

El Paso Downtown Management District Quarterly Progress Report #1 (1Q2021)

FY20 US EPA Brownfield Assessment Coalition Grant (BF-01F87401)



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Table of Contents

1.0	EXECUTIVE SUMMARY	1
1.1	INTRODUCTION.....	1
1.2	SUMMARY	1
2.0	TASK 1: OVERSIGHT AND FUND MANAGEMENT	2
2.1	EPA CONFERENCES, MEETINGS, AND TRAINING	2
2.2	CONTRACT PROCUREMENT.....	2
2.3	QUALITY MANAGEMENT PLAN	2
2.4	QUALITY ASSURANCE PROJECT PLAN (QAPP)	2
2.5	MINORITY-OWNED BUSINESS ENTERPRISE (MBE)/WOMEN-OWNED BUSINESS ENTERPRISE (WBE) REPORT.....	3
2.6	ACRES – SITE ASSESSMENT REPORTING	3
2.7	FEDERAL FINANCIAL REPORT (FFR)	3
3.0	TASK 2: COMMUNITY INVOLVEMENT	3
3.1	MARKETING AND EDUCATIONAL MATERIALS	3
3.2	CONFERENCES, KEY MEETINGS, AND EVENTS	3
4.0	TASK 3: BROWNFIELD INVENTORY	4
5.0	TASK 4: PHASE I/II ENVIRONMENTAL SITE ASSESSMENTS & CLEANUP/REUSE PLANNING	4
5.1	APPROVED SITE STATUS.....	4
5.1.1	1031 Texas Avenue, El Paso TX	4
5.1.2	300-308 El Paso Street, El Paso TX.....	5
5.2	SITE-SPECIFIC CLEANUP/REUSE PLANNING	5
5.3	AREA-WIDE PLANNING.....	6
6.0	CURRENT BUDGET	7
6.1	EXPENDITURES	7
7.0	ADDITIONAL INFORMATION	7
7.1	CHANGES OR OTHER UPDATES	7
8.0	ATTACHMENTS	8

1.0 EXECUTIVE SUMMARY

1.1 INTRODUCTION

The El Paso Downtown Management District (DMD) was awarded a Fiscal Year (FY) 2020 United States (US) Environmental Protection Agency (EPA) Brownfield Assessment Coalition (AC) grant of \$600,000.00 for the period October 1, 2020 through September 30, 2023. The Coalition is led by the El Paso DMD and includes the City of El Paso and El Paso County as Coalition members. This Quarterly Progress Report (QPR) #1 is for the 1st Quarter of 2021 (1Q2021) and highlights project status updates and activities during (or prior to) the period of October 1, 2020 through December 31, 2020.

1.2 SUMMARY

Summary of major accomplishments during (or prior to) 1Q2021:

- Contractor/Qualified Environmental Professional (QEP) procurement for grant implementation activities was completed during the fall of 2019 in accordance with 2 CFR 200.317-326. A consultant team led by Stantec Consulting Services Inc. (Stantec) was selected.
- The Coalition member Memorandum of Agreement (MOA) was executed effective 12/09/19.
- The Cooperative Agreement (CA) Work Plan and Quality Management Plan (QMP) were finalized on 08/10/20 and 08/04/20, respectively.
- The CA was issued on 08/19/20. The official grant implementation start date was 10/01/20.
- The Master Quality Assurance Project Plan (QAPP) was submitted to EPA for review on 12/29/20.
- Three sites were nominated for use of grant funding:
 - 1031 Texas Avenue, El Paso TX: Two-story building. Former Firestone auto repair and historic lumber yard in prime redevelopment corridor east of the El Paso DMD. Presently vacant. Building to be renovated as office space in 2021.
 - o Funding Needs: Phase II ESA and Regulated Building Materials (RBM) Survey.
 - o Project Status: Site was prioritized and approved for use of funding. Work was cancelled by the private stakeholders on 11/23/20 as “the previous site owner had addressed environmental issues”. No additional work on this site is planned.
 - 300-308 S. El Paso Street, El Paso TX: Two-story building in the El Paso DMD. Presently retail; formerly a hotel. Reuse plans include renovating the commercial place and developing multi-family residential units on the upper floor.
 - o Funding Needs: Phase I ESA and Regulated Building Material (RBM) Survey.
 - o Project Status: Site was prioritized and approved for use of funding. Phase I ESA in progress. Sampling and Analysis Plan (SAP) for RBM Survey in progress.
 - 475 E. Vinton Road, Vinton TX: Formerly used to store waste (known as “shredder fluff”) from adjacent auto/metals salvage facility. Presently vacant. Reuse plans include a community park.
 - o Funding Needs: Supplemental Phase II ESA and potential Analysis of Brownfield Cleanup Alternatives (ABCA).
 - o Project Status: The site was nominated by the property owner on 11/17/20. The Coalition is evaluating funding needs/feasibility as part of prioritization process. Call with stakeholders on 12/09/20. Obtained and started reviewing previous environmental reports. If site is prioritized, next step is to establish eligibility with EPA.
- A DRAFT Work Plan for Area-Wide Planning (AWP) in the El Paso DMD focus area was submitted to the Coalition for review on 12/15/20. The consultant began gathering data for a comprehensive brownfield inventory in the El Paso DMD focus area.



