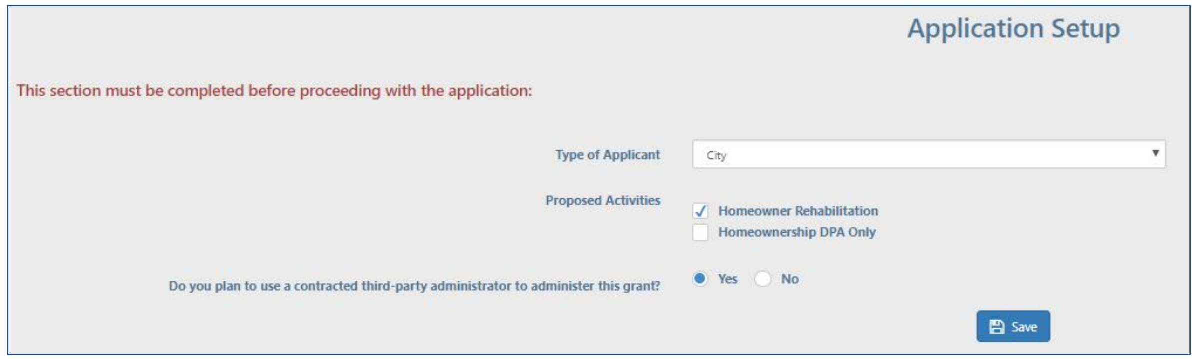
NAVIGATING THE PROGRAM

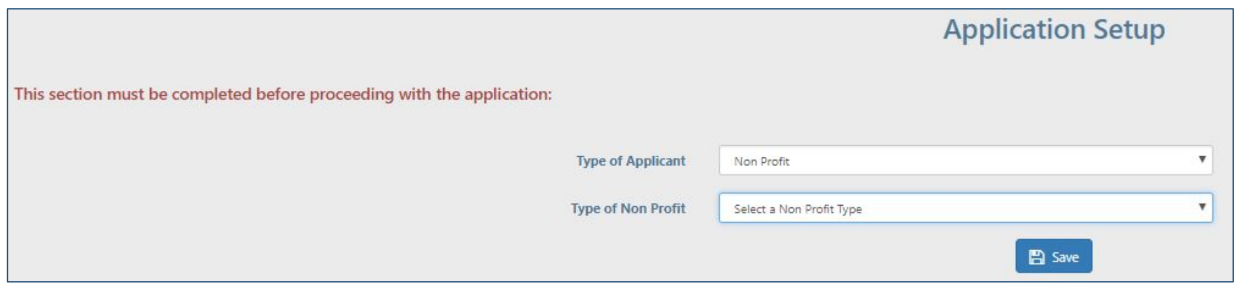
Program Navigation
Note that the upper left shows navigation links to various sections of the application. You may click to any page at any time. If you have made changes, the system will prompt you to save.

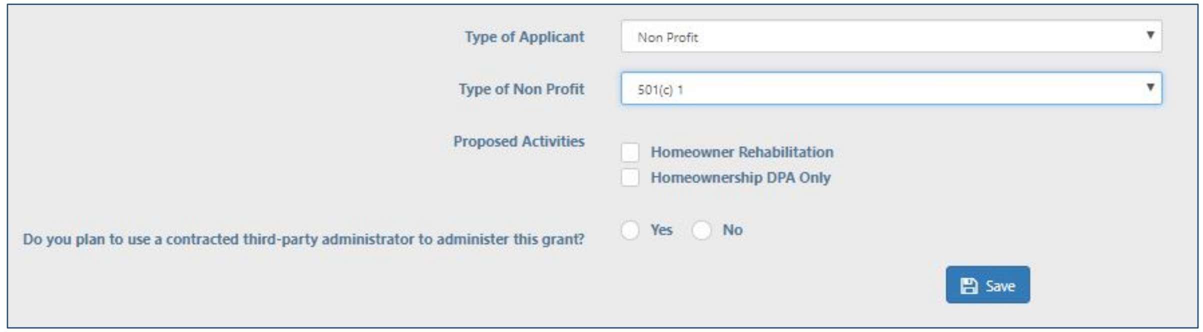
Home Button
Located in the upper left corner of the screen. You can always access this button at any point in the application process.

Reports
You can also run a report showing a summary of what information you have already entered.



SECTION 1 – APPLICATION SETUP	
In “Type of Applicant,” choose City, County, Non-Profit, or Public Agency. Note: The choices you make here will influence the types of questions asked in the rest of the application, so <u>it is very important you choose these accurately</u>.	
A) If applicant is a City or County: • Choose the type(s) of proposed activities for this grant • Answer the third-party administrator question • Click “Save”	

B) If applicant is a Non-Profit:
 	
• Choose the type of Non-Profit
    o 501(c) 1
    o 501(c) 3
    o 501(c) 4
• Answer the questions that pop up, depending on your non-profit type
• Click “Save”
	

<table>
<tr>
<td>501(c) 1 organizations will see this screen:</td>
<td>
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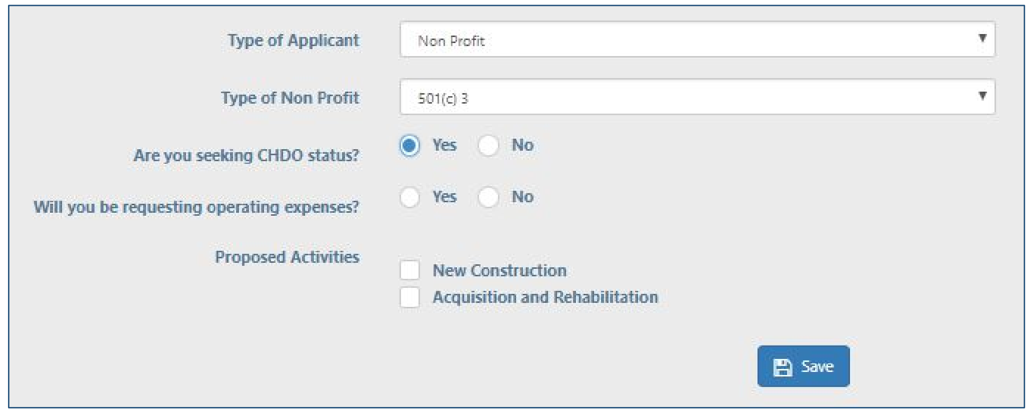
<tr>
<td>501(c) 3's and 4's will see this screen:

If you answer "Yes" to seeking CHDO status, you will then see the questions about operating expenses and proposed activities.</td>
<td>
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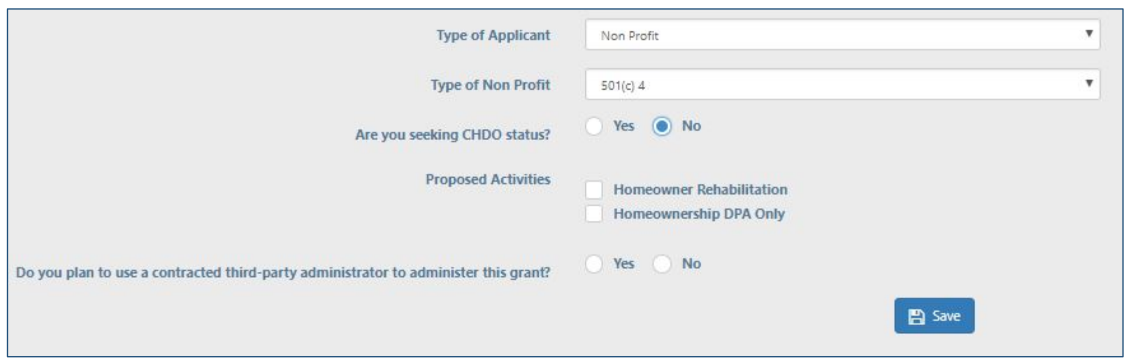
<tr>
<td>If you answer "No" to seeking CHDO status, you will then see the questions about proposed activities and whether or not you plan to contract a third-party administrator for this grant.</td>
<td>
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<tr>
<td>C) If applicant is a Public Agency, such as a public housing authority:

• Choose the type(s) of proposed activities for this grant
• Answer the third-party administrator question
• Click “Save”</td>
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</tr>
<tr>
<td colspan="2">SECTION 2 - GENERAL INFORMATION</td>
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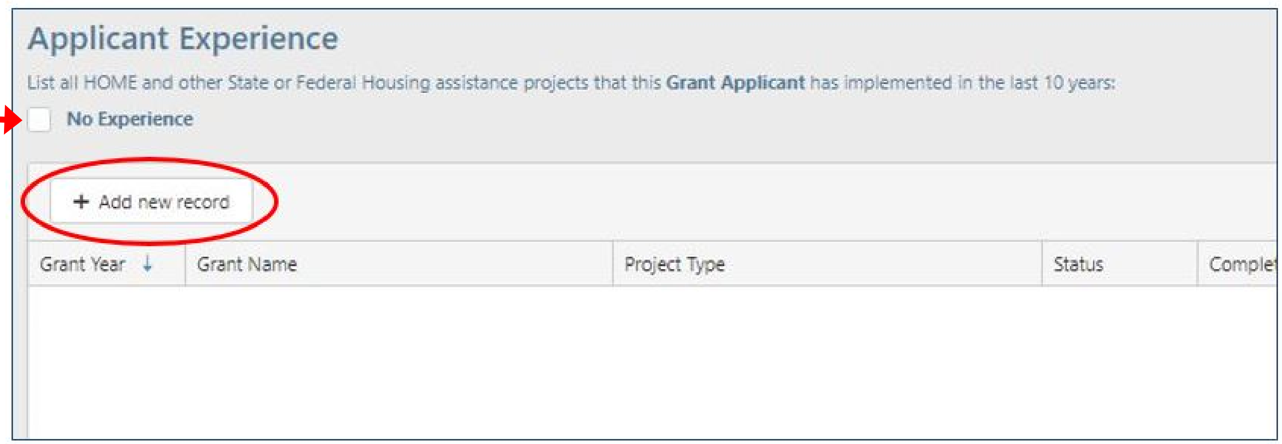
<tr>
<td>Applicant Information

Enter Applicant Contact Information</td>
<td>• Primary applicant contact will be an employee of the applicant who is primarily responsible for completion of the application.
• Secondary applicant contact (not required) should be an employee of the applicant designated by the primary applicant as a backup representative.
• Federal Congressional, State House, and Senate Districts should be a number entry. These can be found using the lookup link provided or simply entered if you know the number already. If your area lies across multiple districts, please list all of them in this box.</td>
</tr>
<tr>
<td>Applicant Experience

If you do not have prior experience implementing a grant, check the “No Experience” box.

If you do have prior experience, please click “Add new record” and answer a few brief questions about your previous grant(s). See step below.

Note: A new record must be added for each grant the applicant has administered.</td>
<td>
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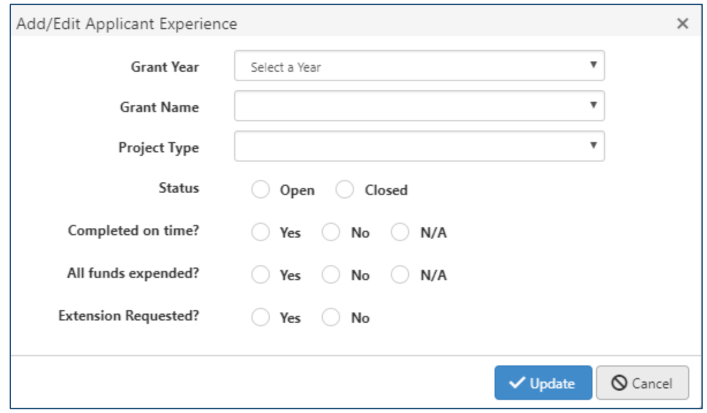
Adding a New Record for Applicant Experience

You should get a popup window that looks like this:

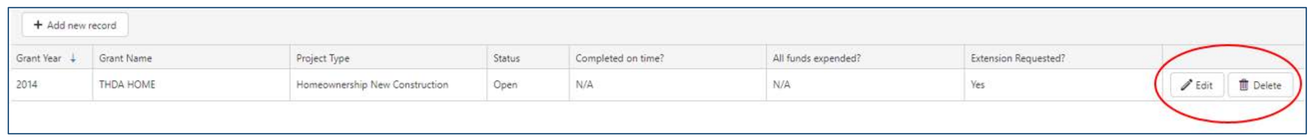
(If you don't see it, make sure your popup blocker is turned off in your browser)

Answer the questions and click "Update".

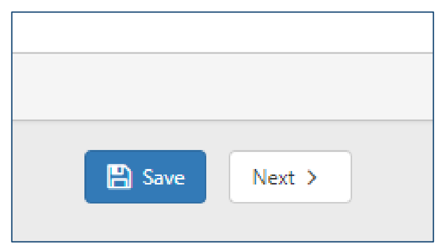


Made a mistake?

Don't worry: once you enter a record, new buttons will appear that will allow you to edit or delete the information you entered.



- Click "Save" at the bottom of the page to save your work at any point in the process.
- Click "Next" to move on to the next section. If you have unsaved information, the program will prompt you to save before advancing to the next screen.



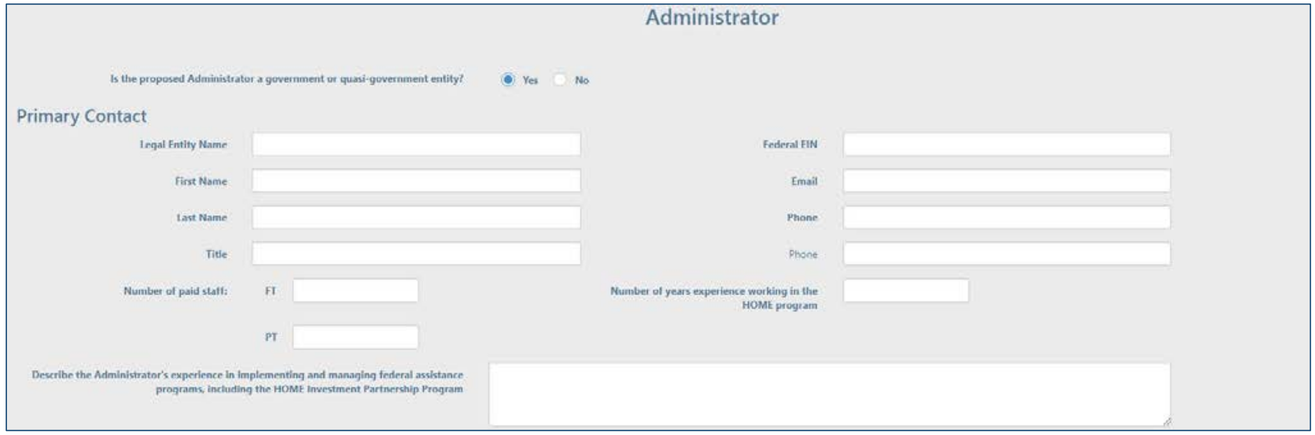
SECTION 3 – ADMINISTRATOR (IF APPLICABLE)

This section will only appear in the navigation links if you chose “Yes” to the Third-Party Administrator question in the Application Setup Section.

If you are not using an Administrator or you are applying as a CHDO, you will not receive this section of questions; therefore, you can proceed to Section 4 of this manual – Program Details.

If you answer YES for government or quasi-government administrator:

- Fill in the requested information for the administrating agency
- Proceed to “Add Administrator’s Experience” below

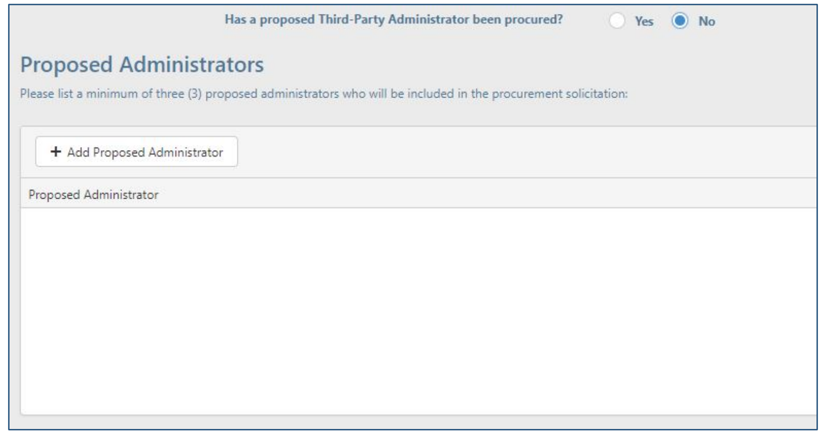


If you answer NO to government or quasi-government administrator:

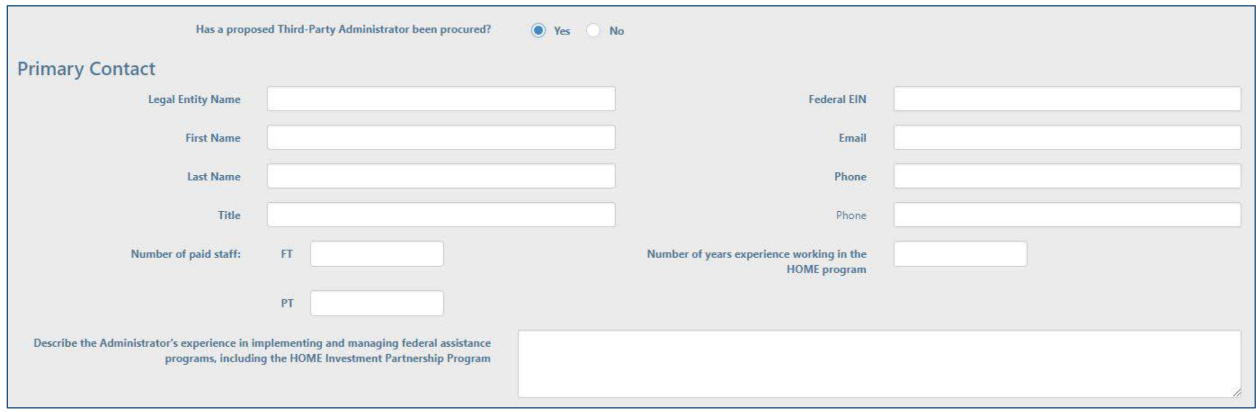
- Answer the series of Yes/No questions that pop up.
- More questions will come up, depending on your answers to these
- Click “Save” and then “Next” to continue

Note:

If you answer “No” for “Has a proposed Third-Party Administrator been procured?” then you will be required to list the names of 3 *proposed* administrator organizations that you will consider.



