



BOARD OF DIRECTORS REGULAR MEETING April 20, 2026

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BOARD OF DIRECTORS REGULAR MEETING
AGENDA

April 20, 2026 – Noon Central Time

LISC

602 Sawyer, 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 602 Sawyer, Suite 210, Houston, Texas 77007. 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 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, April 17, 2026. To register, please use the online form at www.houstonlandbank.org/resources, e-mail 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. March 23rd, 2026, 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 Approve the additional funding for the Adapta Scope of Work – Reuse Planning for the Houston Land Bank.
 - b. Consideration and Possible Action to Approve the 2026 Smart Growth American Faith-Based Housing MOU between Smart Growth America and the Houston Land Bank.

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

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

March 23, 2026

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, March 23, 2026 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	Ge'Juan Cole
David Collins	Thomas Simpson
	Janae Ladet-Gardner

Board directors absent were Marilyn Muguerza, and Dwantrina Russell. 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; and Mark Glanowski (Paralegal) of Winstead PC.

I. Call to Order and Roll Call

Chairman Zeis called this regular meeting to order at 12:01 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. February 23, 2026, Board Meeting

Chairman Zeis noted that the minutes for February 23, 2026, regular meeting of the Board were previously circulated for review and comment to the Directors.

Director Ladet-Gardner then made a motion to approve the written minutes for the meeting held on February 23, 2026, which motion was duly seconded by Director Cole and approved with the unanimous vote of the Board.

IV. Chairman's Greeting: Matt Zeis

Chairman Zeis thanked everyone for attending today's meeting.

V. Committee Reports:

a. Executive Committee: Matt Zeis, Chair

Chairman Zeis reported that the Executive Committee met earlier this month to discuss the items on the Board meeting Agenda. He then stated that the Executive Committee also discussed the update on the HLB Fund Board meeting with regard to operational funds, the demonstration house lot assemblage, and the update on the homebuilders.

b. Finance Committee: Ricky Bradshaw

Director Bradshaw reported that the Finance Committee met February 24, 2026 to discuss the preliminary Fiscal Year 2027 financial budget which is on the today's agenda for approval. He stated that the draft preliminary budget required by the City of Houston was approved by the Finance Committee for submission to the City of Houston. Lastly, he stated that the Finance Committee needs more members to join the Committee.

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

Director Palay reported that the Partnership and Program Development Committee will meet later this week. Ms. Williams mentioned that the groundbreaking ceremony for the demonstration house located at 3311 Farmer Street will be held on April 17th.

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

Chairman Zies reported that the Real Estate Acquisition and Disposition Committee will meet on March 31, 2026, to discuss the inventory of lots to sell due to the challenges which prevent them from being utilized for construction of affordable homes. He also reported that the acquisition of the lot on Farmer Street closed and the status of certain lots which are being replatted.

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

Director Morales-Diaz reported that the Procurement and Oversight Committee met March 5, 2026 to review the bids submitted for appraisal services she then stated that the RFP for legal services for Brownfields is open and a new RFP was issued on March 16, 2026 for a development partner in connection with the 7811 Harrisburg Boulevard project which will close in mid-May.

VI. Board Action Items

a. Consideration and Possible Action to Approve the Successful Submitters (Velox Valuations LLC & Nations Real Estate), under the Request for Proposals for Appraisal Services issued on January 20, 2026.

Ms. Stoneham announced that approval of this agenda item will authorize the HLB to contract with the successful submitters as described under the Houston Land Bank Request for Proposals for Appraisal Services which was issued on January 20, 2026 and closed on February 14, 2026. She noted that appraisal services are necessary to determine the market value of the undeveloped real estate in HLB’s inventory and the newly constructed houses developed throughout all of the HLB programs.

The HLB staff presented the results of this procurement to the Procurement and Oversight Committee on March 2, 2026. The Committee approved moving the procurement forward with the successful submitters as follows:

- | | |
|---|--|
| 1. Velox Valuations LLC | Successful |
| 2. Nations Real Estate | Successful |
| 3. G.K. Coleman & Sons Appraisals and Sales | Unsuccessful (Did not submit all required information) |
| 4. Keys Real Estate Services | Unsuccessful (Did not submit all required information) |

Director Cole made a motion to approve the bids of Velox Valuations LLC and Nations Real Estate for appraisal services, which motion was duly seconded by Director Bradshaw and approved by the unanimous vote of the Board.

b. Consideration and Possible Action to Approve and Authorize the CEO/President of the Houston Land Bank to execute an eighteen-month extension to the Option Purchase Agreement between Houston Land Bank and The Trinity East Village CDC/NHP Foundation.

