



## BOARD OF DIRECTORS REGULAR MEETING June 30, 2026

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BOARD OF DIRECTORS REGULAR MEETING  
AGENDA

June 30, 2026 – Noon Central Time

Frost Bank

1700 Post Oak Blvd., Ste 400, Houston, Texas 77056

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 1700 Post Oak Blvd., Ste 400, Houston, TX 77056. 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, June 12, 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. April 20<sup>th</sup>, 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 Successful Bidders (Bryan Cave Leighton Paisner (BCLP), and BeAspire Enviro Consulting, LLC (BEC) under the Request for Qualifications for General Brownfields & Environmental Legal Services as issued on February 27, 2026.
- b. Consideration and Possible Action to Approve Execution of Professional Services Agreement with the City of Houston for Phase I Due Diligence and Reuse Planning Services for the Sunnyside Landfill.
- c. Consideration and Possible Action to Authorize the Houston Land Bank to approve the HLB Builder, SXG Capital Group New Floor Plan Design for 0 Glenrose (HCAD 0511560520016).
- d. Consideration and Possible Action to Approve Execution of Land Banking Agreement with New Pleasant Grove Missionary Baptist Church.
- e. Consideration and Possible Action to Approve the final Fiscal Year 2027 Budget.
- f. Consideration and Possible Action to Authorize Execution of Memorandum of Understanding with Greater Emmanuel Family Worship Center for Brownsfields Assessment Services and Community Design Support.
- g. Consideration and Possible Action to Accept FY 2026 Economic Development Initiative - Community Project Funding Grant from the U.S. Department of Housing and Urban Development for Yellow Cab Site Redevelopment - Mixed-Income Housing and Community Revitalization.
- h. Consideration and Possible Action to Accept FY 2026 Economic Development Initiative - Community Project Funding Grant from the U.S. Department of Housing and Urban Development for Houston Land Bank Land and Housing Acquisition, Development, and Construction.
- i. Consideration and Possible Action to Authorize the Houston Land Bank Chief Executive Officer to Execute a Memorandum of Understanding with the City of Houston Housing (HLB) and Community Development Department (HCD) Confirming Obligations Under the ARAD Agreement and mutual agreement between HLB and HCD.
- j. Consideration and Possible Action to Approve the Houston Land Bank to dispose of 7900 Virgil (HCAD #0162570100037) through an open market sale.
- k. Consideration and Possible Action to Approve the Houston Land Bank to dispose of 5418 Eastland St (HCAD #0381780000024) through an open market sale.
- l. Consideration and Possible Action to Approve the Houston Land Bank to dispose of 6805 Apollo (HCAD #0162730010038) through an open market sale.
- m. Consideration and Possible Action to Approve the Houston Land Bank to dispose of 7902 Beckley St (HCAD #0162540050018) through an open market sale.

## 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**

**April 20, 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, April 20, 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:

Matt Zeis	Rickie Bradshaw
Francisco Castillo	Chrishelle Palay
David Collins	Thomas Simpson
	Janae Ladet-Gardner

Board members not in attendance were Ge'Juan Cole, Elaine Morales-Diaz, 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; 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; Gracie Saenz, Outside Legal Counsel for the HLB; Mark Glanowski (Paralegal) of Winstead PC; and Kadiatou Fofana, an independent contractor for the HLB.

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

Chairman Zeis called this regular meeting to order at 12:08 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. March 23, 2026, Board Meeting**

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

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

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

Chairman Zeis thanked everyone for attending today's meeting. He then thanked the HLB staff for coordinating the groundbreaking event for HLB's Fortified Home located at 3411 Farmer Street in the Fifth Ward of Houston. He mentioned that the event was attended by representatives from Auburn University, Fannie Mae, and IBHS Insurance.

#### **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 Fiscal Budget, the lot replats, and the compliance status on the homebuilders.

##### **b. Finance Committee: Ricky Bradshaw**

Director Bradshaw reported that the Finance Committee met to discuss non-funded operations under the original contract with the City of Houston including invoicing and reimbursements. He stated that the Finance Committee also discussed the Brownfield Cleanup Grant which will move forward to the spending phase. The Committee will then reconvene to go over the financial budget and finalize it next month. Lastly, he mentioned that Director Cole and Director Simpson have joined the Finance Committee.

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

Director Palay reported that the Partnership and Program Development Committee met last week to discuss the following matters:

- Disposition strategy for irregular shaped lots which cannot be used for affordable houses
- Pipeline for faith-based development of affordable houses
- EPA support for fee development
- Tax exempt land for church development of lots
- Sunnyside landfill engagement
- Hosting a tax foreclosure sale field trip
- Acceptance of 90% of fair market value on current and future City of Houston invoices

Lastly she noted that the Harrisburg RFP is closing May 15, 2026.

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

Director Castillo reported that the Real Estate Acquisition and Disposition Committee met on April 9, 2026, to discuss the inventory of lots to dispose of due to access and irregular shaped

lot challenges which prevent them from being utilized for construction of affordable homes. He also reported that the Committee discussed pre-development work at church owned sites and resolution of the fair market valuations for City of Houston invoices in order to satisfy HLB operational fees. He mentioned that HLB staff recommended a 90% fair market valuation for the City of Houston NHDP invoices.

Ms. Stoneham noted that during the transition of staff among HLB and the Houston Housing Department there was a misunderstanding of the terms and conditions Contract regarding the fair market value going forward.

Director Bradshaw asked if the acquisition strategy is being adjusted to avoid acquiring lots which cannot be developed into affordable houses. Ms. Stoneham stated that HLB is not currently acquiring real estate due to its budget constraints.

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

Ms. Okoiron reported that the Procurement and Oversight Committee did not meet prior to this meeting but will meet later this month to update the status of the bids submitted for the RFP for legal services for Brownfields and a new RFP 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 additional funding for the Adaapta Scope of Work – Reuse Planning for the HLB.**

Ms. Stoneham announced that approval of this agenda item will 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. She noted the remaining CWA Grant funding is sufficient to cover this increase and no additional HLB funds are required.

Ms. Stoneham reminded the Board that on December 9, 2024, the Houston Land Bank awarded Adaapta, LLC a contract to manage two EPA Brownfields grants as follows:

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

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

This amendment will support two active HLB faith community partnerships and one brownfield priority site as follows:

- 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: Area-Wide Plan (\$20,000) and Site-Specific Reuse Plan for one priority site (\$5,000)
- 6500 Supply Row: Reuse Plan (\$30,000)

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

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

Ms. Stoneham stated that community engagement funding included in the budget which was prepared prior to the work was set to high. Director Bradshaw asked if there is any downside to the shifting of funds from the community engagement portion of the budget to the reuse planning allocation in the budget. Ms. Stoneham replied that this reallocation of funds will not reduce any of the community work.

Director Castillo made a motion to approve the additional funding for the Adapta scope of work, 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 2026 Smart Growth American Faith-Based Housing MOU between Smart Growth America and the Houston Land Bank.**

Ms. Stoneham announced that approval of this agenda item will authorize the HLB to execute a Memorandum of Understanding with Smart Growth America for the Vanguard Conversation: Faith-Based Housing as an Advocacy Strategy. The Memorandum of Understanding defines the responsibilities for both parties in connection with the Vanguard Conversation Convening scheduled for August 13-14, 2026, in Houston, Texas. The first day of the convening will be a panel and conversation. On the second day there will be a tour of the churches which have activated their faith-based housing in Houston.

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

Ms. Stoneham noted that part of this convening will include a toolkit for faith based housing and an assigned workshop with one of the churches on how to activate faith-based housing.

This partnership directly advances three HLB priorities:

- Faith Community Land Strategy: Greater Emmanuel Apostolic Church (Kashmere Gardens) will serve as a live case study for the NOMA-led design charrette on August 13, 2026. New Pleasant Grove Missionary Baptist Church is another church in the target site. The design outputs will then become a national toolkit to be distributed by Smart Growth America.
- National Positioning: This will establish HLB as a recognized practitioner voice in faith-based land activation before a national audience of housing leaders, architects and planners.
- Fund Development: Direct visibility with national foundations and philanthropic partners aligned with HLB Fund's development goals.

## MEMORANDUM OF UNDERSTANDING TERMS

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

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

Director Ladet-Gardner recommended that the HLB not duplicate efforts. Ms. Stoneham noted that these two churches have completed the training and need to execute what they learned. She also mentioned that the HLB has a pool of development consultants that the churches will have access to.

Director Ladet-Gardner then made a motion to approve the 2026 Smart Growth American Faith-Based Housing Memorandum of Understanding which motion was duly seconded by Director Simpson and passed 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 houses have been constructed under the Traditional Home Program. Ms. Albrow reported that 6 houses have been completed but not yet sold, and 9 houses are under active construction.

**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 12:49 p.m. upon the motion of Director Castillo which was duly seconded by Director Ladet-Gardner 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 April 31, 2026**

	<b>TOTAL</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>Total Bank Accounts</b>	<b>\$ 4,374,990</b>
<b>Accounts Receivable</b>	
12100 Accts Receivable	1,440,670
<b>Total Accounts Receivable</b>	<b>\$ 1,440,670</b>
<b>Other Current Assets</b>	
<b>Prepaid Expenses</b>	
14100 Prepaid Acquisition Costs	259,371
14200 Prepaid Insurance	94,795
14400 Prepaid Security Deposit	6,138
14500 Prepaid Subscription Services	20,442
<b>Total Prepaid Expenses</b>	<b>\$ 380,746</b>
<b>Total Other Current Assets</b>	<b>\$ 380,746</b>
<b>Total Current Assets</b>	<b>\$ 6,196,406</b>
<b>Fixed Assets</b>	
15100 Equipment	21,905
15900 Accum. Depreciation	-16,430
<b>Total Fixed Assets</b>	<b>\$ 5,475</b>
<b>Other Assets</b>	
16100 Earnest Fee	200
16200 Lease Asset	12,313
<b>Total 17100 Investments Held For Sale</b>	<b>10,313,750</b>
<b>Total Other Assets</b>	<b>\$ 10,326,263</b>
<b>TOTAL ASSETS</b>	<b>\$ 16,528,144</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20100 Accounts Payable	147,277
<b>Total Accounts Payable</b>	<b>\$ 147,277</b>
<b>Other Current Liabilities</b>	
21100 Liabilities Due to HCDD	1,881,022
21300 Payroll Liability	0
21302 Medical Liability	-18,660
21303 Dental Liability	519
21304 Vision Liability	-678
21305 Disability Liability	-465
21400 Liabilities Due to HLB Fund	-14,342
21600 Lease Liability - Current	3,356

**Houston Land Bank**  
**Balance Sheet**  
**As of April 31, 2026**

	<b>TOTAL</b>
21800 Unearned Revenue	357,120
Total Other Current Liabilities	\$ 2,207,872
Total Current Liabilities	\$ 2,355,148
Long-Term Liabilities	
22600 Lease Liability - Noncurrent	10,395
Total Long-Term Liabilities	\$ 10,395
Total Liabilities	\$ 2,365,543
Equity	
30100 Unrestrict (retained earnings)	13,631,315
Net Income	531,285
Total Equity	\$ 14,162,601
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 16,528,144</b>

**Houston Land Bank**  
**Income Statement**  
**July 2025 - April 2026**

	<b>TOTAL</b>
<b>Income</b>	
40100 Acquisition and Development Agreement	1,205,125
40300 HLB Program Revenue	123,003
40500 Outside Sources Contributions	1,204,242
<b>Total Income</b>	<b>2,532,370</b>
<b>Expenses</b>	
60100 Salaries and Fringe	781,043
60200 Legal Fees	103,589
60300 Professional Services	327,069
60400 Property Cost - Lot Maintenance	355,600
60500 Software and Subscriptions	41,181
60600 Rent Expense	47,029
60700 Advertising and Marketing	42,600
60800 Bank Fees	1,540
60900 Events and Meetings	11,212
61000 Depreciation Expense	1,650
61100 Environmental Services	184,943
61200 Insurance	79,769
61300 Membership and Dues	3,546
61400 Office Expense	1,589
61500 Phone and Internet	8,667
61700 Travel Expense	6,703
61800 Other Miscellaneous Expense	9,306
62100 Acquisition Costs - HLB Traditional	47
62200 Property Cost Disposition - HLB Traditional	23,343
63200 Property Cost Disposition - NHDP	38,311
<b>Total Expenses</b>	<b>2,068,736</b>
<b>Net Operating Income</b>	<b>463,634</b>
<b>Other Income</b>	
70100 Interest Income	67,651
<b>Total Other Income</b>	<b>67,651</b>
<b>Net Other Income</b>	<b>67,651</b>
<b>Net Income</b>	<b>531,285</b>

## REQUEST FOR BOARD ACTION

**Meeting Date: June 30, 2026**

**Agenda Item VI a. Consideration and Possible Action to Approve the Successful Bidders ( Bryan Cave Leighton Paisner (BCLP) and BeAspire Enviro Consulting, LLC (BEC)) under the Request for Qualifications for General Brownfields & Environmental Legal Services as issued on February 27, 2026.**

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### **ACTION SUMMARY**

Approval of this agenda item will authorize HLB to contract with the successful bidders as described under the Houston Land Bank Request for Qualifications for General Brownfields & Environmental Legal Services as issued on February 27, 2026.

### **BACKGROUND/OVERVIEW (Background of the Agreement and Summary)**

The original HLB Request for Qualifications for General Contractor Services was posted on February 27, 2026, and closed on April 17, 2026. There were two total submissions, and two successful bidders. HLB staff presented the results of this procurement to the P & O committee in the June 01, 2026, committee meeting. The committee approved moving the procurement forward with the successful bidders. Successful bidders for this procurement are those submissions as listed below. The grading breakdown is as follows:

Bryan Cave Leighton Paisner (BCLP)	<b>PASS with a score of 94.3 (successful bidder)</b>
BeAspire Enviro Consulting, LLC (BEC)	<b>PASS with a score of 93.3 % (successful bidder)</b>

HLB staff recommend proceeding with Bryan Cave Leighton Paisner (BCLP) and BeAspire Enviro Consulting, LLC (BEC) as successful bidders. Should the Board of Directors approve this item, HLB will proceed to contract with the successful bidders.



**Request for Proposals  
for  
General Brownfields & Environmental Legal Services**

**Issued: February 27, 2026**

**Submission Deadline: April 17, 2026, by 6:00pm CST**

**Submissions due via [Submittable](#)**

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## 1.0 Introduction

The Houston Land Bank (HLB) is issuing this Request for Proposals (RFP) to solicit qualifications from experienced firms to provide general brownfields and environmental legal services with a specialization in brownfields and environmentally impaired properties.

