



houston  
landbank

BOARD OF DIRECTORS REGULAR MEETING  
January 26, 2026

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BOARD OF DIRECTORS REGULAR MEETING  
AGENDA

January 26, 2026– Noon Central Time

LISC

602 Sawyer Street, Suite 210 Houston, Texas 77007

The meeting will be in person and open to the public but restrictions regarding masks, allowable room capacity, and seating arrangements may be in place.

The public meeting location will be at 2101 South Street, Houston, Texas 77009. The Board Chair, as presiding officer of the Board, will be physically present; Board members will also be physically present.

**Please contact [info@houstonlandbank.org](mailto:info@houstonlandbank.org) or call us at 281-655-4600 with any questions.**

AGENDA

- I. Call to Order and Roll Call
- II. Public Speakers & Registered Attendees

***Speakers must be registered by 5 p.m. on Friday, January 23, 2026. To register, please use the online form at [www.houstonlandbank.org/resources](http://www.houstonlandbank.org/resources), e-mail [info@houstonlandbank.org](mailto:info@houstonlandbank.org) or call 281-655-4600. The Chair will call on speakers and allow three minutes per speaker.***
- III. Consideration and Adoption of Meeting Minutes
  - a. December 15<sup>th</sup>, 2025 Board Meeting
- IV. Chairman’s Greeting: Matt Zeis
- V. Committee Reports:
  - a. Executive Committee: Matt Zeis, Chair
  - b. Finance Committee: Rickie Bradshaw III, Chair
  - c. Partnership and Program Development: Chrishelle Palay, Chair
  - d. Real Estate Acquisition and Disposition: Francisco Castillo, Chair
  - e. Procurement and Oversight: Elaine Morales-Diaz, Chair
- VI. Board Action Items
  - a. Consideration and Possible Action to purchase 3311 Farmer, Houston, Texas 77070 (HCAD 0211440060020).
  - b. Consideration and Possible Action to Approve a Pro Bono Engagement with 180 Degrees Consulting – Rice University Chapter.
  - c. Consideration and Possible Action to Authorize the President and CEO to execute the grant agreement with *Casas y Carreras*, and authorizing the disbursement of funds to

support pilot implementation of the initiative titled *Homes Built, Futures Launched*.

VII. Executive Session

*NOTE: The Houston Land Bank Board may go into executive session, if necessary, pursuant to Chapter 551 of the Texas Government Code, for one or more of the following reasons: (1) consultation with its legal counsel to seek or receive legal advice or consultation regarding pending or contemplated litigation; (2) discussion about the value or transfer of real property; (3) discussion about a prospective gift or donation; (4) consideration of specific personnel matters; (5) discussion about security personnel or devices; or (6) discussion of certain economic development matters. The Board may announce that it will go into executive session on any item listed on this agenda if the subject matter is permitted for a closed session by provisions of Chapter 551 of the Texas Government Code.*

*Discussion may occur in executive session as provided by State law, but all Board actions will be taken in public.*

VIII. Board Member Comments

IX. Adjournment

P.O. Box 131106, Houston, Texas 77219  
281.655.4600

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[houstonlandbank.org](http://houstonlandbank.org)

**HOUSTON LAND BANK  
MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING  
HOUSTON, TEXAS**

**December 15, 2025**

A regular meeting of the Board of Directors ("Board") of the Houston Land Bank ("HLB"), a Texas non-profit corporation created and organized by the City of Houston as a local government corporation pursuant to the Texas Transportation Code Annotated, Section 431.101, *et seq.*, and the Texas Local Government Code Annotated, Section 394.001 *et seq.*, was held at 602 Sawyer Street, Suite 210, Houston, Texas, on Monday, December 15, 2025 at 12:00 p.m. Written notice of the regular meeting, which included the date, hour, place and agenda for the regular meeting, was posted in accordance with the Texas Open Meetings Act.

Board members in attendance were:

Elaine Morales-Diaz	Rickie Bradshaw
Matt Zeis	Chrishelle Palay
Francisco Castillo	Dwantrina Russell
Thomas Simpson	Ge'Juan Cole
David Collins	

Board directors absent were: Marilyn Muguerza and Janae Ladet. Others in attendance included: Christa Stoneham, Chief Executive Officer/President of the HLB; LaTosha Okoiron, in-house counsel and Compliance Manager of the HLB; Isai Mendez, Finance Director for the HLB; Lindsey Williams, Director of Community Development for the HLB; Melanie Young, Director of Operations; Donesha Albrow, Program Manager for the HLB; LeKendra Drayton, Administrative Assistant for the HLB; Mark Glanowski (Paralegal) of Winstead PC; and Gracie Saenz, outside counsel to the Houston Land Bank.

**I. Call to Order and Roll Call**

Chairman Zeis called this regular meeting to order at 12:05 p.m. A roll call of the Board members attending in person immediately followed. Chairman Zeis then announced that an in-person quorum of the Board was now present for this meeting.

**II. Public Speakers & Registered Attendees**

Nothing to report due to no public speakers in attendance.

**III. Consideration and Adoption of Meeting Minutes**

**a. October 20, 2025 Board Meeting**

Chairman Zeis noted that the minutes for the October 20, 2025 regular meeting of the Board were previously circulated for review and comment to the Directors.

Director Simpson then made a motion to approve the written minutes for the meeting held on October 20, 2025 , which motion was duly seconded by Director Castillo and approved with the unanimous vote of the Board.

**IV. Chairman's Greeting: Matt Zeis**

Chairman Zeis thanked everyone for attending today's meeting and wished everyone Happy Holidays.