Ms. Stoneham announced that approval of this agenda item will authorize the HLB to extend the current Option to Purchase Agreement between the Trinity East Village CDC/NHP Foundation and the Houston Land Bank from another 18 months. She stated that Section 3 of the Agreement allows for extensions of the Agreement, and the parties wish to renew and execute an option for a 18-month extension. She mentioned that Trinity East Village has provided updates as it moves to Phase II of the project which supports extending the contract.

She noted that Trinity East Village CDC and the NHP Foundation have been working together since 2019 to construct apartment homes for seniors and families on land owned by Trinity East United Methodist Church at Live Oak and McGowen Streets. These apartment homes will assist Third Ward residents facing displacement due to gentrification and the redevelopment of Cuney Homes to remain in their neighborhood. The partners obtained site control for 7 lots

owned by the Houston Land Bank located within the project, and the lots controlled by the Midtown Redevelopment Authority in 2019 when the parties worked to complete a 9% LIHTC application for the project.

The Trinity East Village CDC also held discussions with the leadership of the City's Housing and Community Development Department and Houston Land Bank in 2019 to contribute lots for the affordable rental development and transferring title to the lots. Now with renewed interest in this project by Harris County, the Houston Housing Authority, and Rice Management Company, the development team is working to make this project a reality in 2027. The proposed development has received widespread support among Third Ward community groups and residents. Also organizations from the Third Ward Super Neighborhood to the Emancipation Economic Development Council have submitted letters of support for the development. In addition to the community support, The City of Houston Housing and Community Development has voiced no objection to this request.

Ms. Stoneham reminded the Board that the HLB banked the subject lots many years ago to allocate to this project. She mentioned that there will be no lot maintenance costs which the HLB will be responsible for pursuant to the Option to Purchase Agreement. The Trinity East Village CDC will be responsible for the maintenance costs attributable to the HLB lots.

Director Morales-Diaz made a motion to approve the 18-month extension to the Option Purchase Agreement with The Trinity East Village CDC/NHP Foundation which motion was duly seconded by Director Palay and passed with the unanimous vote of the Board.

c. Consideration and Possible Action to Approve the Proposed Fiscal Year 2027 Preliminary Budget for Submittal to the City of Houston Finance Department.

Chairman Zeis announced that approval of this item will authorize HLB to submit the proposed preliminary budget for fiscal year 2027 to the City of Houston, as required by local government corporation regulations. However, this is not the final budget for 2027; the final budget will be presented to the Board for approval before the end of the current fiscal year on June 30th.

He mentioned that the Finance Committee has been working on the preliminary budget for several months and is based on historical costs and anticipated operational needs for the upcoming 2027 fiscal year. It includes administrative expenditures, such as staff salaries and essential operating expenses, as well as maintenance costs for HLB's real estate assets. The budget also accounts for specific program activities and their associated costs, ensuring that financial planning aligns with the organization's goals and ongoing initiatives.

In February 2026, the HLB Finance Committee reviewed the staff-prepared preliminary budget proposal. Following its review, the Committee approved a recommendation to present the fiscal year 2027 preliminary budget to the Board for approval.

2027 Budget Summary

Includes:

- Total projected operating revenue: \$2,892,362

- Total projected operating expense: \$2,942,134
- Projected net income (after non-operating income): \$228
- Total projected capitalized expenditure: \$100,000
- Total change in reserves: -\$99,772 (5% decrease)

The Directors were previously furnished with the 2027 preliminary budget with assumption notes and the Fiscal Year 2026 approved budget for their review and comment.

Mr. Mendez stated that the final Fiscal Year 2027 Budget will be effective as of July 1, 2026, and which includes major assumptions and shows a balanced budget. He mentioned that Note A covers the anticipated decrease in house sales by the NHDP which will only sell 5 houses. He stated that this will be a decrease of \$460,000 in sales. The NHDP is on track to sell 17 houses in 2006. Note C covers the decrease in operational revenue as the HLB will not receive any funds from the City of Houston Housing Department for operational costs. Therefore, the preliminary budget shows a decrease of \$750,000 for operational revenue. Chairman Zeis stated that there will be ongoing discussions with the City of Houston to restructure how operational funds are received from the City of Houston.