The selected firms will serve as HLB’s outside general and environmental legal for brownfield-related activities, supporting a variety of projects involving assessment, remediation, redevelopment, acquisition and disposition of properties, and long-term stewardship of environmentally impacted properties.

The resulting agreements from this RFP will be structured to allow HLB to utilize the selected firms on an as-needed, task order basis, with compensation provided on an hourly basis and/or optional negotiated retainer.

HLB undertakes projects funded by federal, state, and local sources, including but not limited to U.S. EPA Brownfields grants. Selected counsel must demonstrate familiarity with public sector processes and federal environmental program requirements.

### 1.1 Sole Point of Contact

All communication regarding this RFP must be directed to:

LaTosha Okoiron  
Houston Land Bank  
Email: [lokoiron@houstonlandbank.org](mailto:lokoiron@houstonlandbank.org)

Phone: 713.253.4289 Respondents are prohibited from contacting any other HLB staff, Board members, consultants, or City of Houston employees regarding this solicitation. Any such contact may result in disqualification.

### 1.2 Request for Proposals

Interested respondents must submit their proposal to HLB by the deadline below to be considered for selection under this RFP. Respondents must submit their proposal in accordance with the requirements discussed within this RFP.

All proposals must be submitted electronically via [Submittable](#) no later than 6:00 pm Central Time on April 17, 2026. Respondents must pay the \$100 nonrefundable [application fee](#) for consideration. Late or incomplete submissions will not be reviewed.

Further submission instructions are provided below.

RFP Schedule and Timeline	Date
RFP Issued	February 27, 2026
Deadline for Questions	March 27, 2026

Responses to Questions Published	April 6, 2026
Submission Deadline	April 17, 2026 by 6:00PM CST
Notification of Finalists	Upon review by Evaluation Committee
Award of Contract	Upon approval by HLB Board

### 1.3 About Houston Land Bank

HLB is a government corporation that promotes workforce development, community and economic development, and affordable housing through our land inventory throughout the communities we serve. We acquire vacant, deteriorated, and often contaminated properties and return them to productive use. In addition, HLB encourages and supports resilient planning and development efforts that create affordable housing units, provide economic opportunity, and encourage community-centric redevelopment in various Houston sub-markets.

HLB adopts a holistic approach that considers the community's and other stakeholders' needs and aspirations, achieving success through innovative practices that expand the organization's capacity to serve our community. HLB seeks to create an ecosystem of resilient neighborhoods and districts where all individuals have the opportunity to thrive. Our community partners supplement our community-focused approach, which requires empathy and understanding of disinvested neighborhoods' unique challenges and opportunities. Additionally, HLB's work aligns with the goals and objectives of the City of Houston's Complete Communities Plans, which center around a healthy, economically thriving, equitable, and sustainable Houston for everyone. HLB works with these partners to create specific program and policy solutions to address development needs in pilot and future neighborhoods and advance public trust and community partnerships.

## 2.0 Scope of Legal Services

The selected firms will provide general environmental and brownfield legal services for HLB on an as-needed basis. Services may include, but are not limited to:

### 2.1 Environmental & Brownfield Compliance

- Advising on CERCLA, RCRA, TSCA, CWA, and state of Texas / TCEQ regulatory requirements as they relate to properties owned or being acquired by the HLB
- Guidance on liability protections, bona fide prospective purchaser defenses, and continuing obligations
- Support with No Further Action (NFA) determinations, applications, and regulatory closure documentation
- Drafting environmental covenants, land use controls, and institutional/engineering controls

- Coordination with environmental consultants and regulatory agencies as needed

## 2.2 Real Estate & Land Use Related to Brownfields

- Drafting and reviewing purchase and sale documents for contaminated properties
- Drafting environmental indemnities, restrictions, covenants, and deed notices
- Advising on risk transfer mechanisms and environmental insurance
- Supporting redevelopment agreements involving brownfield parcels
- Supporting intergovernmental, nonprofit, and developer agreements tied to contaminated properties

## 2.3 Brownfields Funding & Grant Compliance

- Advising on U.S. EPA Brownfields grant compliance
- Reviewing loan agreements from the City of Houston's Revolving Loan Fund (RLF) program if HLB is awarded a cleanup loan
- Ensuring compliance with 2 CFR 200 and 40 CFR Part 33 (DBE requirements)
- Supporting federal reporting, compliance protocols, and contract language

## 2.4 Procurement & Contractor Agreements

- Drafting and reviewing contracts with environmental consultants, remediation contractors, planners, engineers, and developers
- Advising on procurement compliance requirements
- Supporting task orders, scopes of services, and amendments

## 2.5 Governance & Regulatory Support

- Advising on Open Meetings Act, Public Information Act, and governance compliance as it relates to environmental and property matters
- Assisting with policy development related to environmental risk management
- Drafting legal memos, board items, and resolutions related to contaminated properties

## 2.6 Risk Management Support

- Advising on dispute resolution related to contaminated properties or cleanup activities
- Supporting claims, insurance matters, and regulatory enforcement issues
- Consultation during negotiations with potentially responsible parties (PRPs)

## 3.0 Minimum Qualifications

Respondents must meet the following minimum qualifications:

- Licensed to practice law in the State of Texas
- Staff Attorneys with a Minimum of five (5) years of demonstrated experience in:

- Environmental law
- Real estate transactions involving contaminated property
- Public-sector legal work
- Direct experience supporting brownfield projects and contaminated property redevelopment
- Familiarity with EPA Brownfields Program requirements
- Knowledge of TCEQ and Texas environmental regulations
- Professional Liability (Errors & Omissions) Insurance
- Not debarred or suspended from federally funded programs

HLB strongly encourages participation by minority-, women-, and veteran-owned firms.

## 4.0 Submission Instructions

All proposals must be submitted electronically via [Submittable](#). Respondents must pay the \$100 nonrefundable [application fee](#) for consideration. Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, and/or do not follow the submittal requirements will be rejected. No in-person or hard copy submissions will be accepted. Respondents are responsible for confirming receipt of their proposal.

### 4.1 Rejection of Proposals

HLB reserves the right to reject all proposals and in particular to reject a proposal not received by the date above or any proposal in any way incomplete or irregular. HLB further reserves the right to accept the proposal which is in the best interest of HLB. HLB reserves the right to reject any proposal if HLB's review of the above submittals and its investigation fails to establish that the Contractor possesses to the satisfaction of HLB, in its sole discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this RFP. The Contractor will be required to comply with all local, state and federal laws and regulations pertaining to equal employment opportunities. The Contractor will upon successful award be required to execute a contract with HLB.

## 5.0 Technical Proposal Requirements

Each respondent must submit a comprehensive Technical Proposal that clearly demonstrates the firm's qualifications, relevant experience, and capacity to provide environmental and brownfields-related legal services to HLB. Proposals must be well-organized, clearly written, and include all information requested in this section. Proposals that do not contain the required information, are poorly organized, or fail to address the requested criteria may be deemed non-responsive.

## 5.1 Cover Letter

Respondents shall include a concise, signed cover letter from an authorized representative of the firm with authority to bind the organization. The letter must identify the primary point of contact, confirm the firm's interest in providing environmental and brownfield legal services to HLB, and acknowledge the respondent's willingness to enter into an Exclusive Negotiation Period if selected. The cover letter should also briefly summarize the firm's relevant qualifications and experience related to this RFP.

## 5.2 Firm Qualifications

Respondents must provide a detailed description of the firm's background, legal structure, office locations, and years of operation. This section shall include a narrative summarizing the firm's experience in environmental law, brownfield redevelopment, real estate transactions involving contaminated property, and representation of public-sector clients. Resumes for all key personnel proposed to support HLB shall be included, and the respondent must confirm that all attorneys assigned to this work are licensed to practice law in the State of Texas and are in good standing. If subcontractors, co-counsel, or specialty consultants are proposed, their roles, qualifications, and relationships to the firm must be clearly identified.

## 5.3 Relevant Project Experience

The proposal must include descriptions of at least two to four (2–4) relevant projects of similar scope and complexity. For each example, the respondent shall identify the type of client served (for example, a municipality, land bank, nonprofit organization, or developer), describe the environmental or brownfield-related issues involved, and summarize the legal services provided. Respondents should also describe any measurable outcomes, such as successful regulatory closure, reduced liability, facilitated redevelopment, or improved compliance. This section should demonstrate the firm's ability to support activities such as environmental due diligence, remediation planning, risk management, property transfer, and redevelopment of contaminated sites.

## 5.4 References

Respondents must provide a minimum of three (3) professional references who can speak to the firm's performance on projects of similar size and complexity. Each reference must include a name, title, organization, email address, telephone number, and a brief description of the work performed for that client.

## 5.5 Proposed Staffing Plan

Respondents shall provide a proposed staffing plan that explains how legal services will be delivered to HLB. This must include an organizational chart and a narrative describing the roles and responsibilities of each key team member, including lead attorneys and support staff. The plan should address the availability of the team, anticipated response

times, and the firm's capacity to manage multiple assignments simultaneously, including time-sensitive or urgent matters.

## 5.6 Approach & Methodology

This section shall describe the firm's overall approach to supporting HLB's environmental and brownfield-related work. Respondents should demonstrate an understanding of HLB's mission, goals, and regulatory environment, and explain how they will assist with environmental risk management, compliance with federal and state requirements, coordination with environmental consultants and regulators, and support for property acquisition, remediation, and redevelopment efforts. Respondents may also describe how their approach aligns with environmental justice principles, equitable redevelopment, and community-centered outcomes.

## 5.7 Cost Proposal

Respondents must submit a detailed cost proposal identifying hourly labor rates for all personnel expected to work on HLB matters. If the firm proposes any blended rates, caps, or an optional retainer structure, this information must be clearly described. Any assumptions related to billing practices, reimbursable expenses, or anticipated level of effort shall be clearly stated. The cost proposal must comply with applicable federal cost-reasonableness standards, including those set forth in 2 CFR 200.404.

## 5.8 Conflict of Interest Disclosure

Each respondent must include a statement describing the firm's approach for identifying and clearing any actual or potential conflicts of interest that could affect their ability to represent HLB objectively and in the best interest of the organization. Please include a disclosure if the respondent is currently representing the City of Houston, Harris County, Houston Metro, Houston Independent School District, Port Houston, Houston Housing Authority, or other local governmental agencies that could present an actual or potential conflict of interest. Conflicts of interest will be cleared on a task order basis. 5.0

### Selection Criteria and Process

HLB will evaluate all complete and timely proposals to identify the firm whose approach and qualifications best meet the goals of this RFP. Proposals will be reviewed for responsiveness to every requirement in Section 4.0. Submissions that are incomplete or fail to follow the required format may be deemed non-responsive and removed from consideration at the sole discretion of the HLB.

## 6.0 Selection Criteria and Process

### 6.1 Evaluation Method

An Evaluation Committee composed of HLB staff and designated advisors will score each proposal using the criteria and point values below (**total of 100 points**). The committee may request additional information, written clarifications, or interviews. HLB reserves the right to reject any or all proposals, to waive minor irregularities, and to negotiate with one or more respondents deemed most advantageous to HLB.

## 6.2 Scoring Criteria

Criteria	Points	Evaluation Focus
Firm Qualifications & Organizational Capacity	25	The evaluation will focus on the firm's demonstrated capacity in environmental law, brownfields redevelopment, real estate transactions involving contaminated property, and public-sector representation. Reviewers will consider the overall strength, stability, and experience of the firm, its ability to manage multi-year engagements, the adequacy of its administrative, financial, and operational systems, and the firm's capacity to support simultaneous environmental, transactional, and regulatory compliance matters across multiple HLB projects.
Project Team Expertise	20	Reviewers will assess the qualifications of the proposed lead and supporting attorneys, clarity of the staffing structure, and the team's demonstrated ability to meet deadlines and respond to time-sensitive matters. Evaluation will consider professional credentials, relevant certifications or specializations, availability and responsiveness, and the depth of bench support to ensure continuity of service. Emphasis will be placed on the individual attorneys' experience with environmental, brownfield, real estate, and public-sector legal matters.
Brownfield, Environmental, & Regulatory Expertise	15	This criterion evaluates the firm's knowledge and experience with federal, state, and local environmental laws and regulations, including but not limited to CERCLA, RCRA, TSCA, TCEQ requirements, and EPA Brownfields Program guidelines. Reviewers will consider experience with environmental due diligence (Phase I/II ESAs), remediation planning and oversight, institutional and engineering controls, liability protections, and regulatory closure processes. Familiarity with 2 CFR 200 and DBE requirements under 40 CFR 33 will also be assessed.
Approach & Methodology	15	The evaluation will focus on the clarity, practicality, and alignment of the firm's proposed approach to providing ongoing environmental and brownfield-related legal services for HLB. Reviewers will consider the firm's understanding of HLB's mission, community-centered redevelopment goals, and regulatory environment, as well as proposed methods for addressing legal risks, coordinating with consultants and regulators, and supporting acquisition, cleanup, and redevelopment efforts. Emphasis will be placed on proactive communication, responsiveness, and the ability to support equitable and environmentally responsible redevelopment.
Cost Proposal	15	Reviewers will assess the competitiveness, clarity, and transparency of the firm's proposed cost structure, including hourly rates, blended rates (if applicable), and any optional retainer structure. The evaluation will consider overall cost reasonableness relative to the anticipated scope of work, compliance with 2 CFR 200.404, and the firm's demonstrated commitment to cost-effective, value-driven services for publicly funded projects.
Relevant Project Experience & References	10	The evaluation will focus on the relevance and quality of the firm's prior work involving brownfield sites, contaminated properties, environmental compliance, and representation of public-sector or quasi-governmental entities. Reviewers will consider the complexity and outcomes of past projects, demonstrated success in achieving regulatory closure or facilitating redevelopment, and the strength and reliability of client references.
<b>Total Points Possible:</b>	<b>100</b>	

## 6.3 Two-Stage Review

1. **Initial Review and Scoring** – After the submission deadline, the Evaluation Committee will confirm responsiveness and score each complete proposal against the criteria above.
2. **Written Interview or Presentation (if requested)** – HLB may invite one or more top-scoring submissions to answer written questions or participate in a virtual interview to clarify their experience and qualifications. Responses will inform the final scoring.