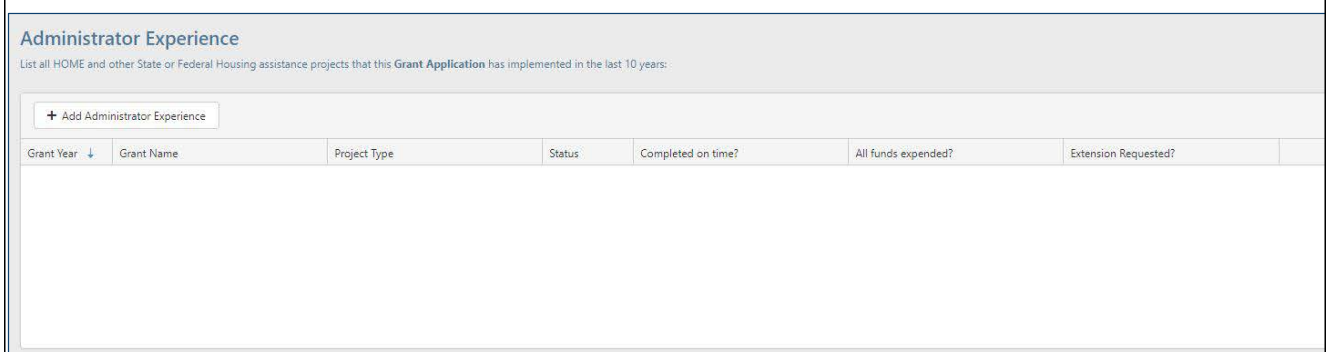
If you answer “Yes” for “Has a proposed Third-Party Administrator been procured?” then you will need to fill in the information for the Administrator as shown.



Add Administrator’s Experience

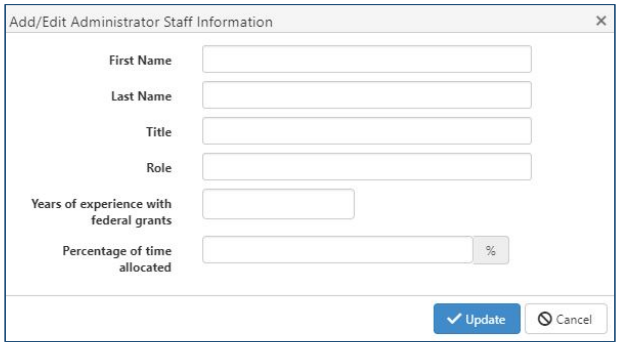
- Click “Add Administrator Experience”
- One entry should be filled out for every HOME, State, or other Federal grant on which the administrator has worked during the past 10 years.

Note: “Administrator” refers to the organization, not the individual working on the grant.



Add Administrator's Staff Members

- Click "Add Responsible Staff Member".
- Fill out the requested information on the popup window that appears.
- Repeat to add an entry for every person who will have a role to fulfill in administering the grant for the applicant.



SECTION 4 – PROGRAM DETAILS

Program Narrative

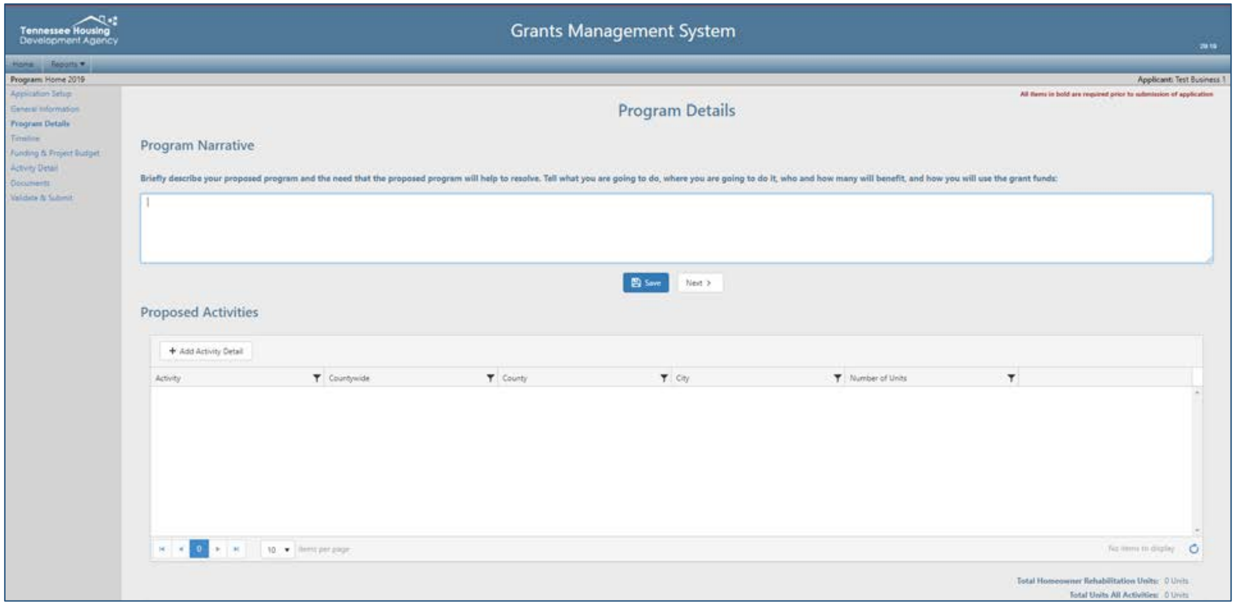
- Enter text in the Program Narrative box. There is a limit of 5,000 characters.

  Tip: you can type this out in another program such as Word, NotePad, etc. and copy/paste it into the box when you are ready)

Proposed Activities

- Click "Add Activity Detail" to add more details about your program.

NOTE: If you have multiple counties you are proposing, you must enter a separate line for Activity Detail for each county.



Proposed Activities - Cont'd

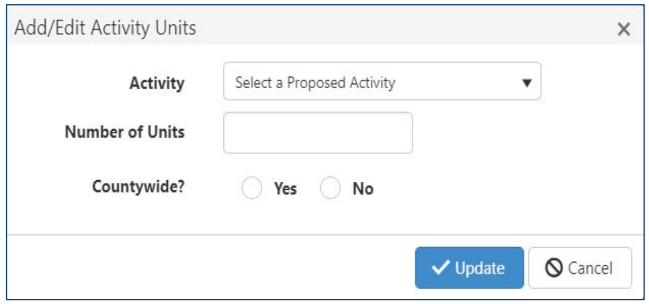
You will get one of the 2 pop-up windows shown, depending on how you answered previous questions:

(If you don't see a pop-up window, make sure your pop-up blocker is turned off in your browser)

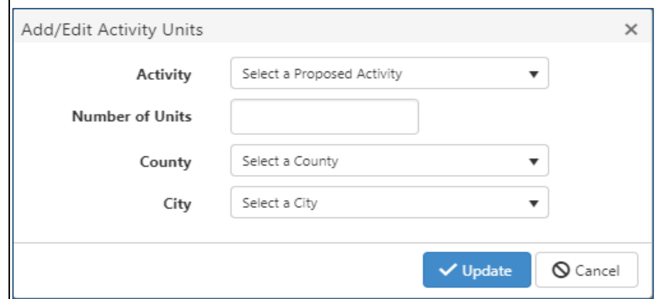
Answer the questions and click "Update".

For CHDOs, "Countywide" means that units may be created anywhere in the county. If units will only be built inside the limits of a specific city, select "No". If you select "Yes", the system will then only ask you to select the county. If you select "No", it will ask you to select the county and city.