Mr. Mendez mentioned that there will be an increase of \$908,000 from the sale of 20 lots for Brownfields which will boost funds available for operations. The sale of these lots will also offset the ongoing maintenance costs for these lots.

He also stated that HLB could increase the sale price of the lots sold to homebuilders, however this will only provide a small increase in revenue.

Chairman Zeis stated that the Finance Committee will continue to refine HLB expenses during its monthly meetings.

Director Cole made a motion to approve the Fiscal Year 2027 Preliminary Budget which motion was duly seconded by Director Bradshaw and passed by the unanimous vote of the Board.

VII. Executive Session

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

VIII. Board Member Comments

Nothing to report.

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 12:41 p.m. upon the motion of Director Castillo which was duly seconded by Director Shipman 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.

Secretary

Houston Land Bank
Balance Sheet
As of February 28, 2026

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Total Bank Accounts	\$ 4,117,341
Accounts Receivable	
12100 Accts Receivable	937,351
Total Accounts Receivable	\$ 937,351
Other Current Assets	
Prepaid Expenses	
14100 Prepaid Acquisition Costs	190,491
14200 Prepaid Insurance	92,877
14400 Prepaid Security Deposit	6,138
14500 Prepaid Subscription Services	25,948
Total Prepaid Expenses	\$ 315,455
Total Other Current Assets	\$ 315,455
Total Current Assets	\$ 5,370,147
Fixed Assets	
15100 Equipment	21,905
15900 Accum. Depreciation	-15,935
Total Fixed Assets	\$ 5,970
Other Assets	
16200 Lease Asset	12,313
Total 17100 Investments Held For Sale	10,291,297
Total Other Assets	\$ 10,303,611
TOTAL ASSETS	\$ 15,679,727
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 Accounts Payable	47,962
Total Accounts Payable	\$ 47,962
Other Current Liabilities	
21100 Liabilities Due to HCDD	1,361,041
21300 Payroll Liability	31,463
21302 Medical Liability	-7,868
21303 Dental Liability	346
21304 Vision Liability	-676
21305 Disability Liability	-370
21400 Liabilities Due to HLB Fund	-5,129
21600 Lease Liability - Current	3,356

Houston Land Bank
Balance Sheet
As of February 28, 2026

	TOTAL
21800 Unearned Revenue	369,835
Total Other Current Liabilities	\$ 1,751,999
Total Current Liabilities	\$ 1,799,961
Long-Term Liabilities	
22600 Lease Liability - Noncurrent	10,395
Total Long-Term Liabilities	\$ 10,395
Total Liabilities	\$ 1,810,355
Equity	
30100 Unrestrict (retained earnings)	13,631,315
Net Income	238,056
Total Equity	\$ 13,869,372

**Houston Land Bank
Income Statement
July - February, 2026**

	TOTAL
Income	
40100 Acquisition and Development Agreement	986,651
40300 HLB Program Revenue	123,003
40500 Outside Sources Contributions	930,765
Total Income	\$ 2,040,419
Expenses	
60100 Salaries and Fringe	634,124
60200 Legal Fees	98,925
60300 Professional Services	212,209
60400 Property Cost - Lot Maintenance	297,383
60500 Software and Subscriptions	33,566
60600 Rent Expense	38,601
60700 Advertising and Marketing	42,600
60800 Bank Fees	1,139
60900 Events and Meetings	7,874
61000 Depreciation Expense	1,320
61100 Environmental Services	110,925
61200 Insurance	65,227
61300 Membership and Dues	3,546
61400 Office Expense	691
61500 Phone and Internet	6,419
61700 Travel Expense	4,710
61800 Other Miscellaneous Expense	9,306
62200 Property Cost Disposition - HLB Traditional	20,736
63200 Property Cost Disposition - NHDP	35,863
Total Expenses	\$ 1,625,165
Net Operating Income	\$ 415,254
Other Income	
70100 Interest Income	54,465
Total Other Income	\$ 54,465
Net Other Income	\$ 54,465
Net Income	\$ 469,719

REQUEST FOR BOARD ACTION

Meeting Date: April 20, 2026

Agenda Item VI a: Consideration and Possible Action to Approve Contract Amendment #1 with Adaapta, LLC for Additional Reuse Planning Services Under the EPA Brownfields Community-Wide Assessment Grant

ACTION SUMMARY

Authorize the President and CEO to execute Contract Amendment #1 with Adaapta, LLC, increasing Adaapta's authorized budget under the EPA Brownfields Community-Wide Assessment (CWA) Grant by \$14,272, from \$185,500 to a not-to-exceed total of \$199,772, to fund five additional reuse planning deliverables requested by HLB. Remaining CWA Grant funding is sufficient to cover this increase. No additional HLB funds are required.