## 6.4 Recommendation and Award

Following final scoring, the Evaluation Committee will recommend the highest-ranked proposal to the HLB Board of Directors. The Board, at its sole discretion, may select the recommended respondent or another proposer whose submission it determines to be in the best interest of HLB. The selected firm will then enter into an Exclusive Negotiation Period to finalize an agreement. If negotiations do not result in an executed agreement within the negotiation period, HLB may engage the next-highest-scoring proposer or re-issue the RFP.

## 7.0 Contractual Terms and Conditions

HLB intends to enter into a contract with the selected firm for an initial term of one (1) year, with the option to renew the contract for up to two (2) additional one-year periods at the discretion of HLB. The contract will be structured as an on-call, as-needed agreement, and compensation will be provided on a flexible basis, which may include hourly billing, task order assignments, or an optional negotiated retainer. No minimum number of hours or guaranteed volume of work is implied under this solicitation.

The successful firm will be required to submit a professional representation agreement that will need to be approved and executed by HLB. HLB reserves the right to modify standard contract terms as necessary to reflect project needs, funding source requirements, regulatory obligations, and the negotiated agreement between the selected firm and HLB.

## 7.1 Nondiscrimination and Equal Opportunity

HLB complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, HLB commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, HLB will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

## 7.2 Costs of Submitting a Proposal

The cost of submittal and any related expenses, including travel and presentations, shall be entirely the responsibility of the Respondent. HLB reserves the right to reject any and all proposals.

## 8.0 Questions

All questions regarding this Request for Proposals must be submitted in writing to [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org) by the date specified in the RFP schedule. Questions must be submitted via email and must clearly reference the Houston Land Bank Brownfields & Environmental Legal Services RFP in the subject line. Verbal questions or inquiries made to HLB personnel, Board members, or City of Houston staff will not be addressed.

HLB may, at its discretion, issue written responses, clarifications, or addenda to all known respondents. It is the responsibility of each respondent to monitor for any addenda issued in relation to this RFP. Only written responses provided by HLB shall be considered official and binding.

## 9.0 Rules Governing Competition

This RFP does not commit HLB to award a contract, to pay any costs incurred in preparing a response, or to procure any services. HLB reserves the right, in its sole discretion, to cancel or reissue this RFP, to reject any and all proposals, to waive minor irregularities, and to request clarification or additional information from any respondent.

All proposals submitted in response to this RFP become the property of HLB and will not be returned.

### 9.1 Examination of Proposals

Firms should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Firms should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

## 9.2 Proposal Acceptance Period

Award of this RFP is anticipated to be announced within forty-five (45) calendar days from the deadline date; however, all offers must be complete and irrevocable for one hundred twenty (120) days following the submission date.

## 9.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposal may be open for review. All materials submitted in response to this RFP will become the property of HLB.

### Signature Requirements

All proposals must be signed by an officer or other agent of the firm and authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature of the Cover Letter will meet this requirement. Failure to sign the proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## 9.4 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications or amendments to proposal documents are deemed necessary by HLB.

## 9.5 Modification/Withdrawal of Proposals

A firm may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the company. The firm may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in another manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by HLB after the date of receipt and following interviews (if applicable).

## 10.0 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and

Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

## 11.0 Debarment Certification

By submitting a proposal, the respondent certifies that neither the firm nor any of its principals, partners, officers, or employees is currently debarred, suspended, proposed for debarment, or declared ineligible to participate in or receive funding from any federal, state, or local agency or program. Respondents further certify that they are not included on any federal or state list of excluded or ineligible parties. (See Exhibit A, Required Forms).

HLB reserves the right to verify debarment status through available government databases and may require the selected firm to execute additional certifications related to eligibility. Any misrepresentation regarding debarment or eligibility status shall be grounds for immediate disqualification and may result in termination of an awarded contract.

## 12.0 Non-Collusion Certification

By submitting a proposal, the respondent certifies that the proposal has been prepared independently and without collusion, communication, consultation, agreement, or arrangement with any other firm or individual submitting a proposal under this solicitation. The respondent further certifies that the proposal is submitted in good faith, that all information provided is true and accurate, and that no attempt has been made to influence the selection process in an improper or unethical manner. (See Exhibit A, Required Forms).

HLB reserves the right to disqualify any respondent found to be in violation of this certification and may pursue any legal remedies available under applicable laws and regulations.



## **REQUEST FOR BOARD ACTION**

**Meeting Date:** June 30, 2026

**Agenda Item VI b: Consideration and Possible Action to Approve Execution of Professional Services Agreement with the City of Houston for Phase I Due Diligence and Reuse Planning Services for the Sunnyside Landfill**

### **ACTION SUMMARY**

Authorize the President and CEO to execute a Professional Services Agreement with the City of Houston for Phase I: Due Diligence and Reuse Planning for the Sunnyside Landfill (also known as the Holmes Road Landfill), a 240-acre publicly owned brownfield site in the Sunnyside neighborhood. Phase I work will evaluate the environmental risk, mitigation strategies, highest and best use options, financial viability, and transfer terms necessary to inform a future decision about whether to bank the property with HLB. The total Phase I budget is \$380,000, funded through a combination of HLB's EPA Community-Wide Assessment Grant (Task 1) and City of Houston contributions (Tasks 2-5). HLB retains the right to decline to proceed with banking following the completion of Phase I if findings indicate unacceptable risk.

### **BACKGROUND**

The Sunnyside Landfill was opened by the City of Houston around 1937 in the historically Black Sunnyside neighborhood, approximately ten miles south of downtown. The site operated for decades as a landfill and municipal incinerator, reinforcing a pattern of environmental burdens placed on a minority community. The incinerator was closed in the 1970s and the landfill was capped by 1976. The 240-acre site has remained largely idle since closure.

In recent years, the City and community sought to transform the property into a community asset. A prior plan to convert the site into the nation's largest urban solar farm failed due to financing challenges. In August 2025, the City of Houston engaged HLB to evaluate land banking options for accelerating site redevelopment. HLB and the City met multiple times in August and September 2025 to discuss the process and develop a conceptual plan.

HLB brings direct relevant experience to this engagement. In October 2023, HLB partnered with the City to bank the former Velasco Street Incinerator under a similar structure. By October 2024, HLB had entered the Velasco property into the Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program, conducted assessment activities, and secured a \$5,000,000 EPA Brownfields Cleanup Grant. That partnership also allowed the City to avoid pending TCEQ enforcement actions on a site that had been abandoned for over thirty years. The Sunnyside engagement follows that proven model.

### **PHASE I SCOPE AND BUDGET**

<b>Task</b>	<b>Description</b>	<b>Duration</b>	<b>Cost</b>	<b>Funding</b>
Task 1: Technical Review	ASTM E2247-23 Phase I ESA for large/undeveloped properties. Satisfies CERCLA All Appropriate Inquiry requirements for Landowner Liability Protection. EPA has	8 weeks	\$30,000	EPA CWA Grant

	granted special permission to apply HLB's FY24 CWA grant outside standard target area boundaries.			
Task 2: Highest & Best Use	Evaluate physically possible, financially feasible, and community-supported reuse options. Narrows analysis to 3-4 preferred scenarios. Uses Complete Communities engagement data. Does not include direct community outreach at this stage.	18 weeks	\$50,000	City / KSU TAB
Task 3: Liability & Risk Assessment	Analysis of Brownfields Cleanup Alternatives (ABCA) document identifying cleanup options, engineering controls, and regulatory compliance requirements. Risk memo covering financial, regulatory, insurance, and entitlement risk. KEY DECISION POINT upon completion.	12 weeks	\$54,000	City / TBD
HLB Ops & Oversight (Tasks 1-3)	Staff time, in-house counsel, and senior leadership for Tasks 1-3. Includes 15% indirect rate per 2 CFR 200.414.	Concurrent	\$54,000	City / TBD
Task 4: Reuse Plan & Roadmap	Conceptual financial modeling, predevelopment schedule, regulatory considerations, community engagement plan, and funding roadmap. Requires separate administration authorization before proceeding.	12 weeks	\$64,000	City / TBD
Task 5: Evaluation of Transfer	Draft term sheet and preliminary recommendation to bank or not bank the Sunnyside Landfill. Negotiated collaboratively with the City. Informed by HLB Board of Directors.	12 weeks	\$88,000	City / TBD
HLB Ops & Oversight (Tasks 4-5)	Staff time and overhead for Tasks 4-5. \$20,000 per task if City authorizes tasks individually.	Concurrent	\$40,000	City / TBD
<b>PHASE I TOTAL</b>		<b>~6-9 months</b>	<b>\$380,000</b>	<b>Mixed</b>

## **STRATEGIC ALIGNMENT**

This agreement advances three HLB priorities:

- **Brownfields Leadership:** The Sunnyside Landfill is the most complex and highest-profile brownfield opportunity HLB has evaluated. Successful execution of Phase I builds directly on HLB's Velasco Incinerator precedent and advances HLB's position as the City's primary brownfields redevelopment partner. HLB currently manages over \$7 million in EPA grant funding and has a proven track record with TCEQ, EPA, and regional planning entities.
- **Environmental Justice:** Sunnyside is one of Houston's most historically burdened communities. This site has carried decades of environmental harm. HLB's engagement represents a direct investment in community revitalization for a neighborhood that has been systematically disinvested. Community engagement will be a central component of later project phases.



- Organizational Capacity and Federal Positioning: Advancing the Sunnyside engagement positions HLB for future EPA Brownfields Cleanup Grant applications, similar to the \$5,000,000 secured for the Velasco site. It also expands HLB's portfolio of major public-sector partnerships and strengthens the case for national recognition as a model land bank.

### **HLB RECOMMENDATION: APPROVE**

Staff recommends authorization to execute the Professional Services Agreement. Phase I is structured with a deliberate go/no-go decision point at the conclusion of Task 3. HLB retains full discretion to decline to proceed with banking if Phase I findings reveal unacceptable environmental, financial, or legal risk. Tasks 4 and 5 require separate administration authorization before HLB is obligated to proceed. Task 1 is funded by HLB's existing EPA grant at no additional cost to HLB. Funding for Tasks 2 through 5 and HLB management costs is the City's obligation under the agreement. The board is asked to authorize the President and CEO to execute the Professional Services Agreement and to proceed with Phase I activities in accordance with the scope and budget presented.



# **PROFESSIONAL SERVICES** **AGREEMENT**

This Professional Services Agreement ("Agreement") is entered into as of \_\_\_\_\_ ("Effective Date"), by and among the **City of Houston**, a home-rule municipality and political subdivision of the State of Texas ("City") and the **Houston Land Bank**, a public local government corporation organized under Texas Senate Bill 1679 ("HLB").

The City and HLB may be referred to individually as "Party" and collectively as the "Parties."

## **1. PURPOSE AND INTENT**

The purpose of this Agreement is to establish a clear and coordinated framework under which HLB will lead and perform professional services related to Phase I Due Diligence and Reuse Planning for the former Sunnyside Landfill, also known as the Holmes Road Landfill (the "Property").

This Agreement is intentionally structured to reflect the following roles:

- The **City** retains ownership and control of the Property during the term of this Agreement.
- **HLB** serves as the lead entity responsible for managing and performing professional services, including pre-development analysis, consultant coordination, overall project oversight, as well as all related activities.

This Agreement does not constitute a land banking agreement or transfer of real property. Any future transfer of the Property or execution of a land banking agreement shall be subject to separate approvals and documentation.

## **2. PROPERTY DESCRIPTION**

The Property consists of approximately 240 acres commonly known as the Sunnyside Landfill, located within the City of Houston. A property survey and legal description are attached hereto as **Exhibit A** and incorporated by reference.

## **3. SCOPE OF SERVICES**

### **3.1 Lead Role of Houston Land Bank**

HLB shall act as the prime professional services provider under this Agreement. HLB shall be responsible for:

- Leading and managing Phase I Due Diligence and Reuse Planning activities;
- Procuring, managing, and overseeing consultants and subject matter experts as needed;
- Coordinating with City departments and external stakeholders;
- Preparing and delivering all reports, analyses, and recommendations;
- Providing project management, financial oversight, and quality control; and
- Reporting progress and key decision points to the City and SRA.

### **3.2 Phase I : Due Diligence and Reuse Planning Activities Task**

HLB shall perform or oversee the following tasks, as further detailed in **Exhibit B: Banking Sunnyside Proposal and Scope of Work** (the “Proposal”):

1. Technical Review (Phase I Environmental Site Assessment)
2. Highest and Best Use Analysis
3. Liability and Risk Assessment (ABCA)
4. Reuse Planning and Resource Roadmap
5. Evaluation of Transfer and Draft Land Banking Terms

### **3.3 HLB Operations and Oversight**

HLB shall provide internal staff time, administrative support, financial management, and executive oversight necessary to ensure timely and effective completion of the Scope of Services. These activities are integral to the professional services provided under this Agreement.

## **4. FUNDING AND PAYMENT**

### **4.1 Funding Structure**

The Parties acknowledge and agree as follows:

HLB has secured funding for Tasks 1 and 2 through the Environmental Protection Agency (EPA) assessment grant and the Kansas State University (KSU) Technical Assistance Program.

- The City shall provide funding for Tasks 3 through 5 and HLB Operations and Oversight of the Proposal via a Funding Agreement with the Sunnyside Redevelopment Authority (SRA).

The City shall not be directly responsible for funding the Scope of Services provided under this agreement. However, the provision of funds under this agreement shall be contingent upon execution and in accordance with the Funding Agreement between the City and SRA.

#### **4.2 Payment to HLB**

The City shall provide payments to HLB in an amount not to exceed \$300,000, subject to execution of this Agreement and satisfaction of any required internal approvals by the City. Payment shall be made to HLB in phases beginning with a payment in the amount of \$108,000 for Task 3 and the associated HLB Operations and Oversight costs to complete this task. Payments will be remitted following the receipt of funding from the SRA.. The remaining payments shall only be made subject to the approval of the City to proceed with the remaining tasks associated with the Proposal.

HLB shall be responsible for administering all funds in accordance with applicable laws, grant requirements, and generally accepted accounting practices.

### **5. ROLE OF CITY OF HOUSTON**

The City shall:

- Retain ownership of the Property during the term of this Agreement;
- Provide HLB with reasonable access to existing records, reports, permits, and studies relevant to the Property;
- Designate a project liaison to coordinate with HLB;
- Participate in milestone reviews and key decision points; and
- Cooperate in good faith to support due diligence activities.

The City shall not be obligated to transfer the Property or enter into a land banking agreement as a result of this Agreement.

