

From: [Demenica Prince](#)
To: "Meredith Whitwell"
Cc: [Tamer Mahmoud](#); [Chelsey Baldivia](#); [Stacey Bruington](#)
Subject: RE: Contract #1003148 Activity #0000053727
Date: Wednesday, October 15, 2025 12:12:00 PM
Attachments: [Ext Letter .pdf](#)
[image001.png](#)
[image002.png](#)
Importance: High

Good morning, Meredith. Please find the attached appeal request from the Administrator Mr. Wade Willson.

If anything more is needed let me know!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

From: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Sent: Tuesday, October 14, 2025 1:32 PM
To: Demenica Prince <dprince@spag.org>
Cc: Tamer Mahmoud <tmahmoud@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>; Stacey Bruington <sbruington@spag.org>
Subject: RE: Contract #1003148 Activity #0000053727

Good afternoon,

Please submit an appeal on the City's letterhead to my Director Abigail Versyp. It will need to be a detailed request as to why the construction was not completed by the end date, why the draws weren't submitted timely and anything else that will give background to this activity not meeting the timeline requirements. Once it is received we will forward it up the chain. Thank you!

Meredith Whitwell

Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

About TDHCA

The Texas Department of Housing and Community Affairs is committed to expanding fair housing choice and opportunities for Texans through the administration and funding of affordable housing and homeownership opportunities, weatherization, and

community-based services with the help of for-profits, nonprofits, and local governments. For more information about fair housing, funding opportunities, or services in your area, please visit <http://www.tdhca.texas.gov>.

From: Demenica Prince <dprince@spag.org>
Sent: Friday, October 10, 2025 1:39 PM
To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Cc: Tamer Mahmoud <tmahmoud@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>; Stacey Bruington <sbruington@spag.org>
Subject: RE: Contract #1003148 Activity #0000053727

Good afternoon, Meredith!

Just wanted to follow up and see if you were able to discuss this matter with the director?

Thanks again for all your help!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

From: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Sent: Wednesday, October 8, 2025 6:51 AM
To: Demenica Prince <dprince@spag.org>
Cc: Tamer Mahmoud <tmahmoud@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>; Stacey Bruington <sbruington@spag.org>
Subject: RE: Contract #1003148 Activity #0000053727

Good morning!

The activity end date was 7/7/25 and then you have 60 days after that date to complete the draws. The 60th day would have been 9/5/25. I will have to discuss with management. Is there a reason the draw(s) weren't submitted timely?

Meredith Whitwell
Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

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From: Demenica Prince <dprince@spag.org>

Sent: Tuesday, October 7, 2025 4:54 PM

To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>

Cc: Tamer Mahmoud <tmahmoud@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>; Stacey Bruington <sbruington@spag.org>

Subject: Contract #1003148 Activity #0000053727

Good afternoon, Meredith.

Draw #1 from the Activity mentioned above is ready to go. I have uploaded the documents and completed the information on the Draw page but there is not an option to submit. It may be because this was started before, and I just corrected and updated it. Would you mind checking and submitting the request if it's not something on my end?

Thank you for your help and I look forward to visiting with you tomorrow!

Regards,



Demenica Prince

**Regional Services- Program Specialist
South Plains Association of Governments**

E: dprince@spag.org

O: 806.762.8721

6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

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From: [Demenica Prince](#)
To: "Meredith Whitwell"; wwillson@cityofslaton.com
Cc: [Chelsey Baldivia](#)
Subject: RE: Notice of Deficiency for Contract Number 1003148, Draw # 1, for Activity #0000054189
Date: Thursday, September 25, 2025 12:58:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Meredith. I confirm receipt and we will correct the stated deficiencies. Thank you!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

From: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Sent: Thursday, September 25, 2025 12:39 PM
To: wwillson@cityofslaton.com
Cc: Chelsey Baldivia <cbaldivia@spag.org>; Demenica Prince <dprince@spag.org>
Subject: Notice of Deficiency for Contract Number 1003148, Draw # 1, for Activity #0000054189

Wade Willson
City Manager
City of Slaton
130 S 9th St
Slaton, TX 793644192

RE: Notice of Deficiency for City of Slaton, Contract Number 1003148, Draw #1 for 0000054189

Dear Mr. Willson:

The Department has reviewed the documentation submitted a request for reimbursement for project 0000054189. Staff identified administrative deficiencies in the documentation provided. Administrative deficiencies must be cured within fourteen (14) calendar days beginning on the first day following the date of this notice in accordance with 10 TAC §23.26(12). Curative documentation for each of the following administrative deficiencies must be submitted on or before 10/9/2025. Please upload, with identifying descriptions, curative items to the Housing Contract System. Once the curative items have been uploaded, the request may be resubmitted for PM approval.