BACKGROUND & STRATEGIC VALUE

On December 9, 2024, Houston Land Bank awarded Adaapta, LLC a contract to manage two EPA Brownfields grants:

- Brownfields Cleanup Grant (former Velasco Incinerator): authorized budget \$473,500
- Brownfields Community-Wide Assessment (CWA) Grant, Northeast Houston and East End: authorized budget \$185,500

In the course of executing the CWA Grant work plan, HLB identified five additional reuse planning services needed to advance active projects. Adaapta submitted Contract Amendment #1 on April 7, 2026 to increase the CWA budget by \$14,272 to cover these services. This amendment does not affect the Velasco Cleanup Grant budget.

The amendment directly supports two active HLB faith community partnerships and one brownfield priority site:

- Greater Emmanuel Apostolic Church, Kashmere Gardens: Area-Wide Plan (\$20,000) and Site-Specific Reuse Plan for one priority site (\$5,000)
- New Pleasant Grove Missionary Baptist Church (referenced as Mount Pleasant Church in EPA work plan): Area-Wide Plan (\$20,000) and Site-Specific Reuse Plan for one priority site (\$5,000)
- 6500 Supply Row: Reuse Plan (\$30,000)

To fund these additions within existing CWA Grant allocations, \$51,977 is being reallocated from Task 1 (Community Engagement) to Task 3 (Brownfields Inventory and Reuse Planning). Community engagement activities previously budgeted under Task 1 will be covered by leveraged funding. The net increase to HLB's total EPA budget is \$14,272.

HLB RECOMMENDATION: APPROVE

This amendment funds five deliverables directly tied to active HLB projects and faith community partnerships. All costs are covered within existing EPA CWA Grant funds. The reuse planning products support HLB's EPA grant compliance obligations and strengthen the evidentiary base for future brownfields cleanup and development funding. No HLB operating funds are required.



April 7, 2026

Houston Land Bank
PO Box 131106
Houston, Texas 77219
Via Submission Portal

Re: Contract Amendment #1 for Houston Land Bank Grant Management Services (EPA Brownfields Grants)

Dear Ms. Stoneham:

On December 9, 2024, the Houston Land Bank (HLB) awarded Adaapta a contract to manage two Environmental Protection Agency (EPA) grants: (1) Brownfields Cleanup Grant for the former Velasco Incinerator and (2) Brownfields Community-Wide Assessment (CWA) Grant for Northeast Houston and East End. Based on our original scope of work and cost estimate, Adaapta has been authorized to complete professional services at a not to exceed budget of \$473,500 for the Velasco Cleanup grant and \$185,500 for the CWA grant.

The purpose of this Contract Amendment #1 is to increase Adaapta's budget under the CWA grant by **\$14,272** (not to exceed \$199,772 total project budget) to accommodate HLB's requests for additional reuse planning services. Remaining CWA Grant funding is sufficient to cover this request. Upon approval, Adaapta and HLB will work with EPA to update the grant Work Plan and EPA budget modifications. A breakdown of the budget tracking is included as Attachment A.

We appreciate the continued partnership with HLB in support of brownfields redevelopment efforts. Please don't hesitate to contact the undersigned with any questions or request additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Danielle Getsinger".