### **6. TERM AND SCHEDULE**

The term of this Agreement shall commence on the Effective Date and continue for the later of either one year or the completion of Task 5 of the Proposal , unless extended by mutual written agreement. Certain tasks may proceed concurrently as outlined in Exhibit B.

### **7. NO AGENCY OR JOINT VENTURE**

Nothing in this Agreement shall be deemed to create a partnership, joint venture, or agency relationship among the Parties. HLB is acting as an independent public entity performing professional services.

## **8. CONFIDENTIALITY**

The Parties agree to maintain the confidentiality of draft materials, preliminary analyses, and sensitive information to the extent permitted by Texas law, including the Texas Public Information Act.

## **9. TERMINATION**

This Agreement may be terminated:

- By mutual written agreement of the Parties; or
- By any Party upon material breach by another Party, subject to notice and cure provisions.

Upon termination, HLB shall provide all completed work products to the City and HLB shall be compensated for all services and related expenses for services rendered as of the date of termination.

## **10. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

## **11. MISCELLANEOUS**

- Amendments must be in writing and executed by all Parties.
- If any provision is held invalid, the remainder shall remain in effect.
- This Agreement constitutes the entire agreement among the Parties regarding the subject matter.

## **Tasks 12. EXHIBITS**

- **Exhibit A:** Property Survey and Legal Description
- **Exhibit B:** Banking Sunnyside Landfill Proposal

# **SIGNATURES**

## **CITY OF HOUSTON**

By: \_\_\_\_\_

Name:

Title:

Date:

## **HOUSTON LAND BANK**

By: \_\_\_\_\_

Name: Christa Stoneham

Title: President and Chief Executive Officer

Date:

**Meeting Date: June 30, 2026**

**Agenda Item IV c:** Consideration and Possible Action to Authorize the Houston Land Bank to approve the HLB Builder, SXG Capital Group New Floor Plan Design for 0 Glenrose (HCAD 0511560520016)

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**ACTION SUMMARY**

Approval of this item will authorize staff to amend the existing Lot Purchase and Development Agreements to reflect the requested floor plan change for 0 Glenrose (HCAD 0511560520016). The request has been reviewed, analyzed, and recommended by HLB Staff and READ Committee.

**BACKGROUND/OVERVIEW**

0 Glenrose was acquired by SXG Capital Group on February 2, 2026, during the Round 9 Lot Sales, for a purchase price of \$16,000, with a maximum home sales price of \$244,373.

Following the acquisition, SXG Capital Group has submitted a request for approval to change the floor plan, as the lot dimensions of 50 ft x 50 ft do not provide sufficient depth to accommodate the previously approved floor plan design.

**Original Design**

HCAD	Property Address	Bed/Bath/Garage or Carport	Total Sq Ft	Construction Costs	Proposed Sales Price
0511560520016	0 Glenrose St, Houston, Tx 77051	3/1.5/1 Car Garage	1,514	\$204,150	\$244,373

**New Design for Consideration**

HCAD	Property Address	Bed/Bath/Garage or Carport	Total Sq Ft	Construction Costs	Proposed Sales Price
0511560520016	0 Glenrose St, Houston, Tx 77051	3/2/No Garage or Carport	1,412	\$191,639	\$229,000

**RECOMMENDATION**

HLB staff recommends approval of the new floor plan requested by SXG Capital Group. Should the Board of Directors approve this item, HLB will move forward with amending the existing Lot Purchase and Development Agreement to reflect the approved floor plan change.



## **REQUEST FOR BOARD ACTION**

**Meeting Date:** June 30, 2026

**Agenda Item VI d: Consideration and Possible Action to Approve Execution of Land Banking Agreement with New Pleasant Grove Missionary Baptist Church**

### **ACTION SUMMARY**

Authorize the President and CEO to execute a Land Banking Agreement with New Pleasant Grove Missionary Baptist Church (New Pleasant Grove MBC) to bank eight of the church's twenty-one properties in the Fifth Ward and Kashmere Gardens communities, eliminating the church's property tax burden on those parcels during a defined predevelopment period of up to five years. HLB will serve as Redevelopment Advisor and Land Banking Partner, providing environmental assessments, area-wide planning, site reuse visioning, and feasibility analysis funded through HLB's EPA Community-Wide Assessment Grant and HLB operating resources. The church's direct fee for land banking services totals \$35,000 over five years. HLB will leverage an additional \$80,000 in grant-funded services on the church's behalf.

### **BACKGROUND**

New Pleasant Grove Missionary Baptist Church, under the leadership of Pastor Charles Turner, holds a portfolio of twenty-one parcels in the Fifth Ward and Kashmere Gardens communities, located between Brewster Street, Bain Street, Legion Street, and Crane Street. Twenty parcels are currently church-owned and one is under contract for purchase. The portfolio includes vacant land, single-family residential, parking, and church facilities.

HLB and New Pleasant Grove MBC have met multiple times over the past six months to evaluate the land banking opportunity and the church's vision for redevelopment. The church has expressed interest in a range of uses including single-family and multifamily housing, daycare and wellness services, small business and job training space, and public greenspace. The church is seeking to bank eight of the twenty-one properties to eliminate their property tax obligations during the predevelopment period while HLB completes due diligence and attracts development partners and funding.

HLB presented a formal Proposal and Scope of Work to the church, which was reviewed by the Board of Trustees. This board action formalizes HLB's authorization to execute the Land Banking Agreement and begin Phase One services.

### **SCOPE OF REDEVELOPMENT SERVICES**

In addition to land banking, HLB will provide the following redevelopment advisory services:

- Phase I Environmental Site Assessments: Six Phase I ESAs at \$5,000 each and one Phase II ESA at \$30,000 if warranted. Funded by HLB's EPA Community-Wide Assessment Grant. HLB's pre-screening indicates all sites are likely to receive EPA approval.

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

- Area-Wide Plan: Comprehensive planning analysis covering all twenty-one parcels and the surrounding neighborhood, including housing market conditions, community needs, demographic trends, and financing strategies. Funded by EPA Grant. Timeline: three months.
- Site Reuse Visioning: Community engagement (up to three meetings), design charrette, site analysis, and development of conceptual reuse scenarios for a priority site. Funded by HLB. Timeline: two to four months.
- Site-Specific Reuse Assessment: Detailed feasibility analysis, conceptual construction cost estimates, pro forma, and development partner strategy for one priority site. Funded by EPA Grant. Timeline: two to three months.
- Additional Services Available: Ground lease structuring, replatting and parcel consolidation, funding alignment, grant preparation, and development event support.

## **FEE SCHEDULE**

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Lot Insurance	\$400	\$400	\$400	\$400	\$400	\$2,000
Land Banking Services	\$3,400	\$3,400	\$3,400	\$3,400	\$3,400	\$17,000
Title Work Services	\$8,000	\$0	\$0	\$0	\$8,000	\$16,000
<b>TOTAL</b>	<b>\$11,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$3,800</b>	<b>\$11,800</b>	<b>\$35,000</b>

## **STRATEGIC ALIGNMENT**

This agreement advances three active HLB priorities:

- Faith Community Land Partnership Strategy: New Pleasant Grove MBC is one of two active church land partnerships under HLB's formal faith-based outreach framework. Execution of this agreement, alongside the Greater Emmanuel MOU, establishes HLB as the operational leader in faith-based land banking in Houston and positions both sites as live case studies for the national Vanguard Conversation Convening on August 13, 2026.
- Fifth Ward and Kashmere Gardens Revitalization: The twenty-one parcel portfolio sits at the intersection of two of HLB's priority neighborhoods. The area-wide plan and reuse visioning will integrate with HLB's existing brownfields and Gardens Rising work in Kashmere Gardens, creating a coordinated neighborhood-level investment strategy.
- EPA Grant Utilization and Adaapta Contract Amendment #1: Execution of this agreement activates EPA-funded services confirmed under the Adaapta Contract Amendment #1, which includes the Area-Wide Plan and Site-Specific Reuse Plan for the New Pleasant Grove MBC portfolio, at a combined value of \$25,000 in deliverables already budgeted and authorized.



**HLB RECOMMENDATION: APPROVE**

Staff recommends authorization to execute the Land Banking Agreement. The church's direct fee structure covers HLB's operating expenses, legal fees, and non-grant-funded activities. All environmental assessment and planning services are funded through the EPA Community-Wide Assessment Grant and HLB operating resources. No additional HLB capital is required. The board is asked to authorize the President and CEO to execute the Land Banking Agreement and all related documents, to initiate Phase One services, and to take all actions necessary to fulfill HLB's obligations under the agreement through the five-year term.



## LAND BANKING AGREEMENT

This Land Banking Agreement is entered into by and between **HOUSTON LAND BANK**, a Texas nonprofit corporation organized and operating pursuant to Texas Local Government Code Chapter 379C and Texas Senate Bill 1679, with a mailing address of P.O. Box 2549, Houston, Texas 77252 (the "Land Bank"), and **NEW PLEASANT GROVE MISSIONARY BAPTIST CHURCH**, a Texas nonprofit religious organization (the "Partner").

### RECITALS

WHEREAS, the Land Bank is authorized under Texas Local Government Code Chapter 379C, as amended by Texas Senate Bill 1679, to acquire, hold, manage, and convey real property for public purposes including affordable housing, community development, and neighborhood stabilization; and

WHEREAS, Partner desires to place certain real property into the Houston Land Bank land banking depository program to advance mission-aligned, community-serving uses consistent with statutory public purpose requirements; and

WHEREAS, the Land Bank is willing to temporarily hold title to such property in a custodial capacity in furtherance of land banking objectives.

NOW, THEREFORE, in consideration of the mutual covenants herein, the Parties agree as follows:

### 1. PROPERTY

Within fourteen (14) business days of execution of this Agreement, Partner shall convey to the Land Bank all right, title, and interest in the real property described in **Exhibit A**, attached hereto and incorporated herein (the "Property"). Exhibit A shall consist of the Legal Description of the Property and an Excel spreadsheet identifying parcel addresses, HCAD identification numbers, and related details.

### 2. STATUTORY AUTHORITY

This Agreement is entered pursuant to Texas Local Government Code Chapter 379C, as amended by Texas Senate Bill 1679. The Land Bank is acting within its statutory authority to temporarily hold title, impose use restrictions, recover administrative costs, and reconvey property in furtherance of an approved public purpose.

### 3. NATURE OF INTEREST AND NON-ASSET STATUS

The Parties acknowledge and agree that:

- The Land Bank's interest in the Property is temporary and custodial in nature.
- The Property is not intended to be, and shall not be considered, a permanent asset of the Land Bank; the Property will be reconveyed to the Partner, pursuant to Section 8 of this agreement.

- The Land Bank holds title solely to advance land banking and public purpose objectives authorized by statute.
- No beneficial ownership interest is created beyond the limited stewardship role contemplated by this Agreement.

#### 4. TERM

This Agreement shall be effective upon execution and shall remain in effect for a term of up to five years, unless earlier terminated or reconveyed as provided herein. The Land Bank shall have the right to terminate this agreement, upon 30 days' written notice, if the Partner is not in compliance with the terms and conditions of this agreement. Upon initial notice of non-compliance, the Partner shall have 10 business days to comply with the terms and conditions of this agreement. If compliance is completed within the 10-day time frame, termination of the agreement will be withdrawn.

#### 5. ANNUAL LAND BANKING FEE

Partner shall pay the Land Bank an annual land banking fee according to the schedule below, with the Year 1 fee initially due within ten (10) business days of the execution of this agreement and due thereafter annually on the anniversary of the execution of the agreement. Administrative fees include costs associated with the transfer of ownership into and out of the Land Bank.

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Annual Total	\$6,104	\$6,104	\$6,104	\$6,104	\$6,104

**Total Agreement Fee (5 Years): \$30,520** | Partner shall pay the Land Bank an annual land banking fee according to the schedule below. The Year 1 fee is due within thirty (30) days of the full execution of this agreement. Subsequent annual fees are due within 30 days on January 1 of each following year for the remaining term of the agreement.

#### 6. MAINTENANCE AND SITE RESPONSIBILITIES

Partner shall be solely responsible for all maintenance of the Property during the term, including but not limited to:

- Routine mowing and debris removal
- Resolution of Department of Neighborhoods violations
- Payment of all related fines or fees
- Coverage of site related damages, including damage to adjacent properties

All maintenance shall be performed by vendors engaged and paid directly by Partner. Partner shall ensure all vendors maintain appropriate insurance and provide certificates upon request. Partner's vendor shall have limited access to the land banked property for the sole purpose of lot maintenance.

The Land Bank shall have no obligation to maintain, secure, or improve the Property.

#### 7. USE RESTRICTIONS

The Property shall be used only for purposes permitted under Chapter 379C and SB 1679, including but not limited to:

- Affordable housing
- Community serving facilities
- Interim land stewardship
- Economic development consistent with public purpose
- Environmental or green infrastructure uses

Specific intended uses shall be confirmed by Partner and reflected in writing. Any use inconsistent with statutory authority or this Agreement is prohibited.

## **8. RECONVEYANCE**

Partner may request reconveyance of the Property at any time upon 30 days' written notice to the Land Bank. Upon receipt of such notice, the Land Bank shall reconvey the Property to Partner, subject to payment of any outstanding fees owed through the date of reconveyance.

## **9. INSURANCE AND INDEMNIFICATION**

To the extent permitted by law, Partner shall indemnify and hold harmless the Land Bank, its officers, employees, and agents from any claims, losses, or liabilities arising from Partner's activities, vendor actions, or conditions on the Property during the term.

## **10. AS IS CONDITION**

The Property is conveyed and held in its existing "AS IS" condition. The Land Bank makes no representations or warranties regarding the condition, suitability, or compliance of the Property.

## **11. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

## **12. MISCELLANEOUS**

This Agreement constitutes the entire agreement between the Parties and may be amended only by written agreement executed by both Parties. Notices shall be provided in writing to the addresses on file.

## **13. EXECUTION**

This Agreement may be executed in counterparts, each of which shall be deemed an original.

HOUSTON LAND BANK

By: \_\_\_\_\_

Christa Stoneham, President

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

NEW PLEASANT GROVE MISSIONARY BAPTIST CHURCH

By: \_\_\_\_\_

Pastor Charles Turner

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

**EXHIBIT A**

**PROPERTY DESCRIPTION – SITES TO BE BANKED**

The following parcels owned by New Pleasant Grove Missionary Baptist Church shall be conveyed to the Houston Land Bank pursuant to this Agreement:

Address	HCAD Parcel No.	Description
3406 Legion St	0701060070002	Parking
3411 Bain St	0701060070038	Parking
3415 Bain St	0701060070037	Parking
0 Bain St	0121670000012	Parking
0 Bain St	0121670000011	Parking
3514 Bain St	0701060050009	Vacant
3618 Legion	0701060070013	Vacant

Note: Site 1 (3121 Brewster Street) is potentially under contract for purchase by the Church and will be considered for inclusion in a future amendment to this Agreement.