Curative documentation will be reviewed with fourteen (14) calendar days of submission. Curative documentation that is insufficient or creates another deficiency may result in disapproval of the request for reimbursement.

1. The draw amount(s) entered into the Housing Contract System do not reconcile to the support documentation and/or workbook submitted. The draw amount in the system is \$0.00. Please update the draw amounts and resubmit.
2. The required Single Audit report is overdue and must be submitted. Please submit the Single Audit report to

the appropriate division and copy your Performance Specialist.

3. There are 2 costs on the invoice #1148, Builder's Risk and GL and Pest Control that would not be eligible under hard costs but could be reimbursed through activity soft costs. If you would like me to make that change in the workbook, let me know.

If any identified administrative deficiency remains uncured after 10/9/2025, the Department will disapprove the request. Please contact me at (512) 305-9259 or by email at Meredith.whitwell@tdhca.texas.gov for assistance in curing an administrative deficiency outlined in this notice.

A copy of this message will be uploaded to the attachments to the draw request screen in the Housing Contract System for your reference.

Thank you for your time and attention to this matter.

Meredith Whitwell

Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

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From: [Demenica Prince](#)
To: ["Meredith Whitwell"](#)
Subject: RE: City of Slaton-#1003148 Activity 0000054189 REQUEST FOR EXTENSION
Date: Thursday, September 18, 2025 11:58:00 AM
Attachments: [image001.png](#)
[image002.png](#)

Awesome! Hoping for the best .

I received all final necessary supporting documentation for the other two Slaton Activities yesterday, and I will be submitting Draw 1 w/Retainage for both activities today, and Administrative Draws for both contracts tomorrow.

Thanks again for your help!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

From: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Sent: Thursday, September 18, 2025 11:32 AM
To: Demenica Prince <dprince@spag.org>
Subject: RE: City of Slaton-#1003148 Activity 0000054189 REQUEST FOR EXTENSION

Yes! I did see the draw! I am working on that as well. Currently finishing up Thompson.

Meredith Whitwell

Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

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From: Demenica Prince <dprince@spag.org>
Sent: Thursday, September 18, 2025 11:23 AM
To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Subject: RE: City of Slaton-#1003148 Activity 0000054189 REQUEST FOR EXTENSION

The home is complete, and I have submitted the First Draw without the final retainage for payment. We have identified an heir and are coordinating to get the application processed for that individual.

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

From: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Sent: Thursday, September 18, 2025 11:21 AM
To: Demenica Prince <dprince@spag.org>
Subject: RE: City of Slaton-#1003148 Activity 0000054189 REQUEST FOR EXTENSION

Is the home complete on this one?

Meredith Whitwell

Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

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From: Demenica Prince <dprince@spag.org>
Sent: Thursday, September 18, 2025 9:53 AM
To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Subject: City of Slaton-#1003148 Activity 0000054189 REQUEST FOR EXTENSION
Importance: High

Good morning, Meredith.

This communication serves as the official request for an extension for the abovementioned Activity, by the Administrator.

Please let me know if anything more is needed.

Regards,

Demenica Prince



Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org

O: 806.762.8721

6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

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From: [Meredith Whitwell](#)
To: [Demenica Prince](#)
Cc: [Chelsey Baldivia](#); [Dustin Lawson](#); [Stacey Bruington](#)
Subject: RE: PLEASE REVIEW: City of Slaton-#1003148 Activity 0000054189
Date: Thursday, September 4, 2025 11:44:10 AM
Attachments: [image001.png](#)
[image002.png](#)

I am so sorry but at this time I am on a special project and working my regular case load, I wont be able to review a draw outside of it being submitted.

Meredith Whitwell

Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

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From: Demenica Prince <dprince@spag.org>
Sent: Thursday, September 4, 2025 11:25 AM
To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Cc: Chelsey Baldivia <cbaldivia@spag.org>; Dustin Lawson <dlawson@spag.org>; Stacey Bruington <sbruington@spag.org>
Subject: PLEASE REVIEW: City of Slaton-#1003148 Activity 0000054189
Importance: High

Good morning, Meredith.