Danielle Getsinger, PG
CEO

Attachment A: Budget Breakdown

ATTACHMENT A - CONTRACT AMENDMENT #1, BUDGET BREAKDOWN

Community-Wide Assessment Grant Breakdown		Adaapta's Budget Authorized 12/8/2024
Task Breakdown	Task Description	Budget Estimates by Task
Task 1: Community Engagement		\$ 72,000
EPA-12.01 Outreach, Engagement, and Communications	Work with CBOs, Strategies, forums, and marketing/website	\$ 62,000
EPA-12.01 Associated Expenses	Broken out for Adaapta project accounting system	\$ 10,000
Task 2: Environmental Site Assessment & Cleanup Planning		\$60,500
EPA-21.05 Review, Oversight, PEDs	Prepare PEDs	\$ 32,000
EPA-21.06 Training for Staff	Management & Oversight of Technical Projects	\$ 28,500
Task 3: Brownfields Inventory & Reuse Planning		\$ 53,000
EPA-31.01 GIS Specialist	Develop Brownfields Inventory and Priority Sites	\$ 3,000
EPA-31.01 Reuse Plan	Reuse Plan (Site evaluation and strategies)	\$ 25,000
EPA-31.03 Site Disposition Strategy	Disposition Strategy (Harrisburg Site)	\$ 25,000
EPA-31.06 Area-Wide Plan #1	Area-Wide Plan (Mount Pleasant Church)	\$ -
EPA-31.05 Reuse Plan #3	Reuse Plan (One Mount Pleasant Site)	\$ -
EPA-31.06 Area-Wide Plan #2	Area-Wide Plan (Greater Emmanuel Apostolical)	\$ -
EPA-31.05 Reuse Plan #4	Reuse Plan (One Greater Emmanuel Site)	\$ -
EPA-31.07 Reuse Plan #5	6500 Supply Row	\$ -
Contingency		\$0
Contingency, if needed	Moved from Task 1	\$ 8,023.00
Contingency, if needed	Moved from Task 3	\$ 5,728.00
PROJECT TOTAL		\$ 185,500

Adaapta's Budget Tracking Update (August 1, 2025)	
EPA Budget	Adaapta Updated Budget
\$ 63,977	\$ 63,977
\$ 287,451	\$ 60,500
\$ 47,272	\$ 47,272
\$ -	\$ 13,000.00
\$ -	\$ 12,272.00
\$ -	\$ 22,000.00
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ 13,751
\$ -	\$ 8,023.00
\$ -	\$ 5,728.00
\$ 398,700	\$ 185,500

April 2026 Updates to EPA and A April 2026 Updates to EPA and Adaapta Budget		
Changes	New EPA Budget	New Adaapta Budget
\$ (51,977)	\$ 12,000	\$ 12,000
\$ (51,977.00)	\$ 6,023.00	\$ 6,023
\$ -	\$ 5,977.00	\$ 5,977
\$ (28,023)	\$ 259,428	\$60,500
\$ -	\$ 32,000.00	\$ 32,000
\$ -	\$ 28,500.00	\$ 28,500
\$ 80,000	\$ 80,000	\$ 127,272
\$ -	\$ 13,000.00	\$ 13,000
\$ -	\$ 12,272.00	\$ 12,272
\$ -	\$ 22,000.00	\$ 22,000
\$ 20,000.00	\$ 20,000.00	\$ 20,000
\$ 5,000.00	\$ 5,000.00	\$ 5,000
\$ 20,000.00	\$ 20,000.00	\$ 20,000
\$ 5,000.00	\$ 5,000.00	\$ 5,000
\$ 30,000.00	\$ 30,000.00	\$ 30,000
\$ (13,751)	\$ -	\$0
\$ (8,023.00)	\$ -	\$ -
\$ (5,728.00)	\$ -	\$ -
\$ 14,272	\$ 351,428	\$ 199,772

Notes/Description of Changes

Move \$51,977 from Task 1 to Task 3. Additional reuse planning needed for area-wide plans and additional reuse plans. Community engagement activities to be covered by leveraged funding.

Tracking expenses separately for accounting purposes per HLB request.

EPA budget covers Adaapta, as well as other contractors to complete assessments.

No changes.

No changes.

No changes.

No changes. Budget used for ongoing miscellaneous reuse planning strategies.

No changes. Disposition strategy is almost complete.

Additional project requested by HLB.

Additional project requested by HLB.

Additional project requested by HLB.

Additional project requested by HLB.

Additional project requested by HLB.

Contingency moved to Task 3 to cover portion of additional project requests.

Adaapta budget request to accommodate additional project requests.

REQUEST FOR BOARD ACTION

Meeting Date: April 20, 2026

Agenda Item VI b: Consideration and Possible Action to Execute Memorandum of Understanding with Smart Growth America for the Vanguard Conversation: Faith-Based Housing as an Advocacy Strategy

ACTION SUMMARY

Execute Memorandum of Understanding with Smart Growth America for the Vanguard Conversation: Faith-Based Housing as an Advocacy Strategy. The MOU defines responsibilities for both parties in connection with the Vanguard Conversation Convening scheduled for August 13-14, 2026 in Houston.