## REQUEST FOR BOARD ACTION

### Agenda Item VI e: Consideration and Possible Action to Adopt the Proposed Fiscal Year 2027 Budget

#### **ACTION SUMMARY**

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.

The budget anticipates expenditures of \$3.4 million against projected revenues of \$3.4 million, which is expected to result in a break-even budget, with net income of \$0 for the year. The budget also includes capitalized expenditures of \$100,000 for inventory predevelopment. As a result, the capitalized expenditures will lead to a decrease in the fund balance of \$100,000, representing a 9% reduction in reserved funds for the year.

#### **BACKGROUND/OVERVIEW**

The City of Houston Administrative Procedure 2-10 (AP2-10) requires all local government corporations supporting city operations or programs to submit a board-approved draft budget at least 120 days before the start of the fiscal year, followed by a final approved budget prior to the fiscal year's commencement.

The proposed budget is based on historical costs and anticipated operational needs for the upcoming 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 accounts for specific program activities and their associated costs, ensuring that financial planning aligns with the organization's goals and ongoing initiatives.

In May 2026, the HLB Finance Committee reviewed the staff-prepared budget proposal. Following their review, the committee approved a recommendation to present the fiscal year 2027 preliminary budget for board approval.

#### **Key Budget Revision Areas**

Highlights include:

- Total operating and non-operating revenue: \$3,373,157
- Total operating expenses: \$3,373,157
- Projected net income: \$0 (break-even)
- Total capitalized expenditures: \$100,000
- Total change in reserve fund: \$100,000 (9% decrease)

The following pages include the FY2027 budget summary by department, a comparison to the prior year budget, and the FY2026 budget summary by department.

#### **Board Action Request**

The Board is requested to:

- Review and discuss the proposed budget.
- Approve the budget as presented.
- Authorize HLB to submit the proposed budget for fiscal year 2027 to the City of Houston.

**Houston Land Bank**  
**Budget Summary - P&L by Department (FY2027)**

Account #	Account	Traditional Homebuyer	New Home Development	Finding Home Program	Brownfield Redevelopment	Land Banking Program	Property Mgmt & Maintenance	Administration & Operations	TOTAL
<b>OPERATING REVENUE</b>									
40100	Acquisition and Development Agreement	-	\$434,083	-	-	-	-	-	\$434,083
40200	Administrative Fees	-	\$18,750	-	-	-	-	-	\$18,750
40300	HLB Program Revenue	\$1,459,051	-	-	-	-	-	-	\$1,459,051
40400	Operations Agreement	-	-	-	-	-	-	-	-
40500	Outside Sources Contributions	-	-	\$682,550	\$632,291	\$74,332	-	\$22,100	\$1,411,273
70100	Interest Income	-	-	-	-	-	-	\$50,000	\$50,000
	<b>TOTAL REVENUE</b>	<b>\$1,459,051</b>	<b>\$452,833</b>	<b>\$682,550</b>	<b>\$632,291</b>	<b>\$74,332</b>	<b>-</b>	<b>\$72,100</b>	<b>\$3,373,157</b>
<b>DIRECT COSTS</b>									
60100	Salaries and Fringe	-	-	-	-	-	-	\$953,197	\$953,197
60200	Legal Fees	-	-	-	\$6,389	\$18,000	\$20,000	-	\$44,389
60300	Professional Services	-	-	\$1,001,894	\$68,211	-	\$45,000	-	\$1,115,105
60400	Property Cost - Lot Maintenance	-	-	-	-	-	\$371,632	-	\$371,632
60500	Software and Subscriptions	-	-	\$8,000	\$1,160	-	\$19,496	-	\$28,656
60700	Advertising and Marketing	-	-	-	-	-	-	-	-
60900	Events	-	-	\$20,713	\$1,938	-	-	-	\$22,651
61100	Environmental	-	-	-	\$369,656	-	-	-	\$369,656
61200	Insurance	-	-	-	\$49,700	-	-	-	\$49,700
61400	Office Expense	-	-	-	-	-	-	-	-
61700	Travel Expense	\$500	-	-	\$6,401	-	-	-	\$6,901
62200	Property Cost Disposition - HLB Traditional	\$130,000	-	-	-	-	-	-	\$130,000
63200	Property Cost Disposition - NHDP	-	\$27,335	-	-	-	-	-	\$27,335
	<b>TOTAL DIRECT COSTS</b>	<b>\$130,500</b>	<b>\$27,335</b>	<b>\$1,030,607</b>	<b>\$503,455</b>	<b>\$18,000</b>	<b>\$456,128</b>	<b>\$953,197</b>	<b>\$3,119,222</b>
	<b>CONTRIBUTION BEFORE INDIRECT</b>	<b>\$1,328,551</b>	<b>\$425,498</b>	<b>(\$348,057)</b>	<b>\$128,836</b>	<b>\$56,332</b>	<b>(\$456,128)</b>	<b>(\$881,097)</b>	<b>\$253,935</b>
<b>INDIRECT COSTS</b>									
	<b>TOTAL INDIRECT COSTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$253,935</b>	<b>\$253,935</b>
	<b>NET INCOME / (LOSS)</b>	<b>\$1,328,551</b>	<b>\$425,498</b>	<b>(\$348,057)</b>	<b>\$128,836</b>	<b>\$56,332</b>	<b>(\$456,128)</b>	<b>(\$1,135,032)</b>	<b>-</b>

**Projected Beg. Fund Balance as of July 1, 2026:** \$1,130,000

**Fund Designations:**

Traditional Homebuyer Program	\$1,328,551
New Home Development	\$425,498
Finding Home Program	(\$348,057)
Brownfield Redevelopment	\$128,836
Land Banking Program	\$56,332
Property Management & Maintenance	(\$456,128)
Administration & Operations	(\$1,135,032)

Less (Capital Exp.) Lot Acquisition: -  
Less (Capital Exp.) Inventory Predevelopment: (\$100,000)

**Projected Ending Fund Balance:** \$1,030,000

Change in Fund Balance \$: (\$100,000)

Change in Fund Balance %: -9%

**Houston Land Bank**

**ALLOCATED P&L by Department - Indirect Spread to Programs (FY2027)**

Account #	Account	Traditional Homebuyer	New Home Development	Finding Home Program	Brownfield Redevelopment	Land Banking Program	Property Mgmt & Maintenance	Administration & Operations	TOTAL
<b>OPERATING REVENUE</b>									
40100	Acquisition and Development Agreement	-	\$434,083	-	-	-	-	-	\$434,083
40200	Administrative Fees	-	\$18,750	-	-	-	-	-	\$18,750
40300	HLB Program Revenue	\$1,459,051	-	-	-	-	-	-	\$1,459,051
40400	Operations Agreement	-	-	-	-	-	-	-	-
40500	Outside Sources Contributions	-	-	\$682,550	\$632,291	\$74,332	-	\$22,100	\$1,411,273
70100	Interest Income	-	-	-	-	-	-	\$50,000	\$50,000
<b>TOTAL REVENUE</b>		<b>\$1,459,051</b>	<b>\$452,833</b>	<b>\$682,550</b>	<b>\$632,291</b>	<b>\$74,332</b>	<b>-</b>	<b>\$72,100</b>	<b>\$3,373,157</b>
<b>DIRECT COSTS</b>									
60100	Salaries and Fringe	\$190,639	\$95,320	\$125,822	\$102,945	\$47,660	\$95,320	\$295,491	\$953,197
60200	Legal Fees	-	-	-	\$6,389	\$18,000	\$20,000	-	\$44,389
60300	Professional Services	-	-	\$1,001,894	\$68,211	-	\$45,000	-	\$1,115,105
60400	Property Cost - Lot Maintenance	-	-	-	-	-	\$371,632	-	\$371,632
60500	Software and Subscriptions	-	-	\$8,000	\$1,160	-	\$19,496	-	\$28,656
60700	Advertising and Marketing	-	-	-	-	-	-	-	-
60900	Events	-	-	\$20,713	\$1,938	-	-	-	\$22,651
61100	Environmental	-	-	-	\$369,656	-	-	-	\$369,656
61200	Insurance	-	-	-	\$49,700	-	-	-	\$49,700
61400	Office Expense	-	-	-	-	-	-	-	-
61700	Travel Expense	\$500	-	-	\$6,401	-	-	-	\$6,901
62200	Property Cost Disposition - HLB Traditional	\$130,000	-	-	-	-	-	-	\$130,000
63200	Property Cost Disposition - NHDP	-	\$27,335	-	-	-	-	-	\$27,335
<b>TOTAL DIRECT COSTS</b>		<b>\$321,139</b>	<b>\$122,655</b>	<b>\$1,156,429</b>	<b>\$606,400</b>	<b>\$65,660</b>	<b>\$551,448</b>	<b>\$295,491</b>	<b>\$3,119,222</b>
<b>CONTRIBUTION BEFORE INDIRECT</b>		<b>\$1,137,912</b>	<b>\$330,178</b>	<b>(\$473,879)</b>	<b>\$25,891</b>	<b>\$8,672</b>	<b>(\$551,448)</b>	<b>(\$223,391)</b>	<b>\$253,935</b>
<b>INDIRECT COSTS</b>									
60200	Legal Fees	\$8,100	\$4,050	\$5,346	\$4,374	\$2,025	\$4,050	\$12,555	\$40,500
60300	Professional Services	\$15,977	\$7,988	\$10,545	\$8,627	\$3,994	\$7,988	\$24,764	\$79,884
60500	Software and Subscriptions	\$4,840	\$2,420	\$3,195	\$2,614	\$1,210	\$2,420	\$7,502	\$24,201
60600	Rent Expense	\$10,981	\$5,490	\$7,247	\$5,930	\$2,745	\$5,490	\$17,020	\$54,904
60700	Advertising and Marketing	-	-	-	-	-	-	-	-
60800	Bank Fees	\$370	\$185	\$244	\$200	\$92	\$185	\$573	\$1,848
60900	Events	\$300	\$150	\$198	\$162	\$75	\$150	\$465	\$1,500
61000	Depreciation Expense	\$396	\$198	\$261	\$214	\$99	\$198	\$614	\$1,980
61200	Insurance	\$3,643	\$1,822	\$2,405	\$1,967	\$911	\$1,822	\$5,647	\$18,216
61300	Membership and Dues	\$977	\$489	\$645	\$528	\$244	\$489	\$1,515	\$4,886
61400	Office Expense	\$1,100	\$550	\$726	\$594	\$275	\$550	\$1,705	\$5,500
61500	Phone and Internet	\$2,203	\$1,102	\$1,454	\$1,190	\$551	\$1,102	\$3,415	\$11,016
61700	Travel Expense	\$1,900	\$950	\$1,254	\$1,026	\$475	\$950	\$2,945	\$9,500
<b>TOTAL INDIRECT COSTS</b>		<b>\$50,787</b>	<b>\$25,394</b>	<b>\$33,519</b>	<b>\$27,425</b>	<b>\$12,697</b>	<b>\$25,394</b>	<b>\$78,720</b>	<b>\$253,935</b>
<b>NET INCOME / (LOSS)</b>		<b>\$1,087,125</b>	<b>\$304,785</b>	<b>(\$507,398)</b>	<b>(\$1,534)</b>	<b>(\$4,025)</b>	<b>(\$576,841)</b>	<b>(\$302,111)</b>	<b>-</b>

**Share of Indirect Costs:**

20.0%	10.0%	13.2%	10.8%	5.0%	10.0%	31.0%
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**Houston Land Bank**