**V. Committee Reports:**

**a. Executive Committee: Matt Zeis, Chair**

Chairman Zeis reported that the Executive Committee met last week to discuss the items on the Board meeting Agenda. The Executive Committee also discussed the progress with the Traditional Builders RFQ, an opportunity with another nonprofit entity to acquire its excess land, and an update from HLB staff on the Yellow Cab sites.

**b. Finance Committee: Open Chair**

Chairman Zeis reported that the Finance Committee met last week to discuss the balance of the accounts, the status of the grants and the external fiscal year financial audit which has now been submitted as required.

**c. Partnership and Program Development Committee: Chrishelle Palay, Chair**

Director Palay reported that the Partnership Committee met last week to discuss the following:

- i. Houston RAMP program is active with LISC; and
- ii. Land and Plan lot sale is currently open to provide builders with access to HLB lots paired with catalog home plans and accelerating target time lines.

Director Palay then informed the Board that there are 41 houses in development and 21 houses which are out of compliance. She also noted that the LISC start up builder program to open earlier this month for the pre-development grant for lot acquisition

**d. Real Estate Acquisition and Disposition Committee: Francisco Castillo, Chair**

Director Castillo reported that the Real Estate Acquisition and Disposition Committee did not meet.

**e. Procurement and Oversight Committee: Elaine Morales-Diaz, Chair**

Chairman Zeis reported that the Procurement and Oversight Committee met to discuss the same items as discussed in the Executive Committee.

## **VI. Board Action Items**

### **a. Consideration and Possible Action to Approve a Fiscal Agreement between the Houston Land Bank and HLB Fund.**

Chairman Zeis announced that approval of this agenda item will authorize the HLB President and CEO to enter into a Fiscal Agreement between the HLB and the HLB Fund, establishing a formal, legally compliant structure for financial transactions, grant transfers, and shared reporting obligations.

Director Simpson asked if the HLB Fund Board will consist of the same members as the Board of the HLB. Ms. Stoneham reported that the HLB Fund will have a separate board which will meet quarterly, however, there will be some members that will sit on both boards and will coordinate through committees. Director Bradshaw asked whether the bylaws for the HLB Fund will be drafted similar to the bylaws of the HLB.

Ms. Stoneham mentioned that the HLB Fund is a 501(c)(3) nonprofit entity which was created to support philanthropic fundraising, flexible real estate initiatives, and capacity building related to HLB's priorities. The proposed Fiscal Agreement will:

- Preserve legal independence and governance separation;
- Establish the conditions under which funds may be transferred;
- Require written grant agreements for each transaction; and
- Define reporting, recordkeeping, and audit rights.

The Fiscal Agreement is necessary to:

- Support philanthropic grantmaking to HLB projects;
- Ensure transparent accounting between a public entity and affiliated nonprofits;
- Reduce legal risk and clarify obligations for financial oversight; and
- Expand future fundraising capabilities.

Ms. Stoneham also mentioned that the proposed Fiscal Agreement will strengthen HLB's operational sustainability and allow for external capital to support mission aligned investments.

Director Castillo made a motion to approve the proposed Fiscal Agreement between the HLB and the HLB Fund, which motion was duly seconded by Director Palay and approved with the unanimous vote of the Board.

### **b. Consideration and Possible Action to Approve a Memorandum of Understanding with NOMA Houston.**

Chairman Zeis announced that this Agenda item will authorize the HLB to approve a Memorandum of Understanding with the Houston Chapter of the National Organization of Minority Architects (NOMA Houston).

Ms. Stoneham noted that approval of this item will authorize her to execute a Memorandum of Understanding with the Houston Chapter of the National Organization of Minority Architects,

to create a formal partnership for design oversight, community-based planning, and architectural mentorship opportunities.

Ms. Stoneham reported that NOMA Houston reached out to the HLB to align and partner for design activities for various projects that the HLB may need on a pro bono basis.

Under this agreement, NOMA Houston will serve as the supervising architect required for HLB's application to operate as a recognized Community Based Design Center under the National Council of Architectural Registration Boards.

The proposed Memorandum of Understanding will establish:

- A formal pathway for emerging architects to earn Architectural Experience Program credit;
- Participation of licensed NOMA architects as designated supervisors; and
- Support-for community meetings, early stage design sessions, and conceptual planning.

The HLB will provide the project materials, community outreach opportunities, and planning scope. NOMA Houston will provide professional supervision, mentoring, and compliance verification. Ms. Stoneham noted that the supervising architect must sign for the hours of the training architect to receive credit in the program.

The proposed Memorandum of Understanding will:

- Expand professional design capacity for HLB community engagement efforts;
- Strengthen planning and visual translation at community meetings;
- Add credibility and professional supervision to conceptual design activity; and
- Provide community-based architectural exposure and career development to emerging talent.

The proposed Memorandum of Understanding will support strategic objectives around design quality, community education, and create a talent pipeline for development in the house building process.

Director Cole made a motion to approve the proposed Memorandum of Understanding with NOMA Houston, which motion was duly seconded by Director Bradshaw and approved with the unanimous vote of the Board.

**c. Consideration and Possible Action to Approve a Memorandum of Understanding with the Harris County Public Probate Administrator.**

Chairman Zeis announced that approval of this item will authorize the President and CEO of HLB to execute a Memorandum of Understanding with the Harris County Public Probate Administrator (PPA) and the HLB to create a coordinated referral, education, and service model supporting residents navigating inherited real estate, probate, and title ownership matters.

Ms. Stoneham informed the Board that the HLB has legislative authority to clear clouded land titles. The PPA conducts monthly meetings along with the Harris County Clerk's Office and the Harris County Appraisal District, to educate Harris County residents regarding wills, trusts and estate planning.

The Public Probate Administrator provides legal case management for estates involving unknown heirs, unresolved probate matters, or properties at risk of disrepair or loss. HLB has developed a complementary initiative to support stabilization and temporary land banking for properties undergoing legal resolution.