BACKGROUND & STRATEGIC VALUE

Smart Growth America (SGA) is a national nonprofit convening organization advancing responsible land use and housing policy. SGA has invited Houston Land Bank to serve as the local co-host for the 2026 Vanguard Conversation Convening on faith-based housing, scheduled for August 13-14, 2026 in Houston.

This partnership directly advances three HLB priorities:

- Faith Community Land Strategy: Greater Emmanuel Apostolic Church (Kashmere Gardens) serve as a live case study for the NOMA-led design charrette on August 13. Design outputs will inform a national toolkit distributed by SGA.
- National Positioning: Establishes HLB as a recognized practitioner voice in faith-based land activation before a national audience of housing leaders, architects, planners, and funders.
- Fund Development: Direct visibility with national foundations and philanthropic partners aligned with HLB Fund's development goals.

MOU TERMS

HLB Role	Local convening co-host. Secure venue, catering, and language services. Coordinate August 14 site visit and bus tour. Contribute to agenda and documentation.
SGA Role	Lead design, execution, and facilitation. Manage full program budget. Produce post-convening documentation and national toolkit.
HLB Stipend	\$4,000 total. Payment 1: \$2,000 upon MOU execution. Payment 2: \$2,000 upon program close.
HLB Financial Obligation	None. SGA covers all program costs. HLB receives funds only.

HLB recommendation: Approve

The Vanguard Conversation elevates HLB's church proposals to a national practitioner audience to cultivate relationships with national foundations

Vanguard Conversation: Faith-Based Housing as an Advocacy Strategy

Memo: Resources to support Vanguard Conversation: Faith-Based Housing as an Advocacy Strategy

This memo outlines the resources available to support the work for the Vanguard Conversation and the expectations of both Smart Growth America (SGA) and Houston Land Bank (HLB). Through this partnership, the Houston Land Bank will support the design and execution of the Vanguard Conversation Convening by serving as the local host for the Convening. SGA will provide strategic oversight and the stipend to HLB.

Smart Growth America Responsibilities

- Lead the design and execution of the Convening
- Create a project work plan, run of show, speaker development, and other related event management miscellany that is inclusive and accessible to Houston Land Bank, including hosting meetings, preparing and distributing meeting agendas, taking and distributing notes, and tracking follow-up activity
- Conduct the Convening
- Create Documentation and post convening follow up materials

Houston Land Bank Responsibilities

- Collaborate on and engage in the approved run of show and agenda development
- Coordinate local logistics to support the Convening such as:
 - Secure a local venue
 - Secure food vendors and provide menus and pricing to SGA for approval and sign off
 - Secure Language access and translation services as needed
- Provide all requested information to SGA staff
- Coordinate and Host the site visit and bus tour during the Convening
- Support development of content for the documentation and post convening follow up materials

Budget

Convening Co-host	Houston Land Bank Cohost VC Stipend	\$4,000
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Stipend - Speaking Engagements	Speaking Stipends for Invited Speakers	\$6,000
Events - Venue	Budget for Venue	\$3,000
Events - Catering	Budget for Catering	\$3,000
Events - Tour bus	1 Tour Bus Houston;	\$1,000
Events - Signage and misc	Assumes printing, signage, materials like flip charts, post its, creative engagement tools	\$1,000
SGA will manage the budget and contracts, design the Agenda, and facilitate the event; Houston Land Bank as the on the ground host will help facilitate and coordinate catering, venue, 2nd day tour and bus, and support the agenda development (the MOU outlines HLBs full scope of support)		

Both Parties Responsibilities

- Collaborate on the overall program design and sequencing
- Conduct outreach and engagement with faith leaders and partner organizations
- Collaborate on designing field-based learning experiences and site coordination
- Collaborate on workshop content development and facilitation
- Collaborate on Convening logistics and participant experience

Funding

Houston Land Bank will be awarded a \$4,000 program stipend for hosting elements of the Vanguard Conversation In-Person Convening.

Smart Growth America will issue two separate payments:

- **Payment 1 (Upon full execution of the MOU):** \$2,000 (first half of the program stipend)
- **Payment 2 (Upon program close):** \$2,000 (second half of the program stipend), contingent upon completion of the agreed-upon scope of work.

SGA requires supporting documentation for payment. Please complete the attached W-9 and Vendor Authorization ACH form for direct deposit.