Texas Back in Business (TBIB) grants are funded through Community Development Block Grant for Disaster Recovery (CDBG-DR) from the U.S. Department of Housing and Urban Development (HUD). To qualify for HUD CDBG-DR funding, Texas Back in Business will help you submit the necessary documentation to demonstrate eligibility under federal rules. A more in-depth look at the documents will need to be completed to qualify for funds. An overview of the required documentation is included below.

**TBIB is a job creation and retention program. Applicant businesses must be able to create or retain jobs to receive a grant.** Grants range from $50,000 to $250,000 and will be determined according to the size of the business and the number of employees a business can hire and/or retain.

To meet federal eligibility criteria, businesses must have sustained at least $50,000 in economic or physical damages (or a combination of both) due to Hurricane Harvey and must be able to document these damages. Examples of documentation include but are not limited to:

- For physical damages:
  - Photographs of damage.
  - Documentation from insurance, the Small Business Administration (SBA), or a third-party that demonstrates an estimated value of damages.
  - Documentation such as receipts, invoices, estimates, or other that demonstrate the cost incurred to repair damages caused by the storm.
  - Receipts or invoices that demonstrate the cost to replace the physically damaged items.
• For economic impact:
  o An evident decline in revenue between 2016 and 2018.
  o Documentation from an insurance company confirming business interruption claim.
  o Cancellation of orders from clients or proof of inability to fulfill orders due to Hurricane Harvey.
  o Profit & loss statements that demonstrate a decrease in sales or customer volume directly attributable to the storm.
  o Contracts canceled due to the storm.
  o Proof of the period during which applicant business was closed and evidence of sales lost during the time the business was closed.
  o Costs incurred due to Harvey such as cleanup costs, debris removal, or fixed expenses while closed.

List of required documents (this information is needed to verify applicant business’ eligibility under federal rules and regulations):
• Registration with Dun & Bradstreet; to obtain a DUNS number applicants can register at www.dnb.com
• Registration with www.SAM.gov. Registration must be set to “public” so TBIB can verify it via a business search.
• Program-provided forms to be completed by applicants:
  o Conflict of Interest Certification.
  o Child Support Affidavit.
  o Consent to Release Information Form.
  o Ownership Certification and Authorized Representative Designee Form.
  o Business Profile Update Form.
  o Duplication of Benefits Certification Form.
  o Self-Certification of Tax Remittance Form.
• Documents proving owner Identification and proof of legal presence in the United States:
  o Valid driver’s license or state-issued identification or
  o Valid U.S. passport or military identification or
  o Any other federal or state-issued photographic identification.
• Documents proving that the applicant business was in operation on August 25, 2017:
  o Payrolls from July and/or August 2017 or
  o 2017 business bank statements showing activity from July to August 2017
  o Receipts of payment of recurring business costs/activities for July to August 2017 (e.g. insurance premiums, utility bills, etc.).
• Documents supporting claim of loss (in addition to those listed in the section above):
  o 2016 IRS-filed full business tax return
  o 2017 IRS-filed full business tax return
  o 2018 IRS-filed full business tax return
  o 2019 IRS-filed full business tax return
  o 2016-2017 Profit & Loss Statement
  o 2017-2018 Profit & Loss Statement
  o 2018-2019 Profit & Loss Statement
As the federal agency funding the program, HUD determines what is and is not eligible for grant funding. Below are examples of what is eligible and ineligible for grant funding under federal rules.

- **Grant-Eligible Expenditures and Costs:**
  - **Purchasing Movable Equipment:** Moveable equipment items that got destroyed/damaged during Hurricane Harvey (and were not covered by the insurance policy, if one was in effect as of August 25, 2017) and are needed to continue pre-storm regular business operations.
  - **Financing Inventory:** Purchasing or replacing inventory that was lost or damaged during Hurricane Harvey and maintaining its optimal levels.
  - **Working Capital:** Funds used to pay creditors on a timely basis, payroll for staff (i.e. salaries and benefits), manage short-term debts (e.g. bank loans, wages, lease or mortgage payments, insurance, such as property insurance, liability insurance, worker’s compensation), meet miscellaneous day-to-day business expenses, such as advertising, marketing and promotion costs, utilities, phone bills, office supplies, trash removal. Similar business costs not associated with construction or expansion of existing facilities.

- **Ineligible Grant Expenditures and Costs:**
  - Renovation, repair, or improvement to buildings
  - Purchases of equipment that must be affixed to a building
  - Acquisition of real property
  - Reimbursement for inventory or equipment purchased prior to the award (CPD Notice 15-07)
  - Any pre-hurricane working capital expenses
  - Purchase of alcoholic beverages
  - Relieving bad debts
  - Paying for staff entertainment
  - Settling governmental fines, penalties or damages resulting from violations
  - Paying for lobbying activities
  - Suing the federal government
  - Buying out any stockholder or equity holder in the business
  - Buying out or reimbursing any family member
  - Investment in instruments for the sole purpose of a return on investment
  - Idle capacity/facility cost recovery (costs of maintenance, repair, rent, insurance, interest, taxes, depreciation)
  - Replacement of lost income or revenue
  - Paying all or part of the outstanding balance on an SBA loan