



## MEMORANDUM

TEXAS GENERAL LAND OFFICE • GEORGE P. BUSH • COMMISSIONER

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**Date:** April 6, 2020

**To:** Program File

**From:** Heather Lagrone, Sr. Deputy Director CDR *Heather Lagrone*

**Subject:** GLO HoAP Program – Notary Requirement Modification

The Texas General Land Office (GLO) has oversight responsibility for the Community Development Block Grant – Disaster Recovery (CDBG-DR) funds allocated to the City of Houston (the City) for housing recovery efforts from the impacts of Hurricane Harvey. To ensure compliance with the timely expenditure requirements within the Grant Agreement with HUD, beginning on March 17, 2020, the GLO will begin concurrently administering the City's Harvey Homeowner Assistance Program (HoAP) within the City of Houston. The GLO will administer the program in accordance with the City of Houston's HoAP policies and procedures to the greatest extent feasible however, to expedite assistance to those impacted and still awaiting assistance the GLO is adopting certain streamlined and simplified policies from the GLO's Homeowner Assistance Program (HAP) and Harvey Housing Guidelines. Program wide waivers will be processed via memo to file and applicant specific waivers may also become necessary to provide clarification to guidelines and waivers will be applied where necessary to execute the program effectively.

Effective March 13, 2020 the President declared an Emergency Declaration for the United States in response to the COVID-19 pandemic which was accompanied by a Governor's Disaster Proclamation for the State of Texas. The Centers for Disease Control and Prevention (CDC) have provided guidance in precautionary measures which accompany social distancing regulations that have been put in place throughout the United States and in the State of Texas.

The GLO will implement precautionary measures and modifications to standard policies and procedures to adhere to all CDC recommended safety practices while continuing to provide safe, sanitary and decent housing to those which were impact by Hurricane Harvey.

During the document collection phase and to determine CDBG-DR eligibility, applicants are required to have several specific documents notarized, which are outlined in the GLO HAP Policy Manual. Due to the COVID-19 pandemic and to limit the number of times applicants are required to personally interact with GLO Staff or notaries, the GLO will not require these forms to be notarized until the preconstruction conference. This process will be in place from the time of the initial Disaster Declaration and Proclamation, March 13, 2020, until their later expiration.

This memorandum will be apply to all applicants participating in HoAP administered by the GLO.