Would you mind reviewing this Activity Draw Packet and Workbook before I upload it? It is not including the final retainage (requesting an extension on this activity); however, I wanted to get the bulk of it submitted.

Please note, the progress photos are not attached, but I do have them and will include them in the Draw Packet.

Thanks!

Regards,

Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments



E: dprince@spag.org

O: 806.762.8721

6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

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From: [Meredith Whitwell](#)
To: [Demenica Prince](#)
Cc: [Chelsey Baldivia](#)
Subject: RE: SOFT COSTS- Admin Draw
Date: Wednesday, August 6, 2025 10:40:03 AM
Attachments: [image001.png](#)
[image002.png](#)

Thank you so much for our phone call. Please have the draw for Thompson submitted at the latest by COB Friday August 8, 2025.

Meredith Whitwell

Performance Team Leader
HOME and Homeless Programs Division
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
512.305.9259

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From: Demenica Prince <dprince@spag.org>
Sent: Wednesday, August 6, 2025 9:43 AM
To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Cc: Chelsey Baldivia <cbaldivia@spag.org>
Subject: RE: SOFT COSTS- Admin Draw

Good morning, Meredith. Just wanted to follow up and check if you have a few minutes to answer a few questions. Thanks!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
1323 58th Street, Lubbock, Texas 79412

From: Demenica Prince
Sent: Tuesday, July 29, 2025 11:07 AM
To: Meredith Whitwell <meredith.whitwell@tdhca.texas.gov>
Cc: Chelsey Baldivia <cbaldivia@spag.org>
Subject: SOFT COSTS- Admin Draw
Importance: High

From: [Demenica Prince](#)
To: meredith.whitwell@tdhca.texas.gov
Cc: [Chelsey Baldivia](#)
Subject: FW: HRA and TBRA Programs running Concurrently
Date: Wednesday, May 21, 2025 10:36:00 AM
Attachments: [image003.png](#)
[image004.png](#)
[image006.png](#)
[image002.png](#)
Importance: High

Hi, Meredith!

I was just checking to see if you may be able to answer the question below. Thanks!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
1323 58th Street, Lubbock, Texas 79412

From: Demenica Prince
Sent: Monday, May 19, 2025 2:50 PM
To: Dana Garrett <Dana.Garrett@tdhca.texas.gov>
Cc: Chelsey Baldivia <cbaldivia@spag.org>
Subject: RE: HRA and TBRA Programs running Concurrently
Importance: High

Hi, Dana!

Hope you had a wonderful weekend. I just wanted to circle back regarding the inquiry below. Thanks for your help!

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
1323 58th Street, Lubbock, Texas 79412

From: Demenica Prince
Sent: Tuesday, April 29, 2025 12:42 PM
To: Dana Garrett <Dana.Garrett@tdhca.texas.gov>

Cc: Chelsey Baldivia <cbaldivia@spag.org>

Subject: HRA and TBRA Programs running Concurrently

Good afternoon, Dana!

Hope your day is going well. I had a quick question for you.

Can an eligible entity have an HRA contract and a TBRA contract running concurrently and- at some point, with the same beneficiary?

For example-

If a local city is awarded an HRA contract and a TBRA contract and while the homeowner is displaced during construction, could that same homeowner be a recipient of funding through the TBRA program for rental assistance and/or utility assistance?

Thank you for your help!

Regards,



Demenica Prince

Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org

O: 806.762.8721

1323 58th Street, Lubbock, Texas 79412

From: [Demenica Prince](#)
To: [Wade Willson](#); [Chelsey Baldivia](#)
Subject: RE: Activities with Project Completion Reports Due
Date: Monday, September 8, 2025 2:43:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Received. Thank you!

Will get it completed.

Regards,



Demenica Prince
Regional Services- Program Specialist
South Plains Association of Governments

E: dprince@spag.org
O: 806.762.8721
6811 Indiana Avenue, Suite B, Lubbock, Texas 79413

From: Wade Willson <wwillson@slaton.texas.gov>
Sent: Monday, September 8, 2025 2:41 PM
To: Demenica Prince <dprince@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>
Subject: Fwd: Activities with Project Completion Reports Due

-WW

Wade Willson, CPM
City Manager
City of Slaton

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----- Forwarded message -----

From: **Chad Landry** <Chad.Landry@tdhca.texas.gov>

From: [Demenica Prince](#)
To: [Chelsey Baldivia](#)
Subject: RE: Draws Training for HRA Program
Date: Tuesday, April 15, 2025 2:08:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Yay!!! I am excited

From: Chelsey Baldivia <cbaldivia@spag.org>
Sent: Tuesday, April 15, 2025 1:43 PM
To: Dana Garrett <Dana.Garrett@tdhca.texas.gov>; Demenica Prince <dprince@spag.org>
Subject: RE: Draws Training for HRA Program

Dana, you are awesome! Thank you so much for your quick response and working with us!!