The proposed Memorandum of Understanding provides for:

- Monthly Family Home Workshop events held across Harris County;
- Cross referral systems and intake coordination;
- Educational content, document preparation assistance, and court administration support; and
- Tracking of outcomes related to title clearance and land stabilization.

The proposed Memorandum of Understanding will formalize existing partnership work while expanding service delivery and capacity to meet public demand.

This proposed partnership with the PPA is needed to:

- Address widespread heirship land title issues impacting generational wealth;
- Reduce vacancy and blight caused by unresolved land title matters;
- Shift properties from legal title uncertainty toward stabilized ownership or redevelopment; and
- Improve legal access and awareness to Harris County residents.

The Memorandum of Understanding is structured to be non-financial and non-binding, ensuring independent authority while supporting aligned public outcomes.

Director Russell questioned whether there is any use of persuasion upon the landowners to sell their land to the HLB. Ms. Stoneham replied that the approach is not predatory but rather educational. Assistance is provided to residents to resolve land title issues due to fractional ownership among family members. She noted that no land has yet been purchased by the HLB after assisting residents with their ownership status.

Director Castillo made a motion to approve and adopt the Memorandum of Understanding with the Harris County Public Probate Administrator as amended to revise HLB Fund to read HLB, which motion was duly seconded by Director Morales-Diaz and approved with the unanimous vote of the Board.

**d. Consideration and Possible Action to Approve the Houston Land Bank 2025-2027 Houston Land Bank Recommended Builders.**

Ms. Stoneham announced that approval of this item will accept the READ Committee's recommended selection of the 2025-2027 Approved Builders. This will officially induct each of

these builders into the Houston Land Bank Approved Builders List which will allow them to apply to purchase lots for construction of affordable homes through the HLB Traditional Homebuyers Program.

The HLB issued its Request for Qualifications (RFQ) for new builders and developers on October 10, 2025, and closed the solicitation on November 7, 2025. The 2025-2027 RFQ invited applications from new builders as well as current builders renewing their 2023 approvals. The HLB received thirteen submissions, however one submission was late and therefore not considered for approval. Of the twelve eligible submissions, eight were from new applicants and four were from current HLB Approved Builders seeking to renew their status (required every two years).

Ms. Stoneham stated that three HLB staff members reviewed the submissions and recommended approving seven of the twelve builders who scored high enough during the evaluation process. She noted that the cutoff score was 74. The proposed list of recommended builders was submitted to the Executive Committee for review, with staff recommending these builders for participation in the HLB Traditional Homebuyer Program through the end of 2027. The list of recommended builders includes:

- East Street Construction
- Europa Homes Construction
- Houston Habitat for Humanity
- JWTC James W Turner Construction, Ltd.
- KA Harrell Enterprises of Houston LLC
- New Community Construction LLC
- Park Street Homes

The approved builders will then be eligible to apply to purchase HLB lots for the construction of affordable homes. Ms. Stoneham noted that the list of approved builders includes three existing builders and three new builders while six current builders will be dropping off the list, however the pool of builders is getting better.

Director Castillo made a motion to approve the 2025-2027 Houston Land Bank Recommended Builders, which motion was duly seconded by Director Cole and approved with the unanimous vote of the Board.

## **VII. Executive Session**

No need for any Agenda items to go into Executive Session.

## **VIII. Board Member Comments**

Director Collins asked how many HLB houses were built this year. Ms. Albrow reported that fourteen houses were sold this year in the HLB Traditional Builder Program. She noted that thirteen houses are currently under construction with two of those to be completed this month.

**IX. Adjournment**

Chairman Zeis asked if there were any additional matters to be discussed or considered by the Board. Hearing none, this regular Board meeting then adjourned at 12:39 p.m. upon the motion of Director Morales-Diaz which was duly seconded by Director Russell and passed with the unanimous vote of the Board.

Minutes Prepared By:

Mark Glanowski (Paralegal) of Winstead PC and  
Graciela Saenz of Law Offices of Graciela Saenz, PLLC

Signed on the \_\_\_\_ day of \_\_\_\_\_, 2026.

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Secretary

**Houston Land Bank**  
**Balance Sheet**  
As of November 30, 2025

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>Total Bank Accounts</b>	<b>\$ 3,988,033</b>
<b>Accounts Receivable</b>	
12100 Accts Receivable	596,930
<b>Total Accounts Receivable</b>	<b>\$ 596,930</b>
<b>Other Current Assets</b>	
<b>Prepaid Expenses</b>	
14100 Prepaid Acquisition Costs	178,998
14200 Prepaid Insurance	134,159
14400 Prepaid Security Deposit	6,138
14500 Prepaid Subscription Services	7,571
<b>Total Prepaid Expenses</b>	<b>\$ 326,866</b>
<b>Total Other Current Assets</b>	<b>\$ 326,866</b>
<b>Total Current Assets</b>	<b>\$ 4,911,829</b>
<b>Fixed Assets</b>	
15100 Equipment	21,905
15900 Accum. Depreciation	-15,275
<b>Total Fixed Assets</b>	<b>\$ 6,630</b>
<b>Other Assets</b>	
16200 Lease Asset	12,313
<b>Total 17100 Investments Held For Sale</b>	10,291,297
<b>Total Other Assets</b>	<b>\$ 10,303,611</b>
<b>TOTAL ASSETS</b>	<b>\$ 15,222,070</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20100 Accounts Payable	79,078
<b>Total Accounts Payable</b>	<b>\$ 79,078</b>
<b>Other Current Liabilities</b>	
21100 Liabilities Due to HCDD	1,174,185
21300 Payroll Liability	30,030
21302 Medical Liability	-4,404
21303 Dental Liability	246
21304 Vision Liability	-669
21305 Disability Liability	-311