CA WORKPLAN GOALS/ACHIEVEMENTS

Outputs/Deliverables	Total # in CA Work Plan	Total # in Progress	Total # Completed	Total # Completed or In Progress
Brownfield Inventories	1	1	0	1
Eligibility Determination Requests	14	0	2	2
Master Quality Assurance Project Plan (QAPP)	1	1	0	1
Phase I ESAs	10	1	0	1
Phase II ESAs*	8	0	0	0
Regulated Building Material (RBM) Surveys*	6	1	0	1
Analysis of Brownfield Cleanup Alternatives (ABCAs) and/or Cleanup/Reuse Plans	5	0	0	0
Area-Wide Plans (AWPs)**	1	1	0	1

*Fieldwork will not be completed until Master QAPP and Field Sampling Plan(s) approved by EPA.

**The scope of work will not be completed until the AWP Work Plan(s) approved by EPA.

2.0 TASK 1: OVERSIGHT AND FUND MANAGEMENT

2.1 EPA CONFERENCES, MEETINGS, AND TRAINING

The El Paso DMD participated in the following events:

- EPA Brownfields Grant Announcement Virtual Event on 05/07/20.
- EPA Award Documentation conference call on 06/25/20.
- EPA Region 6’s Virtual Brownfields Conference on 08/25/20-08/27/20.
- EPA New Grantee Orientation conference call on 10/07/20.
- EPA Region 6’s Quarterly Assessment Grantee Call on 12/17/20.

2.2 CONTRACT PROCUREMENT

Consultant/Qualified Environmental Professional (QEP) contractor procurement was completed during the fall of 2019 in accordance with 2 CFR 200.317-326. A team led by Stantec Consulting Services Inc. (Stantec) was selected. A contract with Stantec was executed effective 07/09/20. The El Paso DMD and Stantec initiated monthly check-in calls on the 1st Tuesday of each month.

2.3 QUALITY MANAGEMENT PLAN

The El Paso DMD operates under a Quality Management Plan (QMP), submitted and approved by EPA on 08/04/20.

2.4 QUALITY ASSURANCE PROJECT PLAN (QAPP)

The DRAFT Master QAPP was submitted to EPA for review on 12/29/20.

2.5 MINORITY-OWNED BUSINESS ENTERPRISE (MBE)/WOMEN-OWNED BUSINESS ENTERPRISE (WBE) REPORT

The first (FY21) annual MBE/WBE Report will be submitted as required on (or before) 10/30/21. Stantec has been gathering data on local M/WBE subcontractor options to assist with grant implementation activities.

2.6 ACRES – SITE ASSESSMENT REPORTING

The first ACRES updates will be made in January 2021.

2.7 FEDERAL FINANCIAL REPORT (FFR)

The first (FY21) annual FFR will be submitted as required on (or before) 12/30/21.