If the applicant is a CHDO, the pop-up window will look like this:

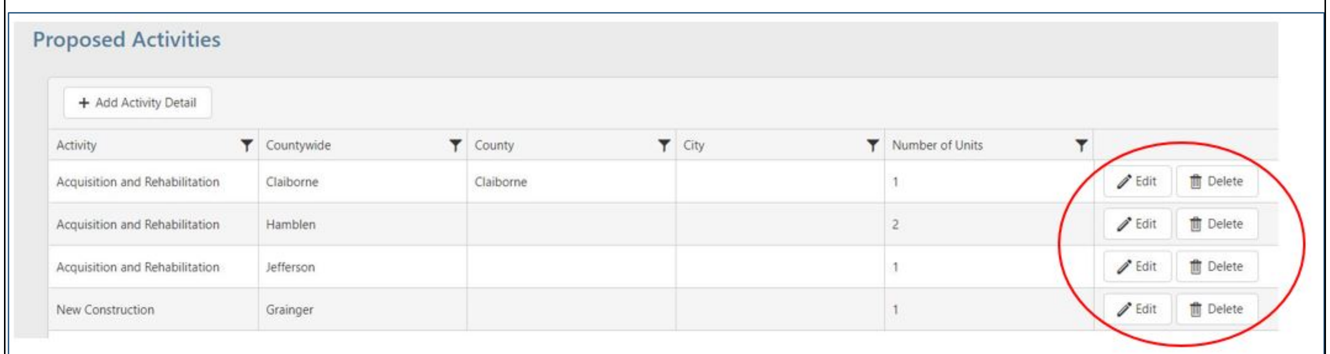


All other applicants will see this pop-up window:



Made a mistake?

Don't worry: once you enter an activity detail, new buttons will appear that will allow you to edit or delete the information you entered.



<table>
<tr><th colspan="2">SECTION 5 - TIMELINE</th></tr>
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A program implementation timeline must be completed for each set of units proposed for assistance.

To begin, click "Add Activity Timeline".

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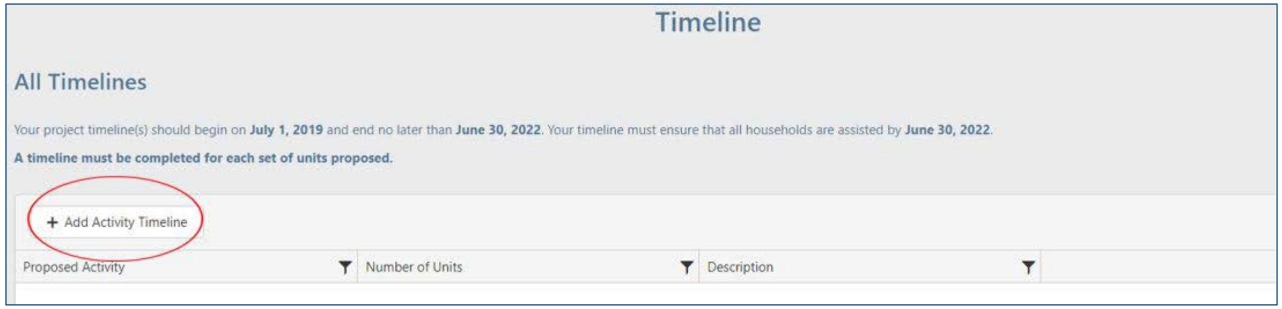

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- Answer the questions in the pop-up box that appears.
- Click "Continue".

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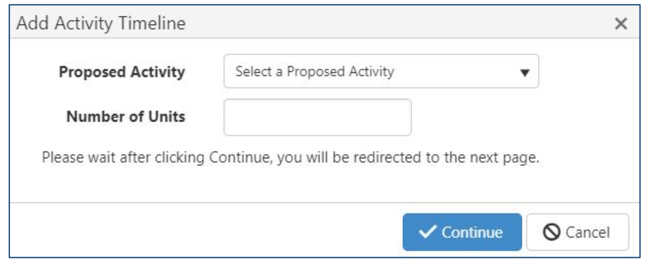

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- Enter a brief description of the unit that this timeline addresses. For example, "Rehabilitation of first phase of units." If unit addresses have been identified, please input the unit addresses that will be assisted during the timeline proposed.

- Enter proposed dates for each of the milestones shown.

  Tip: You can use the calendar icon tool next to each item to pick a date, or you may simply type in the date.

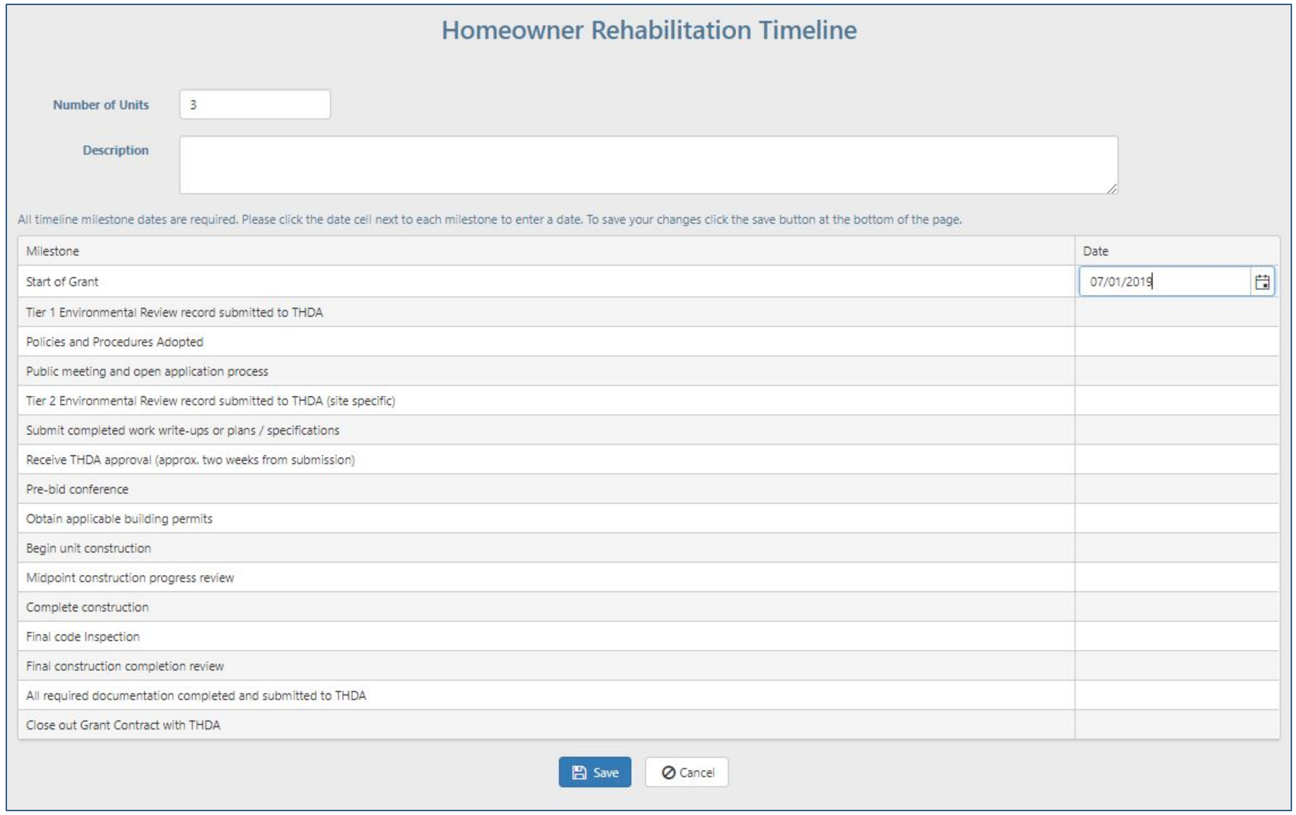
  Tip: For a milestone that will affect all units assisted, such as "Policies and Procedures Adopted", you will only enter a date for that milestone during entry of the initial unit(s). In subsequent stages of your project, you will not have access to that milestone for data entry.

- Click the "Save" button when you are finished.

- Once the timeline is saved, you will then see buttons to Edit or Delete the information.

- If you have more units to add, just click "Add Activity Timeline" and repeat the steps above.

- When you are all done, click "Save" and "Next".