**Houston Land Bank**  
**Balance Sheet**  
As of November 30, 2025

	<b>Total</b>
21400 Liabilities Due to HLB Fund	14,450
21600 Lease Liability - Current	3,356
21800 Unearned Revenue	379,371
<b>Total Other Current Liabilities</b>	<b>\$ 1,596,254</b>
<b>Total Current Liabilities</b>	<b>\$ 1,675,332</b>
<b>Long-Term Liabilities</b>	
22600 Lease Liability - Noncurrent	10,395
<b>Total Long-Term Liabilities</b>	<b>\$ 10,395</b>
<b>Total Liabilities</b>	<b>\$ 1,685,727</b>
<b>Equity</b>	
30100 Unrestrict (retained earnings)	13,631,315
Net Income	-94,973
<b>Total Equity</b>	<b>\$ 13,536,343</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 15,222,070</b>

# Houston Land Bank

## Income Statement

November 2025

	<b>Total</b>
<b>Income</b>	
40100 Acquisition and Development Agreement	172,060
40500 Outside Sources Contributions	336,295
<b>Total Income</b>	<b>\$ 508,356</b>
<b>Gross Profit</b>	<b>\$ 508,356</b>
<b>Expenses</b>	
60100 Salaries and Fringe	233,781
60200 Legal Fees	46,412
60300 Professional Services	122,648
60400 Property Cost - Lot Maintenance	127,369
60500 Software and Subscriptions	15,023
60600 Rent Expense	12,446
60700 Advertising and Marketing	7,600
60800 Bank Fees	408
60900 Conference and Meetings	547
61000 Depreciation Expense	495
61200 Insurance	27,873
61300 Membership and Dues	2,197
61400 Office Expense	984
61500 Phone and Internet	2,708
61700 Travel Expense	3,390
63200 Property Cost Disposition - NHDP	23,385
<b>Total Expenses</b>	<b>\$ 627,267</b>
<b>Net Operating Income</b>	<b>-\$ 118,911</b>
<b>Other Income</b>	
70100 Interest Income	23,850
<b>Total Other Income</b>	<b>\$ 23,850</b>
<b>Net Other Income</b>	<b>\$ 23,850</b>
<b>Net Income</b>	<b>-\$ 95,061</b>

## REQUEST FOR BOARD ACTION

**Meeting Date: January 26, 2026**

**Agenda Item VI a - Consideration and Possible Action to purchase 3311 Farmer, Houston, Tx 77020 (HCAD 0211440060020)**

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### **ACTION SUMMARY**

Approval of this item will authorize staff to purchase approximately 2,125 Square Feet of land that is adjacent to HLB properties in 5<sup>th</sup> Ward of Houston, Texas.

### **BACKGROUND/OVERVIEW**

The Houston Land Bank (HLB) is in the process of acquiring the parcel located at 3311 Farmer Street. HLB currently owns three parcels comprising a portion of the approximately 5,000 square-foot site. The remaining parcel is landlocked, and its acquisition will allow HLB to consolidate ownership of the entire property, creating a unified parcel to activate the site.

### **Property Information:**

- Address: 3311 Farmer, Houston, Tx 77020
- Legal Description: TRS 4 & 15 BLK 6 INGRAHAM
- HCAD#: 0211440060020
- Size: 2,125 Square Feet (SF)
- Purchase Price: \$33,000 (\$15.53/SF)



**Recommendation:** HLB staff recommend proceeding with purchase of the land. Should the Board of Directors approve this item, HLB will move forward with final closing of the purchase of the land.

## REQUEST FOR BOARD ACTION

**Meeting Date:** January 26, 2026

**Agenda Item:** VI b - Consideration and Possible Action to Approve a Pro Bono Engagement with 180 Degrees Consulting – Rice University Chapter

## ACTION SUMMARY

Approval of this item will authorize the Houston Land Bank (HLB) to enter into a pro bono engagement with **180 Degrees Consulting (180DC), Rice University Chapter**, to provide structured consulting support related to internal operations, process improvement, and strategic execution. The engagement will be provided at no cost to HLB.

## BACKGROUND

HLB leadership met with representatives from the Rice University chapter of 180 Degrees Consulting, a global nonprofit organization that provides free consulting services to mission-driven organizations. The Rice chapter is comprised of undergraduate and graduate students trained in management consulting methodologies and supported by faculty advisors.

During the meeting, 180DC outlined their proposed scope of work and confirmed their interest in supporting HLB as a pro bono client for the Spring 2026 semester. The engagement is structured to deliver targeted analysis, recommendations, and tools that align with HLB's current operational needs and strategic priorities with the inaugural HLB Fundraiser-HLB Homecoming.

The proposed engagement will be governed by a memorandum of understanding outlining scope, confidentiality, deliverables, and timeline.

## PROPOSED SCOPE OF WORK

The engagement will include:

- Event Capacity Support
  - Assist with outreach strategies for the HLB Homecoming fundraiser, including development of save-the-date messaging, segmented invite lists, and marketing templates.
  - Provide clear deliverables including communications assets, process documentation, and presentation materials to support staff implementation.

All work will be performed at no cost to HLB and will conclude by April 30, 2026.

## JUSTIFICATION

Staff recommends that the Board approve authorization for the President and CEO to enter into a pro bono engagement with 180 Degrees Consulting (Rice University Chapter) and to execute any related agreements necessary to carry out the scope of work described above.

**Agenda Item:** RBA VI c - Execution of *Casas y Carreras* Grant Agreement  
**Meeting Date:** January 26, 2026

#### Action Summary

Consideration and Possible Action to Authorize the President and CEO to execute the grant agreement with *Casas y Carreras*, and authorizing the disbursement of funds to support pilot implementation of the initiative titled *Homes Built, Futures Launched*.