Chelsey Baldivia,
MPA

Program Coordinator

Phone: 806.762.8721

Email: cbaldivia@spag.org

1323 58th Street
Lubbock, Texas 79412

www.spag.org



From: Dana Garrett <Dana.Garrett@tdhca.texas.gov>
Sent: Tuesday, April 15, 2025 1:41 PM
To: Demenica Prince <dprince@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>
Subject: RE: Draws Training for HRA Program

To be clear, LOL, if you are interested in the Draws Request training, let's reserve Thursday, April 24th from 9:00 a.m. to 1:00 p.m. (Also, please ignore my reference to TBRA. My oops, as I know you're working the HRA Program.)

Dana Garrett

Single Family Programs Training and Development Specialist
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
Office: (512) 475-4576

About TDHCA

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[Learn about Fair Housing in Texas](#) page.

From: Dana Garrett
Sent: Tuesday, April 15, 2025 1:36 PM
To: Demenica Prince <dprince@spag.org>; Chelsey Baldivia <cbaldivia@spag.org>
Subject: RE: Draws Training for HRA Program

Good afternoon, Demenica!

If you are looking for the comprehensive overview of the TBRA Program Training, it requires a two day commitment where I will cover everything an administrator needs to know about the program to maintain compliance with state and federal rules and regulations, as well as putting together an entire setup packet from start to finish and Draws submissions.

If you are looking for ONLY the training on submitting Draw Requests, that training requires a minimum of 4 hours.

With that in mind, I can provide you training 9:00 a.m. to 4:00 p.m. on Wednesday/Thursday, April 23rd and 24th (unfortunately, I have other commitments on Tuesday, April 22nd).

Please let me know how you would like to move forward knowing this information about the TBRA Training so that we can get you and your team scheduled. I look forward to hearing back from you!

Dana Garrett

Single Family Programs Training and Development Specialist
Texas Department of Housing and Community Affairs
221 E. 11th Street | Austin, TX 78701
Office: (512) 475-4576

About TDHCA

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From: Demenica Prince <dprince@spag.org>
Sent: Tuesday, April 15, 2025 12:04 PM
To: Dana Garrett <Dana.Garrett@tdhca.texas.gov>; Chelsey Baldivia <cbaldivia@spag.org>
Subject: RE: Draws Training for HRA Program
Importance: High

Good morning, Dana!

Thank you for your quick response. We are both fairly new to the HOME Program. We are currently reviewing as much guidance as we can find online to get a general overview of the program requirements; however, if you offer something that would also aid in that we would be grateful.

More specifically, we need training in how to submit a draw request from start to finish. We have the checklist and have reviewed it, but would like a deeper dive if possible. That being said our availability is as follows:

Tuesday, April 22nd - 8am-10am, 3pm-4pm

Wednesday, April 23rd, 10:30am to 12pm

Thursday, April 24th, 8am-1pm

We are at your liege , so whatever you have available we will make it work! Thanks for your help!

Regards,



Demenica Prince

**Regional Services- Program Specialist
South Plains Association of Governments**

E: dprince@spag.org

O: 806.762.8721

1323 58th Street, Lubbock, Texas 79412

From: Dana Garrett <Dana.Garrett@tdhca.texas.gov>

Sent: Tuesday, April 15, 2025 11:10 AM

To: Chelsey Baldivia <cbaldivia@spag.org>; Demenica Prince <dprince@spag.org>

Subject: Draws Training for HRA Program

Good morning!

Your Performance Specialist, Meredith Tonjes, reached out to me and informed me that you are looking to schedule training for Draws Requests. Can you tell me a bit about what you're looking for and availability?

Dana Garrett

Single Family Programs Training and Development Specialist

Texas Department of Housing and Community Affairs

221 E. 11th Street | Austin, TX 78701

Office: (512) 475-4576

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