**Budget Summary - P&L by Department (FY2027) - PRIOR YEAR COMPARISON**

Account #	Account	Traditional Homebuyer	New Home Development	Finding Home Program	Brownfield Redevelopment	Land Banking Program	Property Mgmt & Maintenance	Administration & Operations	FY2027 vs FY2026			Notes
		Total	Total	Total	Total	Total	Total	Total	FY2027 Total	FY2026 Total	Variance	
<b>OPERATING REVENUE</b>												
40100	Acquisition and Development Agreement	-	\$434,083	-	-	-	-	-	\$434,083	\$652,341	(\$218,258)	A
40200	Administrative Fees	-	\$18,750	-	-	-	-	-	\$18,750	\$63,750	(\$45,000)	A
40300	HLB Program Revenue	\$1,459,051	-	-	-	-	-	-	\$1,459,051	\$300,000	\$1,159,051	B
40400	Operations Agreement	-	-	-	-	-	-	-	-	\$750,000	(\$750,000)	C
40500	Outside Sources Contributions	-	-	\$682,550	\$632,291	\$74,332	-	\$22,100	\$1,411,273	\$1,345,391	\$65,882	D
70100	Interest Income	-	-	-	-	-	-	\$50,000	\$50,000	\$50,000	-	
<b>TOTAL REVENUE</b>		<b>\$1,459,051</b>	<b>\$452,833</b>	<b>\$682,550</b>	<b>\$632,291</b>	<b>\$74,332</b>	<b>-</b>	<b>\$72,100</b>	<b>\$3,373,157</b>	<b>\$3,161,482</b>	<b>\$211,675</b>	
<b>DIRECT COSTS</b>												
60100	Salaries and Fringe	-	-	-	-	-	-	\$953,197	\$953,197	\$1,016,682	(\$63,485)	E
60200	Legal Fees	-	-	-	\$6,389	\$18,000	\$20,000	-	\$44,389	\$78,473	(\$34,084)	F
60300	Professional Services	-	-	\$1,001,894	\$68,211	-	\$45,000	-	\$1,115,105	\$635,783	\$479,322	G
60400	Property Cost - Lot Maintenance	-	-	-	-	-	\$371,632	-	\$371,632	\$362,000	\$9,632	
60500	Software and Subscriptions	-	-	\$8,000	\$1,160	-	\$19,496	-	\$28,656	\$28,476	\$180	
60700	Advertising and Marketing	-	-	-	-	-	-	-	-	\$643	(\$643)	
60900	Events	-	-	\$20,713	\$1,938	-	-	-	\$22,651	\$23,118	(\$467)	
61100	Environmental	-	-	-	\$369,656	-	-	-	\$369,656	\$581,526	(\$211,870)	H
61200	Insurance	-	-	-	\$49,700	-	-	-	\$49,700	\$54,048	(\$4,348)	
61400	Office Expense	-	-	-	-	-	-	-	-	\$32	(\$32)	
61700	Travel Expense	\$500	-	-	\$6,401	-	-	-	\$6,901	\$6,901	-	
62200	Property Cost Disposition - HLB Traditional	\$130,000	-	-	-	-	-	-	\$130,000	\$130,000	-	
63200	Property Cost Disposition - NHDP	-	\$27,335	-	-	-	-	-	\$27,335	\$74,341	(\$47,006)	I
<b>TOTAL DIRECT COSTS</b>		<b>\$130,500</b>	<b>\$27,335</b>	<b>\$1,030,607</b>	<b>\$503,455</b>	<b>\$18,000</b>	<b>\$456,128</b>	<b>\$953,197</b>	<b>\$3,119,222</b>	<b>\$2,992,023</b>	<b>\$127,199</b>	
<b>CONTRIBUTION BEFORE INDIRECT</b>		<b>\$1,328,551</b>	<b>\$425,498</b>	<b>(\$348,057)</b>	<b>\$128,836</b>	<b>\$56,332</b>	<b>(\$456,128)</b>	<b>(\$881,097)</b>	<b>\$253,935</b>	<b>\$169,459</b>	<b>\$84,476</b>	
<b>INDIRECT COSTS</b>												
60200	Legal Fees	-	-	-	-	-	-	\$40,500	\$40,500	\$17,500	\$23,000	J
60300	Professional Services	-	-	-	-	-	-	\$79,884	\$79,884	\$35,565	\$44,319	K
60500	Software and Subscriptions	-	-	-	-	-	-	\$24,201	\$24,201	\$19,950	\$4,251	
60600	Rent Expense	-	-	-	-	-	-	\$54,904	\$54,904	\$50,425	\$4,479	
60700	Advertising and Marketing	-	-	-	-	-	-	-	-	-	-	
60800	Bank Fees	-	-	-	-	-	-	\$1,848	\$1,848	\$2,000	(\$152)	
60900	Events	-	-	-	-	-	-	\$1,500	\$1,500	\$1,033	\$467	
61000	Depreciation Expense	-	-	-	-	-	-	\$1,980	\$1,980	\$1,980	-	
61200	Insurance	-	-	-	-	-	-	\$18,216	\$18,216	\$16,154	\$2,062	
61300	Membership and Dues	-	-	-	-	-	-	\$4,886	\$4,886	\$3,448	\$1,438	
61400	Office Expense	-	-	-	-	-	-	\$5,500	\$5,500	\$5,468	\$32	
61500	Phone and Internet	-	-	-	-	-	-	\$11,016	\$11,016	\$9,616	\$1,400	
61700	Travel Expense	-	-	-	-	-	-	\$9,500	\$9,500	\$9,130	\$370	
<b>TOTAL INDIRECT COSTS</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$253,935</b>	<b>\$253,935</b>	<b>\$172,269</b>	<b>\$81,666</b>	
<b>NET INCOME / (LOSS)</b>		<b>\$1,328,551</b>	<b>\$425,498</b>	<b>(\$348,057)</b>	<b>\$128,836</b>	<b>\$56,332</b>	<b>(\$456,128)</b>	<b>(\$1,135,032)</b>	<b>-</b>	<b>(\$2,810)</b>	<b>\$2,810</b>	

**Budget Assumption Notes:**

- A** NHDP revenue (Disposition of Lots, Disposition Proceeds, Administrative Fees) based on current inventory of 2 completed homes plus 3 in construction, fewer dispositions than FY2026, lowering disposition revenue (~\$578K->\$407K) and administrative fees (\$63.8K->\$18.8K).
- B** Traditional Homebuyer disposition revenue: Round 11 sale of ~20 lots at \$15K plus additional round lots (~\$300K), same as PY year, plus \$1.16M of lot sales to close the operations funding gap (~40% of designated lots sold at low-end FMV).
- C** HCDD Operations Agreement is unfunded in FY2027 (~\$750K total) - the activity sits in two departments:
  - Property Mgmt & Maintenance: No active operational funding from COH HCDD, ~\$405,000 (funded lot maintenance and property costs).
  - Administration & Operations (AO HCDD): No active operational funding from COH HCDD, ~\$345,000 (operational support).
- D** Grant & contribution revenue - several offsetting changes across departments:

- A&D - Traditional (HC 24-26): Harris County Grant 24-26 ended - -\$440,941.
- Finding Home: new grant awards recognized in FY2027 - +\$682,550
- Brownfield - EPA Assessment: +\$67,364 (26% recognition); EPA Cleanup: -\$172,273 (23% recognition).
- Land Banking: new contract revenue - +\$74,332.
- COH Velasco: flat at \$49,700.

**E** Personnel (per Personnel Detail) - by department:

- Administration & Operations: Decrease in personnel staffing. Total wages \$820,931 -> \$766,831; retirement \$8,605 -> \$14,755; taxes and health decline accordingly.
- A&D - Traditional (HC 24-26): Harris County grant personnel ended, \$49,361 (wages + payroll taxes).

**F** Direct legal counsel - by department:

- Property Mgmt & Maintenance: \$52,800 -> \$20,000 (lower expected activity for litigation reserve).
- Land Banking: new legal estimate - +\$18,000.
- A&D - Traditional (HC 24-26): Harris County legal ended - -\$28,573.

**G** Direct professional services - by department:

- Finding Home: -\$1.0M of grant-funded program work recognized in FY2027
- Finding Home timing: most Finding Home grant income (~\$816K) was recognized in FY2026 and prior while these expenses fall in FY2027 - see the FH Grant Timing note.
- A&D - Traditional (HC 24-26): Harris County professional services ended, \$323,635.
- Property Mgmt & Maintenance: new inventory specialist service, \$45,000

**H** Environmental services - within Brownfield, by grant/class:

- EPA Assessment 24-28: +\$57,345 (ramps to 26% recognition).
- EPA Cleanup 24-28: -\$269,215 (steps down to 23% recognition vs. FY2026).

**I** NHDP disposition costs (cleaning, clearing, closing, legal, COGS, repairs, security, utilities) scaled to fewer dispositions - FY2026 per-home rates applied to the lower FY2027 home count.

**J** Indirect legal: AO general counsel held flat at \$17,500; new Board Minutes line, \$23,000

**K** Indirect professional services: IT increases (\$14.4K->\$16.2K), Consulting increases (\$3K->\$15K); Audit (~\$21K) and Photography (\$2K) roughly flat.

**Other** Finding Home timing: The (\$348,057) FY2027 net is a recognition timing difference, not a shortfall. -\$859K of grant income was booked in FY2026 and prior while the matching expenses fall in FY2027; each grant nets to \$0 over its life. By funding source, the FY2027 net impact is: Fannie Mae 25-26 (\$158,660), HCLT 24-25 (\$109,200), Fannie Mae 24-25 (\$87,714), Auburn 25-26 (\$37,000), and LISC 25-26 (\$17,181), partially offset by Unidos Casa y Carreras 25-26 (+\$25,000) and Rice Third Ward 26-28 (+\$36,698).

**Other** The budget reflects only activities tied to secured contracts or services. For FY2027, HLB anticipates receiving two HUD grants, one for Yellow Cab (\$2M) and one for acquisition, development, and construction (\$1.2M), as well as an EPA Assessment Grant, an EPA Revolving Loan Fund grant, a professional services contract for Sunnyside, and a private grant from Capital One.

**Houston Land Bank**  
**Budget Summary - P&L by Department (FY2026)**

Account #	Account	Traditional Homebuyer	New Home Development	Finding Home Program	Brownfield Redevelopment	Land Banking Program	Property Mgmt & Maintenance	Administration & Operations	TOTAL
<b>OPERATING REVENUE</b>									
40100	Acquisition and Development Agreement	-	\$652,341	-	-	-	-	-	\$652,341
40200	Administrative Fees	-	\$63,750	-	-	-	-	-	\$63,750
40300	HLB Program Revenue	\$300,000	-	-	-	-	-	-	\$300,000
40400	Operations Agreement	-	-	-	-	-	\$405,000	\$345,000	\$750,000
40500	Outside Sources Contributions	\$440,941	-	\$147,250	\$737,200	-	-	\$20,000	\$1,345,391
70100	Interest Income	-	-	-	-	-	-	\$50,000	\$50,000
	<b>TOTAL REVENUE</b>	<b>\$740,941</b>	<b>\$716,091</b>	<b>\$147,250</b>	<b>\$737,200</b>	<b>-</b>	<b>\$405,000</b>	<b>\$415,000</b>	<b>\$3,161,482</b>
<b>DIRECT COSTS</b>									
60100	Salaries and Fringe	\$49,361	-	-	-	-	-	\$967,321	\$1,016,682
60200	Legal Fees	\$28,573	-	-	\$6,389	-	\$43,511	-	\$78,473
60300	Professional Services	\$323,635	-	\$243,937	\$68,211	-	-	-	\$635,783
60400	Property Cost - Lot Maintenance	\$23,155	-	-	-	-	\$338,845	-	\$362,000
60500	Software and Subscriptions	\$7,820	-	-	\$1,160	-	\$19,496	-	\$28,476
60700	Advertising and Marketing	\$643	-	-	-	-	-	-	\$643
60900	Events	\$467	-	\$20,713	\$1,938	-	-	-	\$23,118
61100	Environmental	-	-	-	\$581,526	-	-	-	\$581,526
61200	Insurance	\$2,549	-	-	\$49,700	-	\$4,348	(\$2,549)	\$54,048
61400	Office Expense	\$32	-	-	-	-	-	-	\$32
61700	Travel Expense	\$500	-	-	\$6,401	-	-	-	\$6,901
62200	Property Cost Disposition - HLB Traditional	\$130,000	-	-	-	-	-	-	\$130,000
63200	Property Cost Disposition - NHDP	-	\$74,341	-	-	-	-	-	\$74,341
	<b>TOTAL DIRECT COSTS</b>	<b>\$566,735</b>	<b>\$74,341</b>	<b>\$264,650</b>	<b>\$715,325</b>	<b>-</b>	<b>\$406,200</b>	<b>\$964,772</b>	<b>\$2,992,023</b>
	<b>CONTRIBUTION BEFORE INDIRECT</b>	<b>\$174,206</b>	<b>\$641,750</b>	<b>(\$117,400)</b>	<b>\$21,875</b>	<b>-</b>	<b>(\$1,200)</b>	<b>(\$549,772)</b>	<b>\$169,459</b>
<b>INDIRECT COSTS</b>									
60200	Legal Fees	-	-	-	-	-	-	\$17,500	\$17,500
60300	Professional Services	-	-	-	-	-	-	\$35,565	\$35,565
60500	Software and Subscriptions	-	-	-	-	-	-	\$19,950	\$19,950
60600	Rent Expense	\$3,057	-	-	-	-	-	\$47,368	\$50,425
60700	Advertising and Marketing	-	-	-	-	-	-	-	-
60800	Bank Fees	-	-	-	-	-	-	\$2,000	\$2,000
60900	Events	-	-	-	-	-	-	\$1,033	\$1,033
61000	Depreciation Expense	\$125	-	-	-	-	-	\$1,855	\$1,980
61200	Insurance	-	-	-	-	-	-	\$16,154	\$16,154
61300	Membership and Dues	\$351	-	-	-	-	-	\$3,097	\$3,448
61400	Office Expense	\$710	-	-	-	-	-	\$4,758	\$5,468
61500	Phone and Internet	\$464	-	-	-	-	-	\$9,152	\$9,616
61700	Travel Expense	-	-	-	-	-	-	\$9,130	\$9,130
	<b>TOTAL INDIRECT COSTS</b>	<b>\$4,707</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$167,562</b>	<b>\$172,269</b>
	<b>NET INCOME / (LOSS)</b>	<b>\$169,499</b>	<b>\$641,750</b>	<b>(\$117,400)</b>	<b>\$21,875</b>	<b>-</b>	<b>(\$1,200)</b>	<b>(\$717,334)</b>	<b>(\$2,810)</b>



## **REQUEST FOR BOARD ACTION**

**Meeting Date:** June 30, 2026

**Agenda Item VI f: Consideration and Possible Action to** Authorize Execution of Memorandum of Understanding with Greater Emmanuel Family Worship Center for Brownfields Assessment Services and Community Design Support

### **ACTION SUMMARY**

Authorize the President and CEO to execute a Memorandum of Understanding with Greater Emmanuel Family Worship Center formalizing a community partnership for brownfields assessment services and community design support at the 5815 Hirsch Road site in Kashmere Gardens. Under the MOU, HLB will provide environmental assessment services funded through HLB's existing EPA Brownfields Community-Wide Assessment Grant at no cost to the church, conduct community engagement, and support site planning and design through the Gardens Rising initiative. The MOU establishes the terms of engagement for Phase One: Planning and Site Readiness.

### **BACKGROUND**

Greater Emmanuel Family Worship Center is a faith community with a long-standing presence in the Kashmere Gardens neighborhood, one of Houston's most historically disinvested communities. The church holds underutilized land at 5815 Hirsch Road that carries significant redevelopment potential for affordable housing, community services, and neighborhood amenities.

HLB presented a formal Community Partnership Proposal to Elder Titus and the Greater Emmanuel Family Worship Center board on April 6, 2026. The proposal outlines a phased partnership beginning with environmental due diligence, community engagement, and site planning before advancing to construction and implementation. The church board reviewed the proposal and the MOU is the next formal step to authorize the work to begin.

The 5815 Hirsch Road site has been nominated as a live case study for the national Vanguard Conversation Convening co-hosted by HLB and Smart Growth America on August 13, 2026, where the Houston Chapter of the National Organization of Minority Architects (NOMA) will lead a design charrette for the site. Board approval of this MOU positions the church and HLB to enter the August convening with an active, formalized partnership.

### **SCOPE OF SERVICES**

Under the MOU, HLB will provide the following Phase One services:

- Environmental Site Assessments: Phase I ESA to satisfy CERCLA All Appropriate Inquiry requirements and identify any environmental conditions or contamination concerns. Phase II ESA if warranted by Phase I findings. Funded by HLB's EPA Community-Wide Assessment Grant.