#### Background and Justification

*Homes Built, Futures Launched* is an emerging initiative from the Houston Land Bank that aims to create a bridge between housing development and workforce opportunity in the construction sector. Through a strategic collaboration with *Casas y Carreras*, HLB is launching a pilot program that will coordinate workforce referrals, develop implementation tools for builders, and create systems to evaluate long-term impact.

To support this effort, HLB has leveraged operational funding through partnerships with LISC Houston's RAMP program, which is committed to increasing capacity for new housing models and job creation efforts. These funds provide critical infrastructure to launch, document, and sustain the program beyond its initial pilot year.

Under the grant agreement, *Casas y Carreras* will hire and oversee a full-time program coordinator, manage legal documentation with referral partners, develop engagement materials, and lead cross-sector coordination. This agreement enables early execution of planning deliverables while laying a strong foundation for future replication and expansion.

#### Recommendation

Approve and authorize the President and CEO to execute the *Casas y Carreras* grant agreement and take all necessary steps to initiate the partnership and activate pilot activities.

**UnidosUS**

**CASAS Y CARRERAS GRANT AGREEMENT**

January 12, 2026

Christa Stoneham  
Houston Land Bank  
1214 Elgin Street  
Houston, TX 77004

Dear Christa,

UnidosUS is pleased to award Houston Land Bank with the *Casas y Carreras* grant described below, subject to the following terms and conditions:

**ARTICLE I. DESCRIPTION OF GRANT**

**Grantee:** Houston Land Bank

**Amount of Grant:** \$50,000.00

**Name of Project:** *Casas y Carreras*

**Purpose of Grant:** The UnidosUS [HOME Initiative](#) seeks to transform the economic trajectory of Latino families by removing barriers and increasing opportunities to add four million new Latino homeowners by 2030. The HOME Initiative addresses many of the structural barriers facing Latino consumers, including homebuyer readiness, access to credit, and preserving inter-generational wealth.

The *Casas y Carreras* (Homes & Jobs) is an initiative of UnidosUS designed to support innovative, community-based approaches that simultaneously expand affordable housing opportunities and strengthen the workforce pipeline in the homebuilding sector. The goal of the grantee is to provide training in construction trade.

**Commencement Date:** January 15, 2026

**Termination Date:** January 16, 2027

**Programmatic Contact:** Fatima Sierra Vargas, Senior Program Manager  
E-mail: [fsierra@unidosus.org](mailto:fsierra@unidosus.org)

**Payment Contact:** Natali Cupido, Senior Administrative Assistant  
Email: [ncupido@unidosus.org](mailto:ncupido@unidosus.org)

## ARTICLE II. GENERAL CONDITIONS

1. Purpose. The fixed obligation grant (“Grant”) will be used solely for the purposes described in this agreement and substantially in accordance with the program activities and deliverables set forth in *Appendix A* (“Grant Purposes”), which is hereby incorporated into this Agreement by reference, under the terms and conditions set forth in this agreement.
2. Funding Source. This agreement is funded through UnidosUS’s HOME initiative, which is supported by Wells Fargo, JPMorgan Chase and Capital One.
3. Code of Ethics. UnidosUS believes in conducting its work with integrity, fairness and in accordance with the highest ethical standards and is committed to providing a safe, harassment-free environment for its staff, partners and beneficiaries. The Grantee is encouraged to make every effort to promote such an environment in its workplace. In accepting this agreement, the Grantee acknowledges the following:
  - ***Prohibition of Discrimination***: The Grantee shall comply with all requirements imposed by or pursuant to the regulations of Title VI of the Civil Rights Act of 1964 and shall specifically ensure that no person in the United States shall on the grounds of race, color, religion, national origin, and handicapping condition or disability be excluded from participation under any program or activity made possible by or resulting from this contract. The Grantee shall also comply with Executive Order 11246, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 and as supplemented in the Department of Labor regulations (41 CFR 60).
  - ***Misconduct***: Failure of the organization or any of its staff to meet the conditions of this clause may result in immediate suspension of the Grant.
4. Payment Schedule. Subject to the terms and conditions of this agreement, an initial payment of \$24,200.00 will be disbursed within 30 days after the contract has been signed and fully executed. The final payment of \$25,000.00 will be distributed once receipt of the final report is received, which must be submitted no later than January 16, 2027.
5. Grant Administration Fee. The Grantee agrees to pay a Program Partner Grant Administration Fee in the amount of \$500 for UnidosUS Affiliates or \$800 for non-Affiliates. The Grant Administration Fee is used to offset UnidosUS’s support and administration of the grant and will be deducted from the grant’s first disbursement of funds. Failure to pay the Grant Administration Fee will result in the termination of the agreement.
6. Reporting. The Grantee will keep UnidosUS informed of key milestones and objectives achieved and will provide supporting documentation throughout the grant period.

Grantee must submit a final report to UnidosUS. The final report will include a financial report of the disbursement of Grant funds and explanation of the use of such funds as of the end of the grant term. The final report will include major accomplishments, specific outcomes, and learnings. The final report templates and instructions will be sent electronically. The final report will be due within 30 days of January 16, 2027, or termination of this agreement, whichever comes first.

Withholding of Final Payment. The final payment under this contract is contingent upon the timely submission of the final report. If the Grantee fails to submit the final report within thirty (30) days following the end of the grant period, UnidosUS reserves the right, at its sole discretion, to **withhold or rescind** the final payment.