3.0 TASK 2: COMMUNITY INVOLVEMENT

3.1 MARKETING AND EDUCATIONAL MATERIALS

The El Paso DMD developed the following community outreach materials during 1Q2021:

- PowerPoint Presentation entitled “Brownfield Assessment Grant” summarizing the logistics and goals of the EPA Brownfield Grant Program;
- Site Nomination Form;
- Site Access Agreement;
- Community Member Fact Sheet;
- Property Owner Fact Sheet;
- Phase I/II ESA Process Guide;
- Brownfield Redevelopment Program Timeline; and
- Brownfield Examples.

The El Paso DMD is in the process of establishing a project-specific webpage and translating community outreach materials into Spanish. The El Paso DMD is also preparing a stakeholder survey regarding priority sites and focus areas, redevelopment challenges and opportunities, and the goals of area-wide planning activities.

3.2 CONFERENCES, KEY MEETINGS, AND EVENTS

- The Coalition members established monthly check-in calls on the 3rd Tuesday of each month.
- The Coalition members engaged with community stakeholders about the grant program, including: the owner of 1031 Texas Avenue; the owner of 300-308 El Paso Street; Sacred Heart Church; MCA Foundation; Vinton Village; and San Elizario. Key stakeholder meetings included:
 - A call with Vinton Village about the 475 E. Vinton Road site on 10/23/20.
 - A kick-off call with the property owner of 300-308 El Paso Street on 12/09/20.

4.0 TASK 3: BROWNFIELD INVENTORY

Stantec began collecting data to support the completion of a comprehensive brownfield inventory within the El Paso DMD.

5.0 TASK 4: PHASE I/II ENVIRONMENTAL SITE ASSESSMENTS & CLEANUP/REUSE PLANNING

5.1 APPROVED SITE STATUS

5.1.1 1031 Texas Avenue, El Paso TX

Two-story former Firestone auto repair (and historic lumber yard) on corner property in prime redevelopment corridor east of the El Paso DMD (see images below). Presently vacant. Undergoing renovation in early 2021 to serve as office space. Other key details include:

- Funding Needs: Potential Phase I/II ESA and Regulated Building Material (RBM) Survey.
- Prioritization Status: The site was nominated for use of funding by the property owner on 10/21/20. The site was subsequently prioritized for use of funding.
- Eligibility Status: The Property Eligibility Determination (PED) form was submitted to TCEQ for approval on 10/23/20. The site was approved by TCEQ on 10/30/20. The PED was submitted to EPA for approval on 11/07/20. The PED was approved by EPA on 11/16/20.
- Project Status: Work was cancelled by the private stakeholders on 11/23/20 as “the previous site owner had addressed environmental issues”. No additional work on this site is planned.
- Next Steps: None.



5.1.2 300-308 El Paso Street, El Paso TX

Two-story building in the El Paso DMD (see images below). Formerly an historic hotel. Presently ground floor commercial with vacant upper floor. Plans include renovating the ground floor commercial place and creating upper floor multi-family residential units in the summer of 2021. Other key details include:

- **Funding Needs:** Phase I ESA and Regulated Building Material (RBM) Survey.
- **Prioritization Status:** The site was nominated for use of funding by the property owner on 11/08/20. The site was subsequently prioritized for use of funding.
- **Eligibility Status:** The PED form was submitted to TCEQ for approval on 11/12/20. The site was approved by TCEQ on 11/18/20. The PED was submitted to EPA for approval on 11/18/20. The PED was approved by EPA on 11/19/20.
- **Project Status:** Kick-off meeting with stakeholder on 12/09/20.
 - **Phase I ESA:** In progress. Site visit anticipated in March 2021.
 - **RBM Survey:** Sampling and Analysis Plan (SAP) in progress. Site visit anticipated in late March 2021.
- **Next Steps:** Execute Access Agreement. Complete Master QAPP and SAP. Schedule fieldwork in March 2021.



