



HURRICANE HARVEY  
RELIEF FUND FOR TEXAS  
SMALL BUSINESS

## **APPLICATION UNDERWRITING PROCESS**

### **Randomized Selection Process**

Texas Back in Business received more than 2,700 applications for grant funding. Applications were randomized by a computer program and are being submitted for the underwriting process in this order. The current focus of the Texas Back in Business program is to help applicants in the underwriting process qualify for funding under the U.S. Department of Housing and Urban Development (HUD)'s Community Development Block Grants for Disaster Recovery (CDBG-DR) mandatory rules and regulations.

### **How Applicants Will Be Contacted**

When applicants are selected for underwriting processing, they receive an email from Texas Back in Business requesting to schedule a telephone call with a team member to review the application. The applicant and underwriter will speak in detail about HUD qualifications and the required documents needed to prove eligibility. Several attempts will be made to reach the applicant via phone and email. Applicants should check their application online to ensure the correct telephone and email addresses were provided to the program.

### **Underwriting Process and Timeline**

During the underwriting process, applicants are asked to provide necessary documentation to prove eligibility under HUD rules. Texas Back in Business staff works with applicants individually to help them qualify for funding. Depending on how quickly an applicant is able to produce the necessary documents needed to prove eligibility under HUD rules, the underwriting and approval process is expected to take between 6-10 weeks. Providing the necessary documentation to prove eligibility in a timely manner is the best way to expedite the process. As with all CDBG-DR funded programs, federal disaster recovery funding for assistance cannot be administered without proper documentation.

Applicants can expect to undergo the following steps in the grant underwriting process:

- 1. Initial Contact by Texas Back in Business** – Applicants contacted by phone or email to set up time to review their application. Applicants should have access to their application, business files, and a computer for this meeting. If the applicant does not have access to a computer, please notify the meeting scheduler so that accommodations can be made.

2. **Application Review Meeting** - During this call, three main topics will be discussed: (1) the grant underwriting process, (2) a review of the application, and (3) the necessary documentation required to prove eligibility under HUD rules.
3. **Document Submission** - The applicant will then gather and submit the necessary documentation to prove eligibility to the underwriting team. An explanation of the necessary underwriting documentation is attached.
4. **Documentation Verification** - Once the program receives all needed documentation, the applicant's file will be reviewed for completeness and final eligibility. Next, it can be submitted for grant funding approval. Depending on the complexity of the file and amount of documentation requiring verification, this process will take approximately 2 weeks to 4 weeks.
5. **Approval Process** - Once an applicant file is submitted for approval, the GLO is required to audit the file and send approval to HUD requesting funds be released.
6. **Grant Award** - Grants are transferred to applicants as soon as HUD releases the funds.

This timeline is mostly dependent on the rate at which applicants supply necessary documentation to prove eligibility under HUD rules.

The program will continue processing applications until funds are fully expended. Texas Back in Business will notify applicants if funds run out before all applications are processed.