7. Recordkeeping. Grantee shall maintain records of receipts and expenditures of the Grant funds, as well as copies of reports submitted to UnidosUS, and records must be kept for at least five years following completion of such receipts and expenditures. Grantee's books and records are to be made available for UnidosUS's inspection at reasonable times. UnidosUS retains the right to monitor and conduct a review of operations under this agreement. Such evaluation may include site visits by UnidosUS staff to review program and financial records pertaining to Grant activity.
8. Required Notification. The Grantee shall provide UnidosUS with written notification of any inability to expend the Grant funds for the Grant Purposes no later than 60 days prior to the end of the grant term
9. Data Collection. The Grantee is responsible for the collection of data pertaining to all beneficiaries participating in the Project. UnidosUS will provide specific written instructions on data collection requirements, and the Grantee will be responsible for providing complete and accurate data on a timely basis to UnidosUS for the duration of this agreement.

In addition, the Grantee agrees to cooperate fully and as needed with any external evaluator that may be hired by UnidosUS for the purpose of determining the Project's impact.

10. Marketing and Communication. In all funding credits and references related to the Program, grantor acknowledgement should be noted as UnidosUS. The Grantee will seek permission from UnidosUS to use the HOME logo on any marketing materials.
11. The Grantee agrees to be publicly recognized as a recipient of *Casas y Carreras*. Additionally, the Grantee acknowledges that UnidosUS is providing support for the *Casas y Carreras* proposal and understands that UnidosUS is not seeking credit for the work conducted. Work conducted by the Grantee that is relevant to HOME's goals may be promoted by UnidosUS in communications, marketing efforts, and fundraising initiatives.

12. Charitable Purposes. The Grantee represents and warrants that use of Grant funds will at all times be wholly consistent with the Grant Purposes and that no Grant funds will be used for lobbying, political activity, private benefit or in any way inconsistent with UnidosUS' purposes and legal duties as a Section 501(c)(3) tax-exempt organization pursuant to the Internal Revenue Code.
13. Use of Funds. The Grantee agrees to i) expend all grant funds by the Maturity Date; ii) use funds only for activities and professional services approved under the Agreement; and iii) maintain proper documentation of expenses associated with this grant and maintain such records for a period of at least five years after the Agreement's termination. Any unexpended funds received in relation to this award must be returned to UnidosUS upon termination of the award. Any funds not yet expended and not yet received by the Grantee in relation to this award are obligated by UnidosUS upon termination of this agreement. UnidosUS retains the right to monitor and conduct a review of operations and expenditures under this Agreement. Such review may include site visits by UnidosUS staff to review program and financial records pertaining to grant activity, as needed. The Grantee agrees to comply with such requests as requested.
14. Termination of Agreement.
- a) Termination for Material Breach. Either party may terminate this agreement within 15 days' written notice if (i) the other party fails to adhere to the terms and conditions of this Agreement or it becomes clear that milestones/objectives are not likely to be completed to satisfaction and the other party does not cure such failure within a period of thirty (30) calendar days after receipt of written notice from the party specifying such failure; or (ii) the other party has breached a representation or warranty as provided herein.
  - b) Termination by UnidosUS. UnidosUS may terminate this agreement by providing 15 days written notice to the Grantee if: (i) the Funder instructs UnidosUS to terminate or suspend the agreement; (ii) the Grantee becomes insolvent; or (iii) the Funder discontinues funding for UnidosUS.
  - c) Effect of Termination. Upon termination, any portion of Grant funds disbursed to the Grantee that remain unexpended shall be returned immediately to UnidosUS and any obligation of UnidosUS to fund any additional installments shall terminate.
15. Integrated Agreement. This Agreement (including any Attachments attached hereto) constitutes the entire understanding and agreement between UnidosUS and the Grantee with respect to its subject matter and supersedes and terminates all prior agreements and understandings between the parties with respect to the specific subject matter hereof, either oral or written, between the parties other than as set forth herein. This agreement may only be amended or modified by a written agreement signed by both parties.

16. Representations and Warranties. The Grantee represents and warrants that: (a) it shall comply with all applicable laws, regulations, and the requirements of any governmental, municipal, statutory, or regulatory authority, including United States laws, regulations, and administrative orders relating to this agreement and performance of the obligations herein; (b) it shall exercise due care and act in good faith at all times in performance of its obligations under this agreement; (c) it possesses all right, power and authority to enter into this agreement; and (d) all publications described under the Grant Purposes shall be original works of Grantee, and shall not infringe upon any patent, copyright, trademark, trade secret or other proprietary right of a third party. The provisions of this section shall survive any termination or expiration of this agreement.
17. Indemnification. Each entity remains solely responsible and liable for its respective claims, debts, obligations, and liabilities. Each entity hereby agrees to indemnify, defend, and hold harmless the other party with respect to any loss, claim, liability, or cost defending the same (including reasonable attorney fees and expenses), arising out of or caused by (a) the negligence, omissions, or willful misconduct of the other party and its directors, officers, members, agents, affiliates, employees, or agents; (b) the other party's breach of this agreement, or any covenants, representations or warranties herein; or (c) any infringement of the intellectual property rights of a third party including patent, copyright, trademark, trade secret, or other proprietary right by the other party.
18. No Right of Assignment or Delegation. The Grantee may not assign or otherwise transfer (whether by operation of law or otherwise) its rights or delegate any funds or its obligations under this agreement without prior written approval from UnidosUS.

Governing Law. This agreement shall be governed and construed in accordance with the laws of the District of Columbia. Grantee hereby irrevocably and unconditionally consent to submit to the exclusive jurisdiction of the courts of the District of Columbia in connection with any matters arising out of this agreement and to waive any objection to the propriety or convenience of venue in such courts.

This document will serve as an agreement between UnidosUS and the Grantee. If the Grantee agrees to the terms stipulated in this agreement, please sign in the space provided below and return one copy to UnidosUS.

**UnidosUS**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: Laura Arce  
Title: Senior Vice President, Economic Initiatives

**GRANTEE ACCEPTANCE**

The Grantee accepts the above-described document on the terms and conditions set forth in the foregoing agreement and agrees to perform its responsibilities under it.