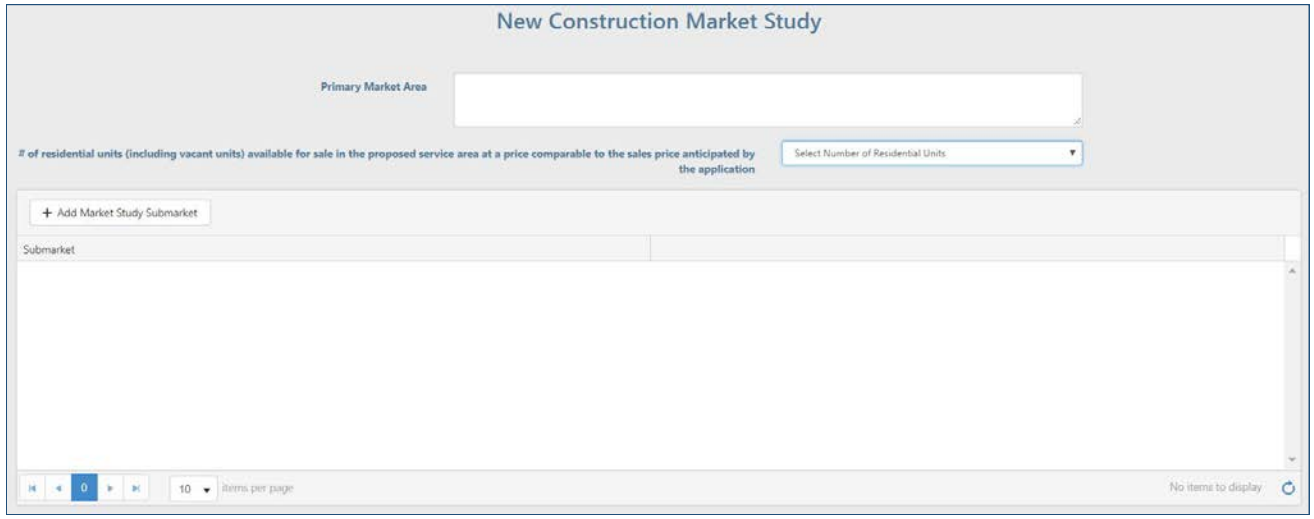
SECTION 6 – MARKET STUDY (IF APPLICABLE)

Market studies are only required for CHDOs. This section won't be visible unless you are applying as a CHDO. All other application types can proceed to "Section 7 – Funding and Project Budget"

For each Proposed Activity, click "Edit"

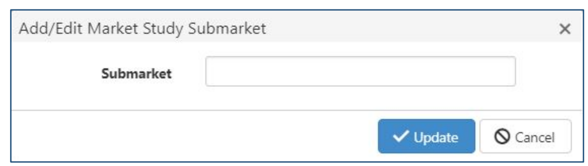
NEW CONSTRUCTION MARKET STUDY

- In the Primary Market Area box, briefly describe an overview of the market where the proposed activity will take place.
- Answer the question about # of units available for sale
- Click the blue "Save" button
- Click "Add Market Study Submarket"



MARKET STUDY SUBMARKET

Identify neighborhood and/or area of the community where the unit will be constructed, if applicable.



ACQUISITION & REHAB MARKET STUDY

- In the Primary Market Area box, briefly describe an overview of the market where the proposed activity will take place.
- Click the blue "Save" button
- Click "Add Market Study Submarket"

MARKET STUDY SUBMARKET

- Identify neighborhood and/or area of the community where the unit will be acquired and rehabilitated, if applicable.

SECTION 7 – FUNDING AND PROJECT BUDGET

The top portion of the screen is where you will enter the overall funds requested and other funding sources you have for this project. The lower portion of the screen is a summary that automatically calculates based on your entries. You cannot change information directly in the lower portion.

Begin the funding request by clicking the "Edit" button at the top right of the screen.

CHDOs will see this at the top of the screen ($750,000 max grant request)

- Project Funds are for construction hard and soft costs associated with the unit development.
- Operating Funds will be used to support the CHDO's operation external to the development activity proposed in this application.

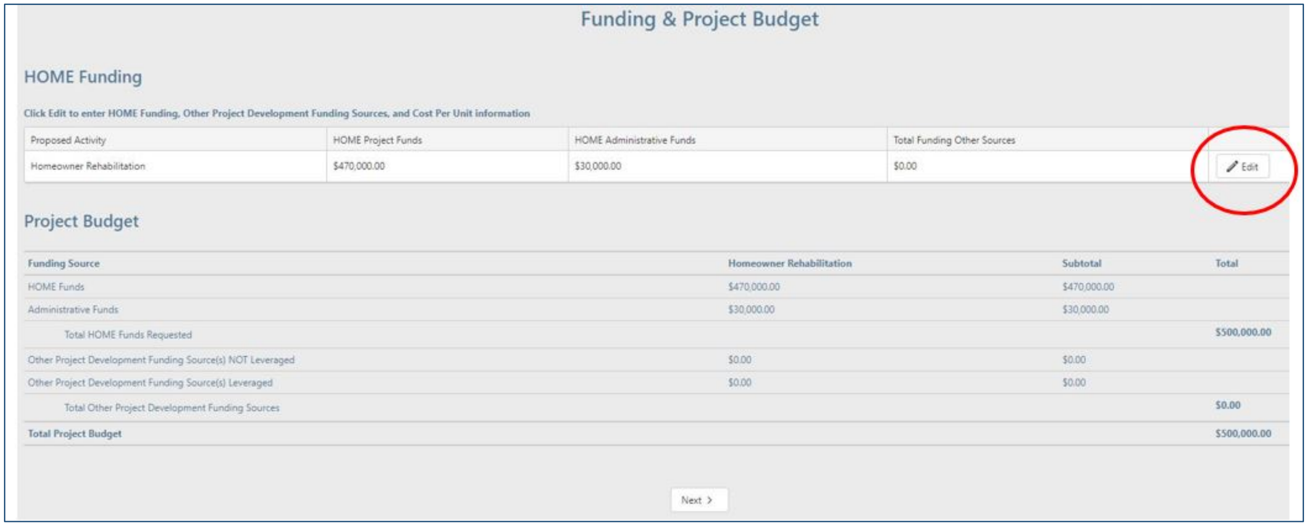
Cities, Counties, 501(c)1 Non-Profits, and Public Agencies will see this at the top of the screen ($500,000 max grant request)

- Project Funds are for costs associated with the direct assistance provided to the homeowner or home buyer.
- Administrative Funds are for work associated with the implementation of the grant activities.

Once you enter and save the overall grant amount requested, you will see a summary screen again that looks like this.

Click “Edit” to revise details about your funding and project budget.

As you enter or change information, the Project Budget summary section will automatically recalculate and update for you.



CHDO OPERATING BUDGET
(skip this step if you are not a CHDO)

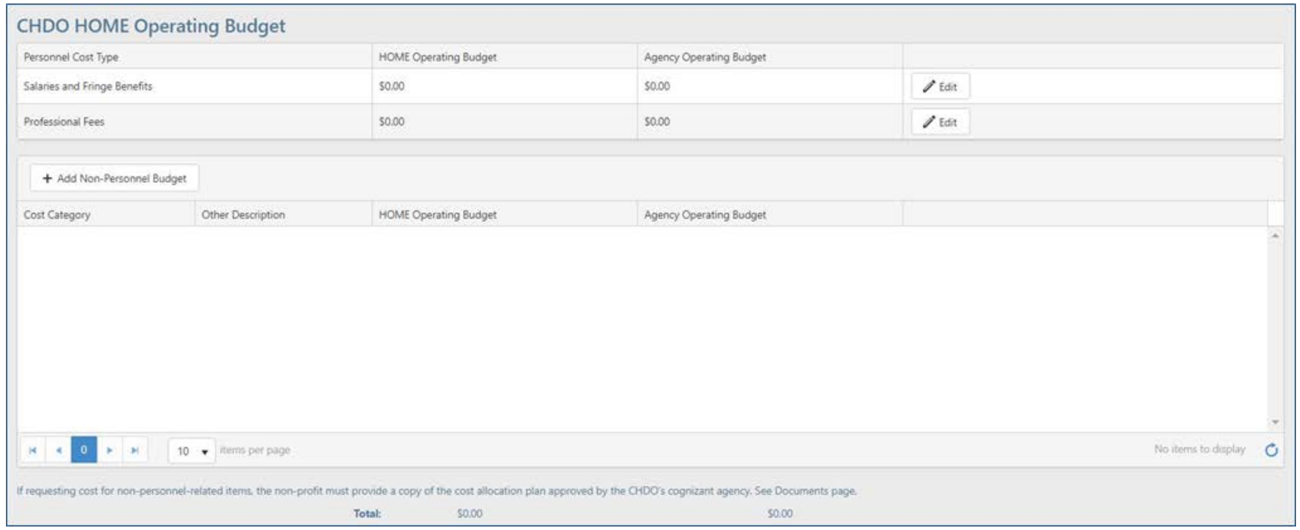
- If you are applying as a CHDO and indicated that you will be seeking operating funds, you will see this section:

- Click “Edit” next to Salaries & Fringe Benefits to enter the budgeted amounts

- Click “Edit” next to Professional Fees to enter the budgeted amounts

Then click “Add Non-Personnel Budget” to add details about miscellaneous expenses such as advertising, printing, utilities, etc.

Note: You only have to enter this information once, no matter how many proposed activities you have. In other words, if you are doing acquisition and rehabilitation *and* new construction, you would just need to pick the “Edit” button next to one of them to enter the overall operating budget details.



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Other Project Development Funding Sources

After you click “Edit”, the Funding Details screen will come up.

Click “Add Other Project Development Funding Source” (if applicable).