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

- Area-Wide Plan: Comprehensive analysis of housing market conditions, community needs, demographic trends, and financing strategies across the site and surrounding neighborhood. Funded by EPA Grant.
- Community Engagement: Up to three facilitated community meetings to capture neighborhood priorities and needs, including the NOMA-led design charrette at the August 13, 2026 Vanguard Conversation Convening.
- Site Reuse Visioning: Preliminary site concepts exploring housing typologies, community services, and neighborhood amenities consistent with community input. Includes conceptual design exploration.
- Site-Specific Reuse Assessment: Land use and development feasibility analysis, infrastructure needs assessment, and identification of development partners and funding sources for one priority site.
- Phase Two Implementation Roadmap: Clear pathway for construction and development funding following Phase One completion.

Greater Emmanuel Family Worship Center's responsibilities under the MOU include: authorizing access to the property for environmental assessment activities, maintaining the property during the planning period, participating in community engagement sessions, and presenting the partnership and Phase One findings to its board for Phase Two consideration.

### **STRATEGIC ALIGNMENT**

This MOU advances four active HLB priorities simultaneously:

- Faith Community Land Partnership Strategy: Greater Emmanuel is one of two active church partnerships under HLB's formal faith-based outreach framework. Formalizing the MOU activates the full suite of EPA-funded services for this site and creates a replicable model for future faith community engagements.
- Gardens Rising Initiative: The 5815 Hirsch Road site is one of two active Gardens Rising sites alongside the Apache Street site in Kashmere Gardens. Phase One work at both sites is the foundation for the Rockwell Fund grant application and future construction funding.
- National Brownfields and Faith Housing Strategy: The site's inclusion as a live case study at the August 13, 2026 Vanguard Conversation national convening elevates HLB's faith-based land activation work to a national audience and will inform the toolkit Smart Growth America is developing for national distribution.
- EPA Grant Utilization: Executing this MOU activates confirmed EPA grant funding for brownfields assessment services at this site, advancing HLB's compliance with the EPA Community-Wide Assessment Grant work plan and the deliverables under Adaapta Contract Amendment #1, which includes the Area-Wide Plan and Site-Specific Reuse Plan for Greater Emmanuel.

### **HLB RECOMMENDATION: APPROVE**



Staff recommends authorization to execute the MOU. The agreement carries no financial obligation to the church and no additional HLB general fund expenditure. All Phase One costs are covered by the EPA Community-Wide Assessment Grant and HLB Fund. The board is asked to authorize the President and CEO to execute the MOU and to take all actions necessary to fulfill HLB's Phase One commitments through the completion of the planning and site readiness scope.



# MEMORANDUM OF UNDERSTANDING

## Brownfields Assessment Services and Community Design Support

*Between the Houston Land Bank and Greater Emmanuel Family Worship Center*

<b>Party 1</b>	Houston Land Bank (HLB), a local government corporation organized under Chapter 379H of the Texas Local Government Code
<b>Party 2</b>	Greater Emmanuel Family Worship Center, a nonprofit religious organization located at 3915 Kelly Street, Houston TX 77026
<b>Term</b>	One Year from execution date, unless extended or terminated by mutual written agreement
<b>Project Site</b>	5815 Hirsch Road, Kashmere Gardens, Houston, Texas

### I. Purpose

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This Memorandum of Understanding establishes the framework for collaboration between the Houston Land Bank (HLB) and Greater Emmanuel Family Worship Center (the Church) in connection with two specific areas of partnership: (1) community design services and technical support under the Gardens Rising Initiative, and (2) environmental assessment services available through HLB's EPA Brownfields Assessment Grant.

This MOU does not constitute a contract for land transfer, purchase, or disposition. Any agreement related to land banking or property transfer will be addressed under a separate agreement.

### II. Background

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HLB is a local government corporation created to acquire, steward, and return vacant, abandoned, and damaged properties to productive use. HLB serves as the lead grantee for an EPA Brownfields Assessment Grant covering targeted neighborhoods including Kashmere Gardens, and leads the Gardens Rising Initiative, a community-centered effort to advance planning, design, and development readiness on faith community-owned sites in Houston.

The Church holds property in Kashmere Gardens that may be suitable for community-serving development. Both parties share an interest in ensuring that any future development reflects the priorities and needs of the surrounding community.

### III. Scope of Collaboration

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**This MOU covers two areas of partnership:**

#### A. Environmental Assessment Services

HLB will make available, at no cost to the Church, environmental assessment services funded through its EPA Brownfields Assessment Grant, subject to site eligibility and grant availability. These services may include:

- Phase I Environmental Site Assessment (ESA)
- Phase II Environmental Site Assessment, if warranted by Phase I findings
- Asbestos survey and lead-based paint screening
- Cleanup planning and environmental review

- Community engagement related to site reuse and environmental conditions

All assessment activities are subject to final eligibility determination by the EPA. HLB will coordinate with the Church throughout the process and share findings. All work conducted under this grant is subject to public dissemination.

## **B. Community Design Services and Gardens Rising Initiative**

HLB will engage the Church as a participating site in the Gardens Rising Initiative, providing planning and design support aimed at building development readiness. Services under this scope include:

- Site analysis and preliminary site concept development
- Community engagement facilitation, including the August 13, 2026 design charrette hosted in partnership with Smart Growth America and the Houston Chapter of the National Organization of Minority Architects (NOMA)
- Land use and development feasibility exploration
- Identification of infrastructure needs and potential development partners
- An implementation roadmap for future development phases

The Church's property may be used as a real-world case study in the August 13, 2026 working convening at Greater Emmanuel Apostolic Church where architects, planners, and practitioners will work directly with site conditions to explore community-centered design concepts. Design concepts produced during the charrette will be shared with the Church and may inform materials developed for national distribution by Smart Growth America.

## **IV. Roles and Responsibilities**

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### **Houston Land Bank agrees to:**

1. Manage and coordinate all EPA-funded environmental assessment activities for eligible properties.
2. Provide qualified environmental consultants and technical staff to conduct site assessments.
3. Lead planning and design coordination for the Gardens Rising Initiative, including the August 13 design charrette.
4. Share all assessment findings, site concepts, and planning documents with the Church in a timely manner.
5. Ensure all community engagement activities reflect the interests and priorities of the Church and surrounding neighborhood.
6. Maintain compliance with all EPA grant requirements, including reporting, data management, and public participation obligations.

### **The Church agrees to:**

7. Designate a primary point of contact for communication with HLB staff.
8. Provide written access to the property for environmental assessment activities, as needed.
9. Participate in community engagement activities related to site planning and design, as capacity allows.
10. Provide written authorization for HLB to conduct assessments on Church-owned property, in a form required by the EPA.
11. Attend or designate a representative for key planning milestones, including the August 13, 2026 convening.

12. Share relevant property information, including ownership documents and any known site conditions, to support the assessment and planning process.

## V. Financial Terms

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All environmental assessment services provided under this MOU are funded through HLB's EPA Brownfields Assessment Grant and are offered at no cost to the Church, subject to EPA eligibility determination and grant availability.

Community design services under the Gardens Rising Initiative are provided as part of HLB's mission and at no cost to the Church during this phase.

This MOU does not create any financial obligation for either party beyond the scope described above. Any future development activities, construction, or infrastructure investment will be addressed through separate agreements.

## VI. Use of Information

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Site assessment findings are the property of HLB as the EPA grant recipient and will be shared with the Church. Design concepts produced during the Gardens Rising planning process will be shared with both parties. HLB may use anonymized or generalized findings to support grant reporting, national learning, and public communications.

Neither party will publicly disclose sensitive site findings or Church property information without prior written consent from the other party.

## VII. Term and Termination

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This MOU is effective upon execution by both parties and remains in effect through May 30, 2027. Either party may withdraw from this MOU with thirty (30) days' written notice. Withdrawal does not affect any obligations already incurred under EPA grant requirements prior to the notice date.

This MOU may be extended or amended by mutual written agreement of both parties.

## VIII. General Provisions

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**Non-Binding Nature.** This MOU is a statement of mutual intent and does not constitute a legally binding contract, nor does it obligate either party to enter into any future agreement.

**No Property Transfer.** Nothing in this MOU constitutes or implies any agreement for the transfer, sale, donation, or encumbrance of property. Any such agreement will be made separately.

**Compliance.** Both parties agree to comply with all applicable federal, state, and local laws, including EPA grant requirements applicable to brownfields assessment activities.

**Independent Parties.** Each party is an independent entity. Nothing in this MOU creates an employment, agency, or joint venture relationship between the parties.

**Entire Agreement.** This MOU represents the complete understanding of both parties regarding its subject matter and supersedes any prior verbal or written discussions on the same topics.

## IX. Signatures

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By signing below, the authorized representatives of each party confirm their understanding of and agreement to the terms of this Memorandum of Understanding.

**Houston Land Bank**

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Signature

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Christa D. Stoneham, President and CEO

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Date

**Greater Emmanuel Family Worship Center**

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Signature

---

Titus Stewart, Bishop

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Date



## **REQUEST FOR BOARD ACTION**

**Meeting Date:** June 30, 2026

**Agenda Item VI g: Consideration and Possible Action to Accept FY 2026 Economic Development Initiative - Community Project Funding Grant from the U.S. Department of Housing and Urban Development for Yellow Cab Site Redevelopment - Mixed-Income Housing and Community Revitalization**

### **ACTION SUMMARY**

Authorize the President and CEO to accept a \$2,000,000 federal grant awarded to Houston Land Bank by the U.S. Department of Housing and Urban Development (HUD) under the FY 2026 Economic Development Initiative - Community Project Funding (EDI-CPF) program, Grant No. B-26-CP-TX-2038, and to execute all required grant agreements, certifications, and compliance documentation. Funds will be applied to the Yellow Cab Site Redevelopment for Mixed-Income Housing and Community Revitalization in accordance with applicable federal laws and HUD requirements.

### **BACKGROUND**

The FY 2026 Consolidated Appropriations Act includes \$3.62 billion in EDI-CPF funding supporting over 2,200 community projects across the country. This award was sponsored by Representative Garcia and directed to HLB for the redevelopment of the Yellow Cab site, a strategic brownfield property in Near Northside that HLB has been advancing as a mixed-income housing and community revitalization project.

HUD's award letter, dated April 28, 2026, confirms the \$2,000,000 grant to Houston Land Bank. HUD's Office of Community Planning and Development (CPD) will administer the award and is preparing training, technical assistance materials, and compliance guidance for grantees, which will be shared in the coming weeks.

The Yellow Cab site at 3201 Hardy Street spans 156,250 square feet in Near Northside. HLB acquired the site on December 31, 2020, as a strategic property under the ARAD Agreement. The site has been designated for mixed-income housing and is positioned as a signature HLB redevelopment project with a development partner selection process underway. This \$2,000,000 award represents the largest single site-specific federal grant in HLB's history and provides critical gap financing to advance the project to construction.

### **STRATEGIC ALIGNMENT**

This award advances three overlapping HLB priorities:

- Yellow Cab Site Activation: The \$2,000,000 provides targeted gap financing for one of HLB's highest-profile strategic properties. The site has been in HLB's inventory since

December 2020 and is positioned for mixed-income housing with job creation, community services, and neighborhood revitalization components.

- Brownfields Redevelopment: The Yellow Cab site is part of HLB's active brownfields portfolio. HLB has already secured EPA Brownfields resources for this project and this CPF award adds federal depth to the financing stack.
- Mixed-Income Housing Production: The project will deliver housing across multiple AMI bands, consistent with HLB's Finding Home Initiative standards and the City of Houston's housing affordability goals.

**HLB RECOMMENDATION: ACCEPT**

Staff recommends acceptance of the FY 2026 EDI-CPF award. The \$2,000,000 grant carries no match requirement. All funds must be expended in accordance with HUD CPD requirements and applicable federal regulations. The board is asked to authorize the President and CEO to execute all required grant documents and to comply with all HUD compliance, reporting, and programmatic obligations through the grant term.



April 28, 2026

Houston Land Bank  
1214 Elgin Street  
Houston, TX 77004  
RE: CPF Grant No. B-26-CP-TX-2038

Dear Houston Land Bank,

Sustained economic growth and access to affordable housing are mutually reinforcing priorities that shape the well-being of American families and the competitiveness of the national economy. To support these objectives, the Fiscal Year (FY) 2026 Consolidated Appropriations Act provides a total of \$3.62 billion in Economic Development Initiative (EDI) - Community Project Funding (CPF), supporting over 2,200 projects across the country.

On behalf of the U.S. Department of Housing and Urban Development (HUD), congratulations on your FY 2026 EDI-CPF award. Key details of your award include:

- Grant Amount: \$2,000,000.00
- Project Description: Yellow Cab Site Redevelopment - MixedIncome Housing and Community Revitalization
- Congressional Sponsor(s): Representative Garcia

Advancing projects that stimulate job creation, attract private investment, and expand housing supply is critical to bringing tangible benefits to working families and communities. HUD's Office of Community Planning and Development (CPD) looks forward to supporting you in administering your award and ensuring your project is implemented in accordance with applicable laws and procedures. We are committed to helping you navigate requirements, address challenges, and share best practices to maximize the impact of these funds. Our team is actively preparing training, resources, and technical assistance materials and will share them with you in the coming weeks. In the interim, if you have immediate questions, please submit them via: <https://www.hudexchange.info/program-support/my-question/>.

Thank you for your interest in CPD programs. With your help, these investments will strengthen local economies, create jobs, and broaden opportunities for years to come.

Sincerely,



Ronald J. Kurtz  
Assistant Secretary  
for Community Planning and Development



## **REQUEST FOR BOARD ACTION**

**Meeting Date:** June 30, 2026

**Agenda Item VI h: Consideration and Possible Action to Accept FY 2026 Economic Development Initiative - Community Project Funding Grant from the U.S. Department of Housing and Urban Development for Houston Land Bank Land and Housing Acquisition, Development, and Construction**

### **ACTION SUMMARY**

Authorize the President and CEO to accept a \$1,200,000 federal grant awarded to Houston Land Bank by the U.S. Department of Housing and Urban Development (HUD) under the FY 2026 Economic Development Initiative - Community Project Funding (EDI-CPF) program, Grant No. B-26-CP-TX-2067, and to execute all required grant agreements, certifications, and compliance documentation. Funds will be applied to Houston Land Bank Land and Housing Acquisition, Development, and Construction activities in accordance with applicable federal laws and HUD requirements.

### **BACKGROUND**

The FY 2026 Consolidated Appropriations Act includes \$3.62 billion in EDI-CPF funding supporting over 2,200 community projects across the country. Community Project Funding grants are congressionally directed appropriations sponsored by individual members of Congress on behalf of eligible organizations in their districts. This award was sponsored by Representative Green.