Houston Land Bank

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name:  
Title:

## **Appendix: Reporting & Deliverables — Casas y Carreras**

### Mid-Term Progress Report — Due July 15, 2026

#### 1. Workplan Progress

- Summary of progress to date
- Comparison with approved workplan
- Key activities, milestones, and outcomes

#### 2. Budget & Financial Updates

- Expenditures to date
- Updated budget (if applicable)

#### 3. Achievements, Challenges, Lessons Learned

- Major accomplishments
- Challenges encountered
- Lessons learned

#### 4. Data & Metrics (as applicable)

- Latino households served
- New homeowners
- Housing units built/available
- Program enrollment
- People trained & courses offered
- Referrals to financial coaches/housing counselors
- Partnerships established
- Outreach events and attendance
- Knowledge increases (e.g., pre/post surveys)

#### 5. Storytelling & Communications Materials

- Photos/media (with consent)
- Participant testimonials
- Links/copies of media coverage

### Final Report — Due January 2027

The Final Report shall include:

#### 1. Outcomes

- Results achieved vs. original goals
- Updated data on all metrics reported in the Mid-Term Progress Report

#### 2. Sustainability & Scaling

- Plans for sustaining and/or scaling the work beyond the grant period

## Casas y Carreras Grantee Proposal

**Organization Name:**

Houston Land Bank

**Organization Address:**

1214 Elgin Street

**Organization Point of Contact:**

Christa Stoneham

**Position or Title for Point of Contact:**

CEO and President

**Email for Point of Contact:**

[community@houstonlandbank.org](mailto:community@houstonlandbank.org)

**Phone Number for Point of Contact:**

+17137308682

**Organization Website:**

[www.houstonlandbank.org](http://www.houstonlandbank.org) - <https://www.houstonlandbank.org>

**What region of the country will this idea serve?**

Texas Region

**Are you an UnidosUS Affiliate?**

No

**For non-Affiliates**

Houston Land Bank (HLB) is a local government corporation and a Texas State Nonprofit. In 2022, HLB established an affiliated nonprofit organization, HLB Fund, a 501(c)(3), to enhance program capacity, pursue philanthropic funding, and support mission-aligned initiatives such as workforce development, community engagement, and builder support. The HLB Fund operates in full alignment with the public purpose of HLB, including redevelopment of tax-delinquent and underutilized properties into housing opportunities for working families. For the purpose of this grant, all funding and activities will be managed through the HLB Fund.

**For non-Affiliates:**

Houston Land Bank (HLB) and its nonprofit affiliate, the HLB Fund, are led by a team that reflects Houston's dynamic multicultural identity. Our boards include 80% of HLB Board leadership identify as people of color, and 50% are women, with strong representation across

African American and Hispanic communities. In addition, 100% of HLB staff identify as people of color, and 80% are women.

**1. Describe your organization’s experience and current efforts to advance homeownership.**

Since 1999, Houston Land Bank (originally the City’s Land Assemblage and Redevelopment Authority) has been dedicated to repurposing vacant land to support affordable homeownership in Houston. Today, HLB operates as a nonprofit local government corporation with a 501(c)(3) arm, the HLB Fund, which expands capacity through fundraising, partnerships, and technical assistance. Our signature Traditional Program makes buildable lots available to qualified builders who deliver new construction homes priced for first-time buyers. We ensure long-term affordability through purchase price caps and builder accountability. As of 2024, HLB has facilitated the construction and sale of nearly 500 homes, many in low- to moderate-income census tracts. We currently work with over 25 active builders, 90% of whom are MWBE-certified or locally owned, and are expanding our pipeline to include small-scale developers through technical assistance programs like RAMP, in partnership with LISC. HLB is committed to creating sustainable pathways to homeownership while supporting the builders and neighborhoods that make it possible. This experience makes HLB uniquely positioned to lead a housing-focused pilot that centers first-time buyers and builds on a proven, replicable model.

**2. Describe your organization’s experience and current efforts in workforce development in the home building and contraction sector.**

Houston Land Bank is actively building its internal capacity to support workforce development, particularly in the construction industry. While our primary focus has historically been on land activation and homeownership, we recognize that sustainable housing supply depends on access to skilled labor and strong builder pipelines. To that end, HLB has begun developing structured support for workforce and procurement readiness. Our Development Day event brings together small-scale builders, developers, banks, and vendors, offering resources on builder registration, construction finance, and compliance. This model will expand to include training providers and job placement resources aligned with construction trades. HLB is also partnering with Houston: LISC to launch the RAMP Emerging Developers Program, which provides technical assistance to new builders on topics like permitting, land acquisition, estimating, and contracting. Through this program, we are helping small developers become better prepared to hire, subcontract, and grow their teams locally. We are seeking to expand this capacity through the Homes Built, Futures Launched pilot, allowing us to formalize MOUs with skills training providers and host job fairs aligned with our construction pipeline. This approach will streamline training, certifications, and builder-labor connections, reducing barriers for job seekers and builders alike.