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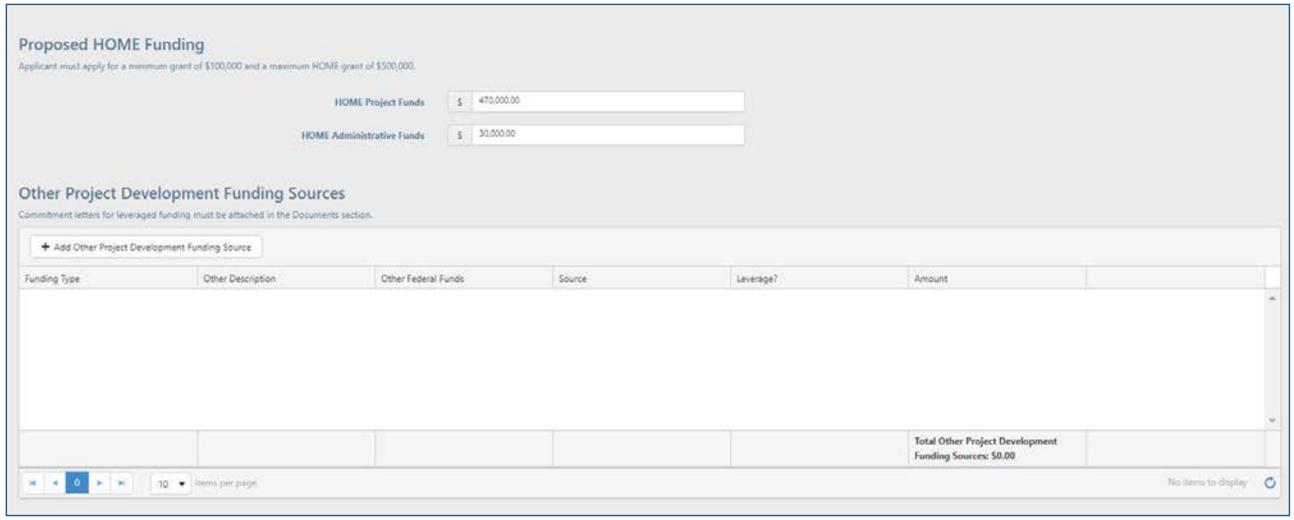

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If other funding sources exist, detail them here.

Possible sources are: Beneficiary Funds, Local Government Funds, Non-Profit Agency Funds, Other Federal Funds, Other State Funds, Private Funds, Value of Donated Labor, Material, Land, or Other.

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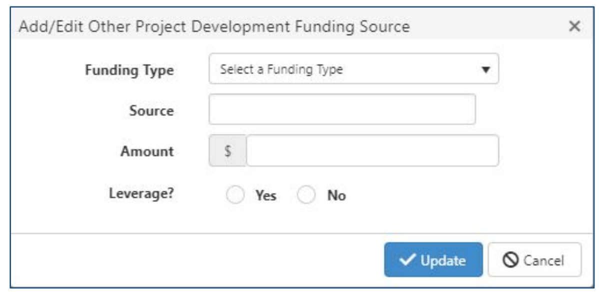

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Match Funding

Click on “Add Match Funding Source” to add any of the possible types of match funding.

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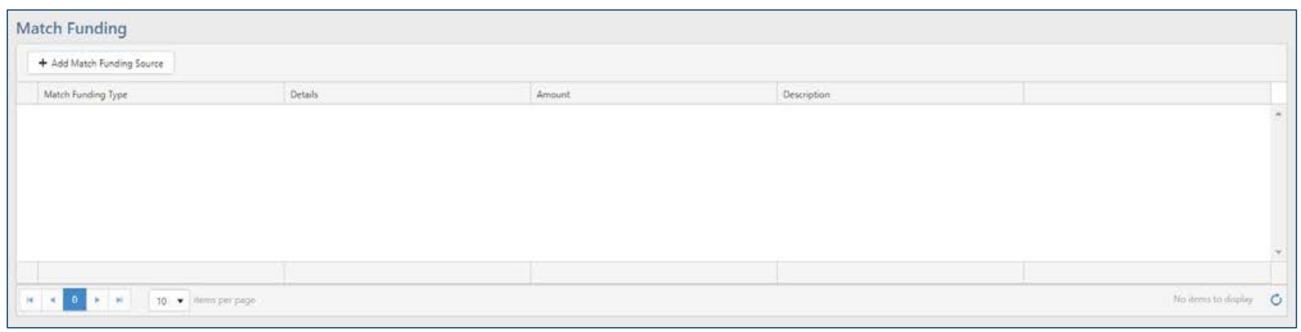

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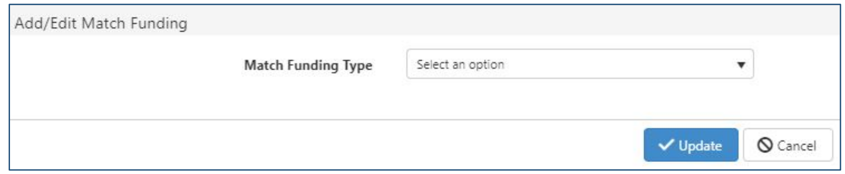
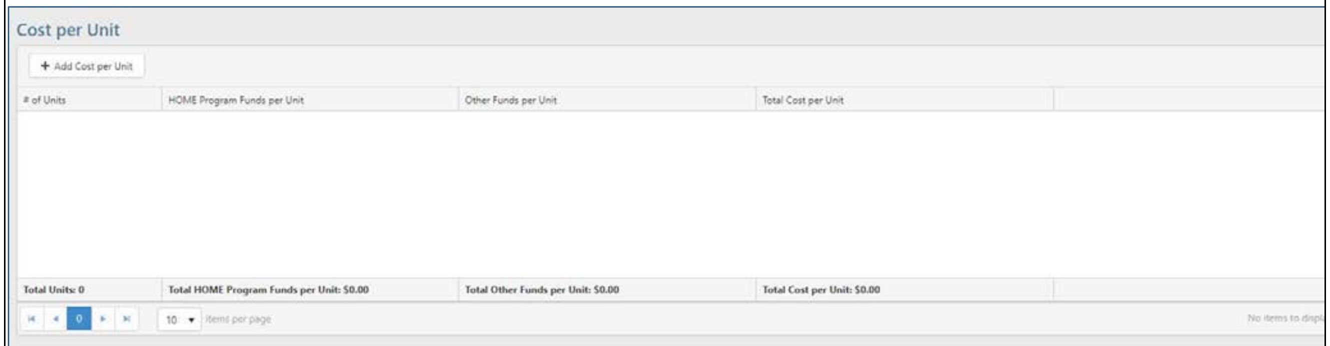
Certain other questions come up depending upon what selection you make here. Click “Update” to save your selection, then add another match funding source if needed.	
Cost per Unit • Click “Add Cost per Unit” and enter the requested data. • Click “Update” • Repeat until you have entered all cost data for all units.	
SECTION 8 - ACTIVITY DETAIL	
For each proposed activity (e.g., Homeowner Rehabilitation), you will need to provide a few more details. Begin by clicking “Edit” next to the activity. • For Homeowner Rehabilitation, see instructions directly below. • For Down Payment Assistance (DPA), see instructions labeled “DOWN PAYMENT ASSISTANCE (DPA) DETAILS” below	

HOMEOWNER REHABILITATION DETAILS (only if applicable)

Number of Units
Input the estimated number of units that can be made code-worthy in the proposed service area, not just the ones to be assisted in this grant.

Waiting List
Answer the questions shown.

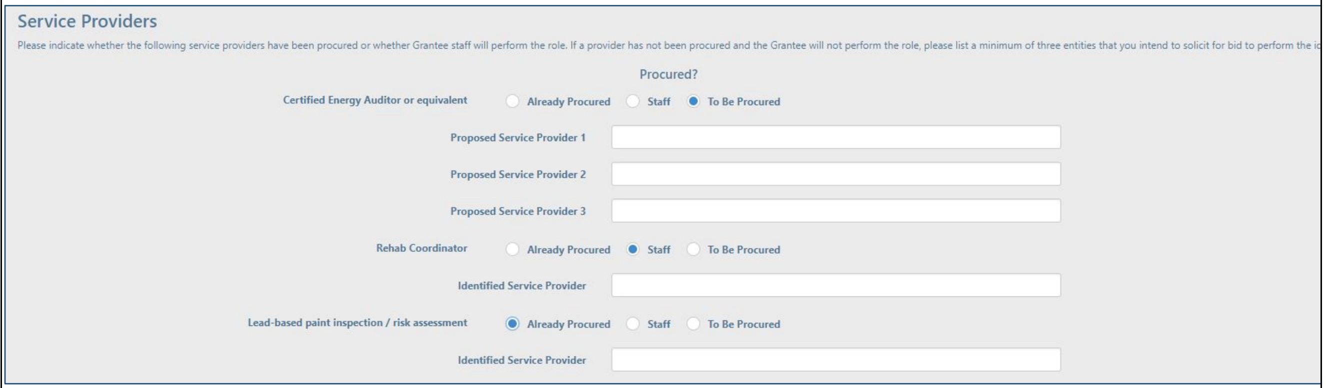
Service Providers

You are required to identify your:

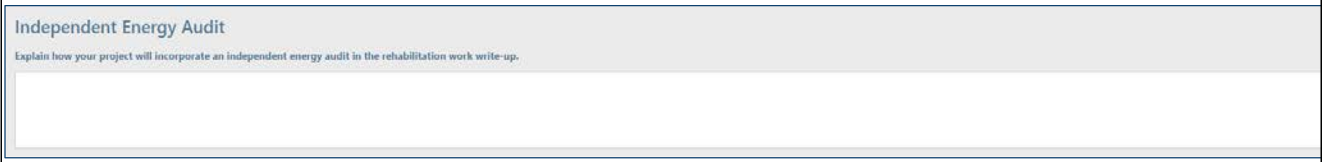
- Certified Energy Auditor
- Rehab Coordinator
- Lead-based Paint Inspector / Risk Assessor

Choices are:

- Already procured (list name of provider/organization)
- Staff (provide name), or
- To Be Procured (list three proposed providers)



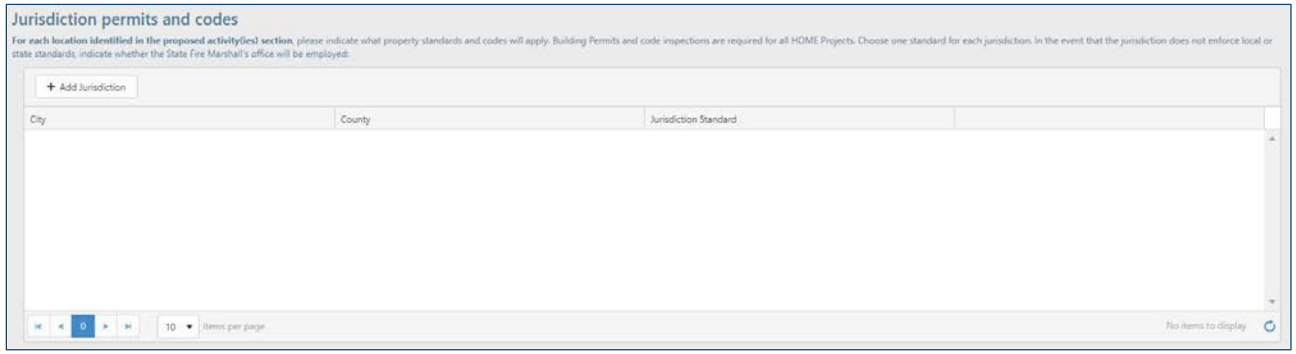
An Independent Energy Audit is required by THDA for all rehabilitated homes. Describe how you will accomplish this here.



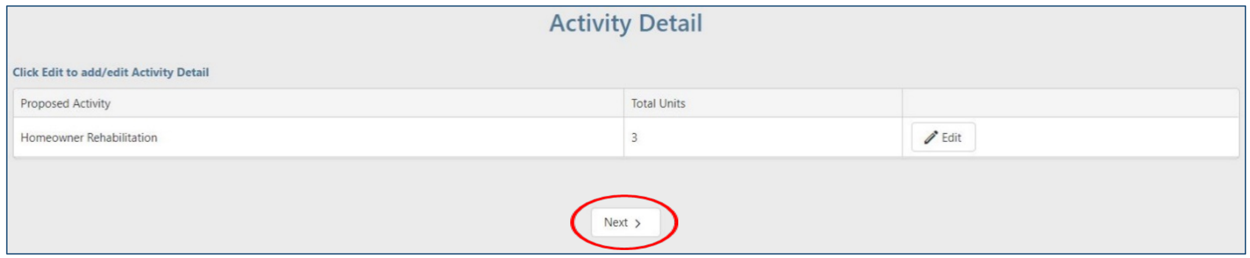
Jurisdiction Permits and Codes

You must enter information about which jurisdiction will govern your project's permits and codes. If you are a County and will implement a program that may assist units in a city, you must enter information for each city.

Click "Add Jurisdiction" and answer the questions that pop up. If more than one is applicable, repeat this step after saving.



Once all the Activity Detail questions are complete, click "Save" and "Next" to continue.

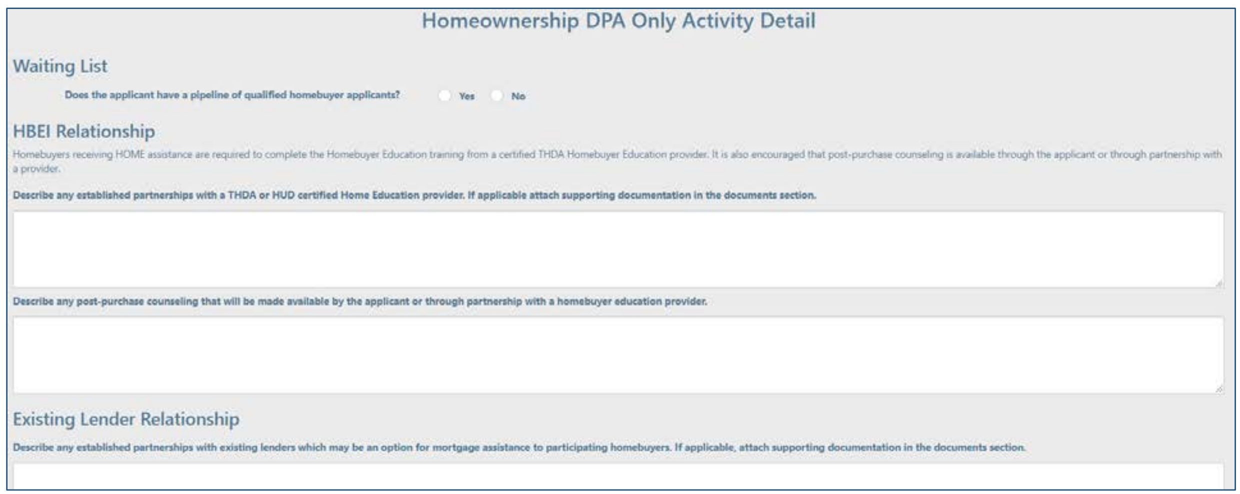


DOWN PAYMENT ASSISTANCE (DPA) DETAILS (only if applicable)

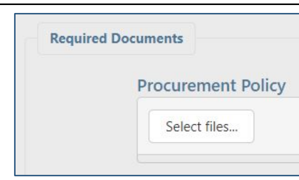
Answer the questions on:

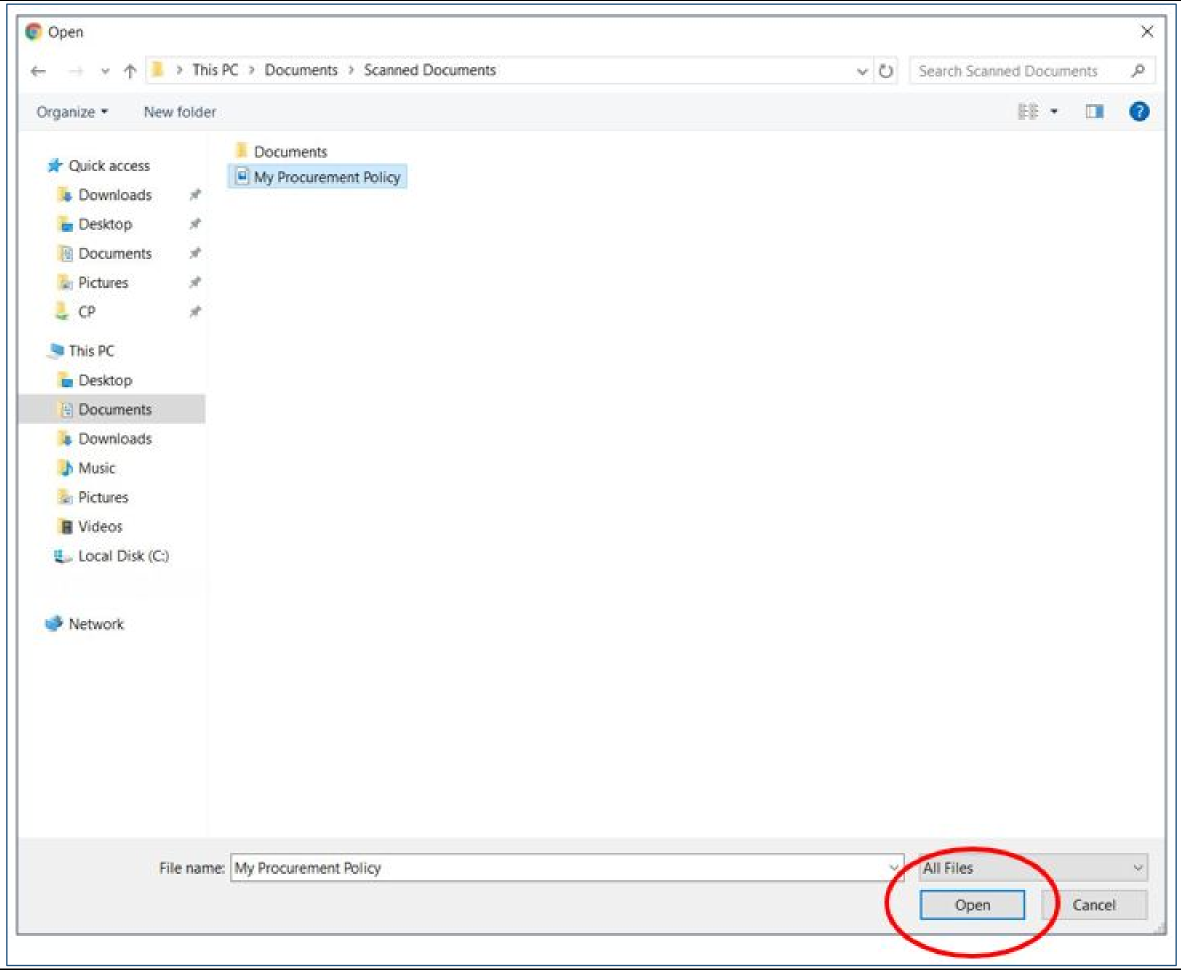
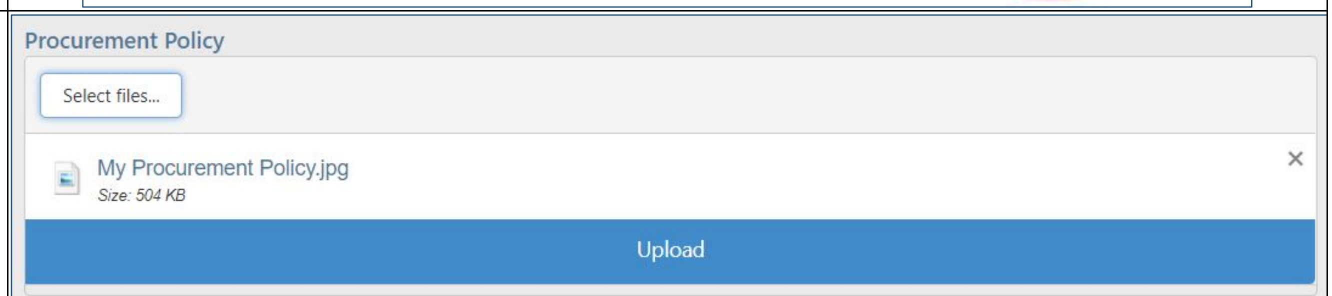
- Waiting List
- Homebuyer Education (HBEI)
- Lender Relationship
- Compliance

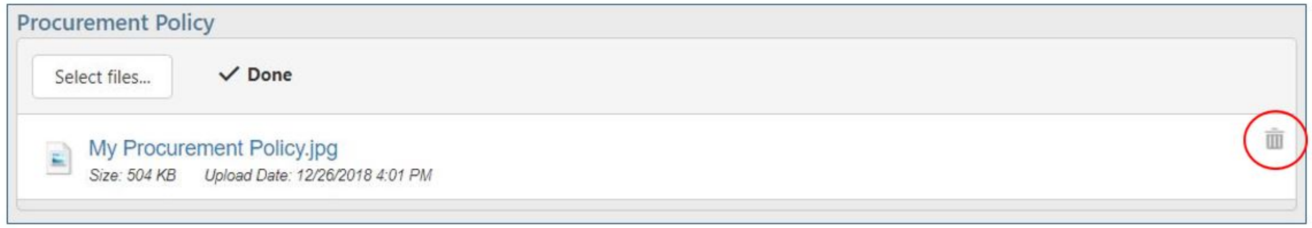
Click "Save" when finished.



SECTION 9 – CHDO CHECKLIST & DESIGNATION (IF APPLICABLE)	
This section won't be visible unless you are applying as a CHDO.	
Please answer the series of questions regarding your organization's: • Legal Structure • Independence • Accountability to the Low Income Community • Capacity In the Location of Citation box, you must reference the location of the citation in the document checked which provides evidence of the requirement – i.e "Organizational Bylaws, Secton 2.1".	

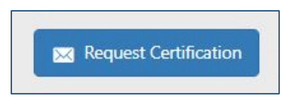
SECTION 10 - DOCUMENTS	
Next, you will upload the required supporting documentation. For this example, we will use the Procurement Policy, but follow these same steps for all of the required uploads.	
Click "Select files…"	

<table>
<tr>
<td>Navigate to the file on your computer, select it, then select “Open”.</td>
<td>
</td>
</tr>
<tr>
<td>You should now see your file in a temporary placeholder on the screen. Click “Upload” if everything looks right. If not, just click the “X” and repeat the steps above.</td>
<td>
</td>
</tr>
</table>

If at this point you still need to change the document after uploading it, simply click the garbage can symbol to delete the selected document and repeat the upload process with the correct file.	

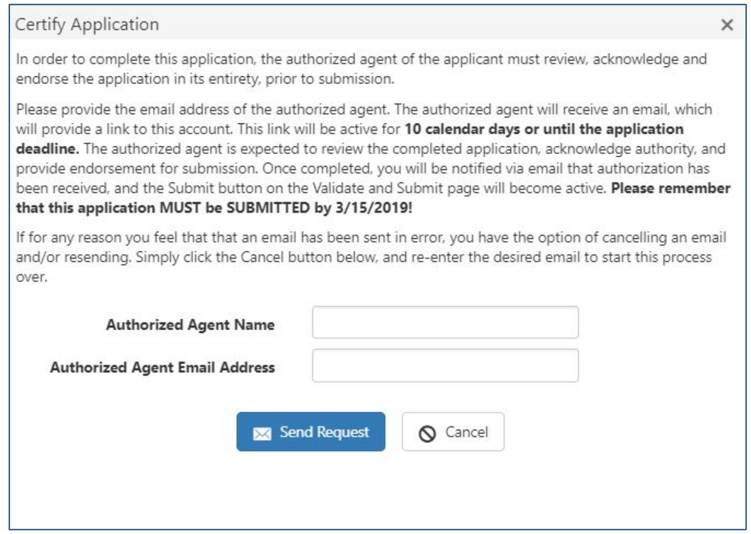
Once you have uploaded all the required documents, click "Next" at the bottom of the screen.

SECTION 11 - VALIDATE AND SUBMIT

Next you will see a summary screen that looks like this. Each section of the application is listed, along with warnings. • Red X's are required and must be corrected before you can proceed. • Warning signs are optional, but may negatively impact the score of your application if not addressed. In the upper right, there is an option to Print this report or Export it to an Excel spreadsheet.	
Once you have made all the required corrections, click the "Request Certification" button that appears at the bottom of the screen.	

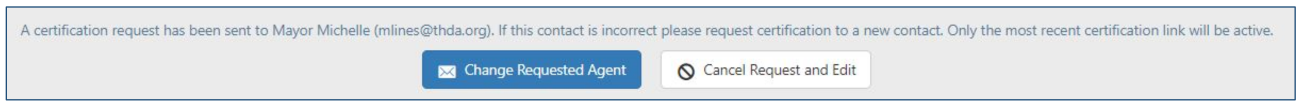
Read the certification popup carefully.

- Enter the name of the Authorized Agent who will sign the application (usually the Mayor, the Executive Director, or the Board Chair).
- Enter the authorized agent's email address
- Click "Send Request"
- An email will be sent to the Authorized Agent with a link to review the application
- The Authorized Agent will digitally sign the application once they are satisfied it is complete and correct.



If you realize you made a mistake at this point, you can still make corrections. You may:

- Change the Authorized Agent (the link in the first email you sent will be deactivated by the system)
- Cancel the request completely and edit the application further



VERY IMPORTANT!!!

- Once approved, the Authorized Agent and the Manager/Administrator will both receive acknowledgement through email, and the application will be released for submission by the Manager/Administrator.
- The Manager / Administrator MUST log back in to the system after approval by the Authorized Agent in order to submit the application.
- **THE APPLICATION IS NOT SUBMITTED TO THDA UNTIL THE MANAGER/ADMINISTRATOR COMPLETES THE FINAL SUBMISSION STEP BY CLICKING THE "Submit" BUTTON.**

Once submitted, the application is locked and cannot be edited further; however:

- You can still log in and view or print the application and/or report. A summary of the report that may be printed is available on the Menu Bar under Reports.

NEED HELP?
• For *programmatic requirement questions* regarding your HOME application, please contact Bill Lord, HOME Program Manager at blord@thda.org or 615-815-2018. You may also call 615-815-2030 and ask for assistance from a HOME Program staff member. • For *application system questions*, please submit your question to GM@thda.org. A THDA staff member will respond to your email as quickly as possible during normal business hours.