HUD's award letter, dated April 28, 2026, confirms the \$1,200,000 grant to Houston Land Bank for Land and Housing Acquisition, Development, and Construction. HUD's Office of Community Planning and Development (CPD) will administer the award and is preparing training, technical assistance materials, and compliance guidance for grantees, which will be shared in the coming weeks. This award represents one of the largest single federal grants in HLB's history and directly supports HLB's core mission of returning vacant, tax-delinquent, and underutilized land to productive use as affordable housing for Houston families.

### **STRATEGIC ALIGNMENT**

This award advances HLB's three core program areas:

- **Land Acquisition:** Funds expand HLB's ability to acquire vacant, tax-delinquent, and underutilized parcels for affordable housing production across Houston, directly addressing the land acquisition funding gap created by the cessation of HCDD operational funding since FY2024.
- **Housing Development:** Funds support predevelopment, site preparation, and construction activities that reduce costs for mission-aligned builders and increase the pace of affordable unit delivery.

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

- Community Revitalization: Investment in land and housing production in historically disinvested neighborhoods advances HLB's neighborhood revitalization mandate and strengthens HLB's pipeline for brownfield, faith community, and traditional homebuyer program sites.

**HLB RECOMMENDATION: ACCEPT**

Staff recommends acceptance of the FY 2026 EDI-CPF award. The \$1,200,000 grant carries no match requirement. All funds must be expended in accordance with HUD CPD requirements and applicable federal regulations. The board is asked to authorize the President and CEO to execute all required grant documents and to comply with all HUD compliance, reporting, and programmatic obligations through the grant term.



April 28, 2026

Houston Land Bank  
1214 Elgin Street  
Houston, TX 77004  
RE: CPF Grant No. B-26-CP-TX-2067

Dear Houston Land Bank,

Sustained economic growth and access to affordable housing are mutually reinforcing priorities that shape the well-being of American families and the competitiveness of the national economy. To support these objectives, the Fiscal Year (FY) 2026 Consolidated Appropriations Act provides a total of \$3.62 billion in Economic Development Initiative (EDI) - Community Project Funding (CPF), supporting over 2,200 projects across the country.

On behalf of the U.S. Department of Housing and Urban Development (HUD), congratulations on your FY 2026 EDI-CPF award. Key details of your award include:

- Grant Amount: \$1,200,000.00
- Project Description: Houston Land Bank Land and Housing Acquisition, Development, and Construction
- Congressional Sponsor(s): Representative Green

Advancing projects that stimulate job creation, attract private investment, and expand housing supply is critical to bringing tangible benefits to working families and communities. HUD's Office of Community Planning and Development (CPD) looks forward to supporting you in administering your award and ensuring your project is implemented in accordance with applicable laws and procedures. We are committed to helping you navigate requirements, address challenges, and share best practices to maximize the impact of these funds. Our team is actively preparing training, resources, and technical assistance materials and will share them with you in the coming weeks. In the interim, if you have immediate questions, please submit them via: <https://www.hudexchange.info/program-support/my-question/>.

Thank you for your interest in CPD programs. With your help, these investments will strengthen local economies, create jobs, and broaden opportunities for years to come.

Sincerely,



Ronald J. Kurtz  
Assistant Secretary  
for Community Planning and Development

## **REQUEST FOR BOARD ACTION**

Meeting Date: June 30, 2026

Agenda Item VI i: Consideration and Possible Action to Authorize the Houston Land Bank Chief Executive Officer to Execute a Memorandum of Understanding with the City of Houston Housing (HLB) and Community Development Department (HCD) Confirming Obligations Under the ARAD Agreement and mutual agreement between HLB and HCD.

### **ACTION SUMMARY**

Approval of this agenda item will authorize the Houston Land Bank (HLB) Chief Executive Officer, or the HLB Board of Directors Chairman, as appropriate, to execute a Memorandum of Understanding (MOU) between the Houston Land Bank and the City of Houston Housing and Community Development Department (HCD). The MOU will (i) confirm the obligations of the parties under the existing ARAD Agreement, (ii) provide for the payment of 100% of the fair market value of the sale of land under Article 6 of the ARAD Agreement, and (iii) document the process for termination of the ARAD Agreement and the return of all properties not currently being built upon to HLB. This action is necessary to formally conclude the ARAD Agreement relationship between HLB and HCD and to clarify that this payment will constitute the final payment by HCD to HLB under the ARAD Agreement.

### **BACKGROUND/OVERVIEW (Summary)**

The Houston Land Bank and the City of Houston Housing and Community Development Department are parties to an ARAD Agreement that has governed the acquisition, holding, and disposition of certain real property for housing and related community development purposes. Under Article 6 of the ARAD Agreement, the City of Houston–HCD is obligated to remit to HLB 100% of the fair market value derived from the sale of land covered by the agreement.

In order to formally close out and terminate the ARAD Agreement, HLB and HCD desire to enter into a Memorandum of Understanding that will:

1. **Confirm Article 6 Payment Obligation**  
The MOU will restate and confirm that HCD will pay HLB 100% of the fair market value of the land sale, as provided under Article 6 of the ARAD Agreement. This payment will be expressly identified in the MOU as the final payment made by HCD to HLB pursuant to the ARAD Agreement.
2. **Termination of the ARAD Agreement**  
The MOU will provide that, upon (a) HCD's payment of the full amount due to HLB under Article 6 and (b) completion of the property transfers described below, the ARAD Agreement will be officially terminated. The MOU will specify the effective date of termination and affirm that, after that date, neither party will have any further financial or

operational obligations under the ARAD Agreement, except as expressly stated in the MOU (e.g., any surviving provisions such as records retention or audit rights, if applicable).

3. Return of Properties Not Currently Being Built Upon

The ARAD Agreement includes properties that were transferred to or held under the purview of HCD for development. As part of the wind-down of the ARAD Agreement, the MOU will require that HCD return to HLB all properties currently not being built upon under the ARAD framework. These properties will be conveyed back to HLB, and HLB will resume full ownership and control, enabling HLB to incorporate these parcels into its broader land banking, disposition, and redevelopment strategies.

4. Finality of City Payments Under ARAD

The MOU will clearly state that the payment of 100% of the fair market value of the sale of land under Article 6 constitutes the final and complete payment from HCD to HLB related to the ARAD Agreement. No additional payments, reimbursements, or financial obligations will be owed by HCD to HLB under ARAD once that payment is made and the agreement is terminated in accordance with the MOU.

Execution of this MOU will provide clarity and certainty for both HLB and HCD, formally conclude the ARAD Agreement, and return control of all non-active properties to HLB for future strategic use. HLB Staff recommends approval of this action item. Should the formalized MOU contain substantial changes that deviate from the confines of this RBA, it will be returned to the board for approval before execution.

## REQUEST FOR BOARD ACTION

Meeting Date: June 30, 2026

**Agenda Item VI j:** Consideration and Possible Action to Approve the Houston Land Bank (HLB) to dispose of 7900 Virgil (HCAD #0162570100037) through an open market sale.

### **ACTION SUMMARY**

Staff requests Board authorization to dispose of 7900 Virgil (HCAD #0162570100037) on the open market for a sale price of \$30,000. This action follows a review and recommendation by the Real Estate Acquisition & Disposition (READ) Committee, which identified the lot as suitable for open market disposition based on its physical characteristics and potential revenue. Approval of this action will allow staff to close the sale and the proceeds apply directly to HLB operation budget for FY27.

### **BACKGROUND/OVERVIEW**

As part of HLB lot reconciliation, staff periodically evaluates the organization's land inventory to identify lots that are not well-suited for development or programmatic use and may be more appropriately disposed of through open market sale. This evaluation is conducted in coordination with the READ Committee, which provides oversight and guidance on real estate disposition matters.

Staff presented the READ Committee with a curated list of lots identified as potential candidates for open market sale. Lots were selected for inclusion on this list based on one or more of the following criteria:

- Insufficient size to support housing development or other intended programmatic uses
- Irregular shape or physical constraints that render the lot unsuitable or impractical for construction
- Market conditions indicating the lot would command a favorable sale price, thereby generating meaningful revenue for the organization.

Following staff's presentation, the READ Committee reviewed each lot on the list and evaluated the rationale for open market disposition. The subject lot was among those approved by the READ Committee as appropriate for open market sale based on the criteria above. After READ Committee approval, staff proceeded with preparing the lot for listing and soliciting offers through the open market.

A list price of \$30,000 was established for the lot, which staff have determined to be consistent with current market conditions and the lot's assessed characteristics. HLB received an offer for full asking price.

### **RECOMMENDATION**

Upon Board Approval, HLB staff will execute all documents necessary to complete the transaction.

## REQUEST FOR BOARD ACTION

Meeting Date: June 15, 2026

**Agenda Item VI k:** Consideration and Possible Action to Approve the Houston Land Bank (HLB) to dispose of 5418 Eastland St (HCAD #038178000024) through an open market sale.

### **ACTION SUMMARY**

Staff requests Board authorization to dispose of 5418 Eastland St (HCAD #038178000024) on the open market for a sale price of \$65,000. This action follows a review and recommendation by the Real Estate Acquisition & Disposition (READ) Committee, which identified the lot as suitable for open market disposition based on its physical characteristics and potential revenue. Approval of this action will allow staff to close the sale and the proceeds apply directly to HLB operation budget for FY27.

### **BACKGROUND/OVERVIEW**

As part of HLB lot reconciliation, staff periodically evaluates the organization's land inventory to identify lots that are not well-suited for development or programmatic use and may be more appropriately disposed of through open market sale. This evaluation is conducted in coordination with the READ Committee, which provides oversight and guidance on real estate disposition matters.

Staff presented the READ Committee with a curated list of lots identified as potential candidates for open market sale. Lots were selected for inclusion on this list based on one or more of the following criteria:

- Insufficient size to support housing development or other intended programmatic uses
- Irregular shape or physical constraints that render the lot unsuitable or impractical for construction
- Market conditions indicating the lot would command a favorable sale price, thereby generating meaningful revenue for the organization.

Following staff's presentation, the READ Committee reviewed each lot on the list and evaluated the rationale for open market disposition. The subject lot was among those approved by the READ Committee as appropriate for open market sale based on the criteria above. After READ Committee approval, staff proceeded with preparing the lot for listing and soliciting offers through the open market.

A list price of \$60,000 was established for the lot, which staff have determined to be consistent with current market conditions and the lot's assessed characteristics. HLB received an offer for \$65,000.

### **RECOMMENDATION**

Upon Board Approval, HLB staff will execute all documents necessary to complete the transaction.



## REQUEST FOR BOARD ACTION

Meeting Date: June 30, 2026

**Agenda Item VI I: Consideration and Possible Action to Approve the Houston Land Bank (HLB) to dispose of 6805 Apollo (HCAD #0162730010038) through an open market sale.**

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### **ACTION SUMMARY**

Staff requests Board authorization to dispose of 6805 Apollo (HCAD #0162730010038) on the open market for a sale price of \$30,000. This action follows a review and recommendation by the Real Estate Acquisition & Disposition (READ) Committee, which identified the lot as suitable for open market disposition based on its physical characteristics and potential revenue. Approval of this action will allow staff to close the sale and the proceeds apply directly to HLB operation budget for FY27.

### **BACKGROUND/OVERVIEW**

As part of HLB lot reconciliation, staff periodically evaluates the organization's land inventory to identify lots that are not well-suited for development or programmatic use and may be more appropriately disposed of through open market sale. This evaluation is conducted in coordination with the READ Committee, which provides oversight and guidance on real estate disposition matters.

Staff presented the READ Committee with a curated list of lots identified as potential candidates for open market sale. Lots were selected for inclusion on this list based on one or more of the following criteria:

- Insufficient size to support housing development or other intended programmatic uses
- Irregular shape or physical constraints that render the lot unsuitable or impractical for construction
- Market conditions indicating the lot would command a favorable sale price, thereby generating meaningful revenue for the organization.

Following staff's presentation, the READ Committee reviewed each lot on the list and evaluated the rationale for open market disposition. The subject lot was among those approved by the READ Committee as appropriate for open market sale based on the criteria above. After READ Committee approval, staff proceeded with preparing the lot for listing and soliciting offers through the open market.

A list price of \$30,000 was established for the lot, which staff have determined to be consistent with current market conditions and the lot's assessed characteristics. HLB received an offer for \$30,000.

### **RECOMMENDATION**

Upon Board Approval, HLB staff will execute all documents necessary to complete the transaction.



## REQUEST FOR BOARD ACTION

**Meeting Date: June 30, 2026**

**Agenda Item VI m: Consideration and Possible Action to Approve the Houston Land Bank (HLB) to dispose of 7902 Beckley St (HCAD #0162540050018) through an open market sale.**

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### **ACTION SUMMARY**

Staff requests Board authorization to dispose of 7902 Beckley St (HCAD #0162540050018)) on the open market for a sale price of \$27,500. This action follows a review and recommendation by the Real Estate Acquisition & Disposition (READ) Committee, which identified the lot as suitable for open market disposition based on its physical characteristics and potential revenue. Approval of this action will allow staff to close the sale and the proceeds apply directly to HLB operation budget for FY27.

### **BACKGROUND/OVERVIEW**

As part of HLB lot reconciliation, staff periodically evaluates the organization's land inventory to identify lots that are not well-suited for development or programmatic use and may be more appropriately disposed of through open market sale. This evaluation is conducted in coordination with the READ Committee, which provides oversight and guidance on real estate disposition matters.

Staff presented the READ Committee with a curated list of lots identified as potential candidates for open market sale. Lots were selected for inclusion on this list based on one or more of the following criteria:

- Insufficient size to support housing development or other intended programmatic uses
- Irregular shape or physical constraints that render the lot unsuitable or impractical for construction
- Market conditions indicating the lot would command a favorable sale price, thereby generating meaningful revenue for the organization.

Following staff's presentation, the READ Committee reviewed each lot on the list and evaluated the rationale for open market disposition. The subject lot was among those approved by the READ Committee as appropriate for open market sale based on the criteria above. After READ Committee approval, staff proceeded with preparing the lot for listing and soliciting offers through the open market.

A list price of \$27,500 was established for the lot, which staff have determined to be consistent with current market conditions and the lot's assessed characteristics. HLB received an offer for \$27,500.

### **RECOMMENDATION**

Upon Board Approval, HLB staff will execute all documents necessary to complete the transaction.