**3. Describe your proposed program and how it increases housing supply and provides workforce opportunities in housing. What gaps are you filling? For example, do you provide training, connecting people to apprenticeships or employment, helping with certifications?**

Houston Land Bank is launching “Homes Built, Futures Launched”, a pilot that connects housing delivery with construction career pathways. It addresses two key gaps: the shortage of affordable homes and the need for skilled, job-ready labor in trades such as painting, electrical, HVAC, framing, and carpentry. Through a Call for Partnerships, HLB will formalize MOUs with construction and skills training providers who will serve as referral partners and vendors at builder-focused workforce fairs. These partners will support certification (e.g., OSHA), trade-specific instruction, and job placement. HLB’s Program Coordinator will lead a landscape analysis to identify and align with existing training organizations including the Resilient Workforce Collaborative, United Way THRIVE, Capital IDEA, Wesley Community Center, and Houston Minority Supplier Development Council. Government partners offering HUB, MWBE, and small business certifications will also be engaged to strengthen the builder pipeline. HLB will integrate its leadership in the R.A.M.P. Emerging Developers Program, which prepares small-scale builders to navigate land acquisition, development, and project delivery. This model ensures alignment across housing, builder growth, and workforce entry. Rather than duplicate efforts, this initiative streamlines support and referrals while fulfilling HLB’s core mission: activating land and building pathways for housing and economic advancement. We will seek additional funding, including through HGAC, to support coordination, incentives, and long-term sustainability.

#### **4. Define the population served by this program.**

The Homes Built, Futures Launched pilot will serve three interconnected populations: 1. First-time homebuyers, particularly working individuals and families earning within low-to moderate-income ranges who seek quality, attainable housing near opportunity-rich neighborhoods. 2. Emerging construction professionals, including residents enrolled in local trade training programs for painting, framing, HVAC, electrical, carpentry, and general contracting. Many of these participants come from underserved communities and are seeking stable employment and credentials such as OSHA certification. 3. Small-scale local builders, especially those certified as MWBE or HUB, who face systemic barriers to accessing land, labor, and scalable pipeline opportunities. Many of those served by this initiative live or work in historically disinvested neighborhoods that are currently experiencing new infrastructure and housing investment. HLB has a proven track record of activating land in these census tracts and delivering homes priced for workforce buyers. By coordinating builder needs, construction labor, and homebuyer readiness, this program ensures that the people building homes can also afford to live in them, while supporting the growth of small builders and local firms. This targeted alignment of land, labor, and homeownership responds to structural gaps that have long disconnected housing production from workforce mobility. Through this program, we aim to serve families, workers, and firms ready to grow with the neighborhoods we serve.

#### **5. Describe any partners that help carry out the program.**

Houston Land Bank will lead Homes Built, Futures Launched, with support from a group of aligned training, certification, and builder development partners. These partners will help streamline connections between affordable homebuilding and construction career pathways. HLB will formalize MOUs with each selected partner through a Call for Partnerships. Confirmed

and prospective collaborators include: • LISC, as co-lead of the RAMP Emerging Developers Program, which supports small-scale builder growth and readiness • Capital IDEA, Wesley Community Center, and United Way THRIVE, which provide construction skills training, career coaching, and job placement services • The Resilient Workforce Collaborative, a regional effort coordinating construction workforce strategy • The Houston Minority Supplier Development Council, which supports minority-owned firms and can help connect certified subcontractors to our builder network • Local and regional government agencies that offer HUB, MWBE, and small business certification trainings, helping our builders scale and qualify for contracts Each partner brings a unique role: some will serve as referral providers, others as training vendors, and some as technical assistance experts for builders or workers. Rather than recreating programming, HLB will align and coordinate existing services into a more connected pipeline that supports both housing production and workforce access. This partnership model will ensure that all elements, land, builders, and labor, move in sync to increase housing supply and construction employment in Houston.

**6. How will you use these grant funds and how will those activities enhance or scale your current homes and jobs strategy? Please include a high-level budget, which can be adjusted if your application is selected.**

Houston Land Bank will use this planning grant to complete the programmatic foundation for Homes Built, Futures Launched, a pilot initiative that connects affordable housing development with workforce opportunity in the construction sector. The primary use of funds is to support a dedicated Program Coordinator for one year. This individual will lead partner engagement, conduct builder and workforce interviews, manage MOU development, and coordinate planning activities aligned with our broader housing strategy. We are leveraging committed funds from our Rice Management Company partnership to cover the remaining portion of the Coordinator's time. The grant will also fund legal services to support partnership agreements; community engagement and marketing tools to increase awareness and builder participation; and convenings to align training providers and builder needs. These activities will build on HLB's role in regional collaboratives such as United Way THRIVE and the Resilient Workforce Collaborative, while integrating with existing internal programs like Finding Home and RAMP. Remaining funds will support essential administrative and operational functions during the planning phase, including compliance, reporting, and coordination across departments. Proposed Budget Program Coordinator (partial salary/benefits): \$34,000 Legal Support: \$10,000 Community Engagement & Marketing: \$11,000 Partner Convenings & Facilitation: \$15,000 Administrative & Operational Support: \$5,000 This investment will allow HLB to finalize a scalable housing and workforce model that supports both home production and career pathways.

**7. What measurable outcomes do you propose to achieve over the one-year grant period? These metrics and goals can be adjusted if your application is selected.**

Houston Land Bank will implement Homes Built, Futures Launched, a planning-phase initiative designed to formalize a coordinated workforce and builder engagement strategy that supports the production of entry-level housing through small and MWBE-aligned contractors. While this year focuses on foundational design and alignment, we anticipate launching one pilot cohort by the

end of the grant period. Proposed outcomes include: • 1 Program Coordinator hired to lead program design, stakeholder engagement, legal coordination, and reporting • 1 Call for Partnerships released to recruit certified training providers, construction trade programs, and builder referral partners • At least 5–7 partnerships established with training, certification, and workforce referral entities such as United Way THRIVE, Resilient Workforce Collaborative, SERJobs, and Capital IDEA • 20+ HLB-approved builders surveyed and interviewed to identify workforce needs and training gaps • 1 Workforce & Procurement Roundtable convened with MWBE, HUB, and public agency partners including Houston MSDC and HGAC • 1 Community Engagement & Marketing Plan developed • 1 Draft Implementation Framework outlining roles, performance metrics, and next-phase needs • Program integration across HLB's