



HURRICANE HARVEY  
RELIEF FUND FOR TEXAS  
SMALL BUSINESS

## **APPLICATION INITIAL ELIGIBILITY REVIEW AND UNDERWRITING PROCESS**

### **Randomized Selection Process**

Texas Back in Business received more than 2,700 applications for grant funding. Applications were randomly sorted by a computer program and are being reviewed for eligibility in this order. Texas Back in Business is committed to helping applicants qualify for funding under U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant for Disaster Recovery (CDBG-DR) rules and regulations.

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

When TBIB begins initial eligibility review of an application, an eligibility specialist will email and call the contact person listed on the application. This eligibility specialist will review the application with the contact person and specify which documents and information must be submitted to process the application. Several attempts will be made to reach the applicant via phone and email. Applicants may call 1-884-773-5563 to confirm the program has the most current contact information.

### **Underwriting Process and Timeline**

After the eligibility specialist collects all the required initial documentation, the application will be forwarded to the underwriting team for further review. An underwriter will be assigned to review the application and determine if additional documentation is required to confirm eligibility. The underwriter will work with applicants individually to help them document qualification for funding. The applicant and underwriter will speak in detail about federal qualifications and the required documents needed to prove eligibility under HUD rules and determine possible award amount. Depending on how quickly an applicant can provide 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 are contacted by phone or email to schedule a time for a call to review their application. Applicants should have access to their application, business files, and a computer for this call. If the applicant does not have access to a computer, they should notify the meeting scheduler so that accommodations can be made. During this initial call, two main topics will be discussed: (1) a review of the application, and (2) the necessary documentation required to prove eligibility under HUD rules.
- 2. 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.
- 3. Documentation Verification** - Once TBIB receives all needed documentation, the applicant’s file will be reviewed for completeness. Next, it can be submitted for underwriting review.
- 4. Underwriting** – An underwriter will complete an in-depth review of the application and documentation provided to determine award eligibility and calculate the eligible award amount. Depending on the complexity of the file and amount of documentation requiring verification, the underwriting process will take approximately 2 weeks to 4 weeks.
- 5. Approval Process** - Once an applicant file is reviewed by underwriting, determined eligible, and an award determination is completed, the application is submitted to the GLO for final review and approval. The GLO is required to audit the file and send approval to HUD requesting funds be released.
- 6. Grant Award** – The initial grant payment of approximately 40% of the total grant award is transferred to applicants as soon as HUD releases the funds. The remaining two installments are issued once the applicant meets the compliance and monitoring milestones.

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.