5.2 SITE-SPECIFIC CLEANUP/REUSE PLANNING

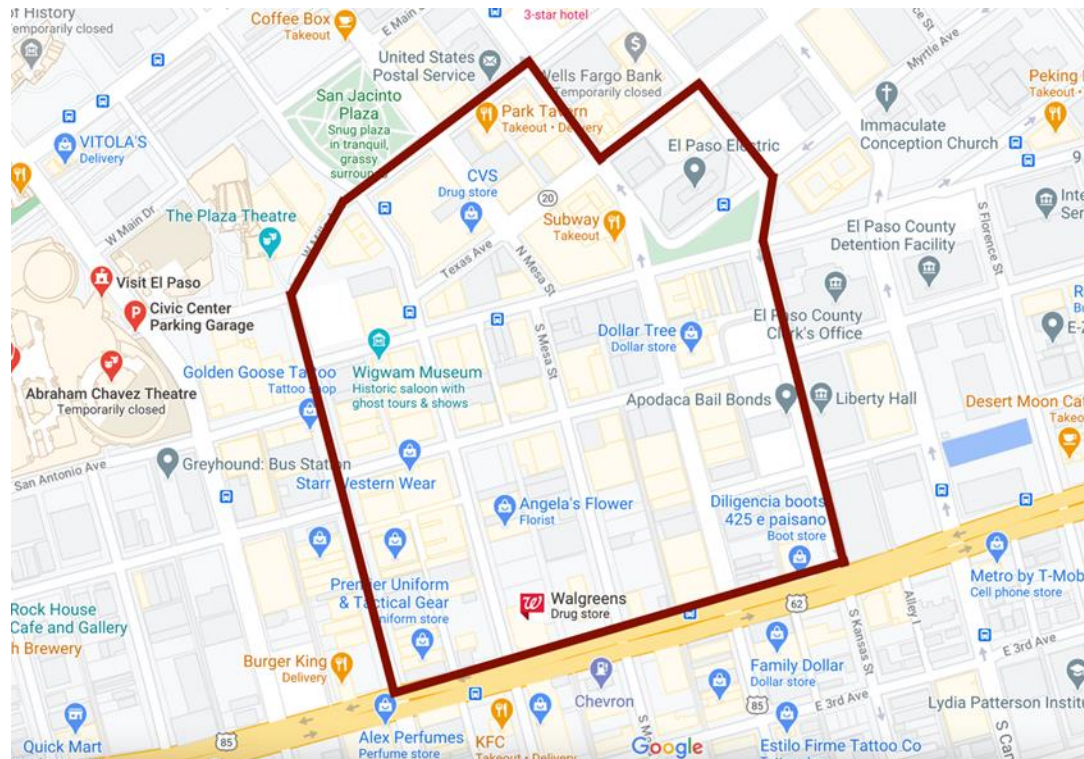
None completed to date.

5.3 AREA-WIDE PLANNING

The DRAFT Work Plan for AWP in the El Paso DMD was submitted to the Coalition for review/feedback on 12/15/20. The proposed focus area is depicted below. Following stakeholder review/feedback, the Work Plan will be submitted to EPA for approval.

Figure 1: AWP Focus Area

Downtown Redevelopment Area – AWP focus area delineated in red (Source: Google Maps)





6.0 CURRENT BUDGET

6.1 EXPENDITURES

The tables in this section summarize the budget status by expenditure category (i.e. travel, contractual, etc.) and by project task. The amounts provided reflect all expenses invoiced through the reporting period.

Expenses Incurred by Expenditure Category

Expenditure Category	Approved Budget	Amount this Quarter	Previous Amount	Cumulative Amount	Remaining Budget	% of Budget Used
Personnel	\$24,782.00	\$504.66	\$0.00	\$504.66	\$24,277.34	2.0%
Fringe	\$7,157.00	\$145.72	\$0.00	\$145.72	\$7,011.28	2.0%
Travel	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.0%
Contractual	\$558,061.00	\$21,684.00	\$0.00	\$21,684.00	\$536,377.00	3.9%
Totals	\$600,000.00	\$22,334.38	\$0.00	\$22,334.38	\$577,665.62	3.7%

Cumulative Expenses Incurred by Project Task

Task	Approved Budget	Amount this Quarter	Previous Amount	Cumulative Amount	Remaining Budget	Percent of Budget Invoiced
1) Project Mgmt., Reporting & Other Eligible Activities	\$41,098.00	\$3,791.38	\$0.00	\$3,791.38	\$37,306.62	9.2%
2) Community Engagement	\$34,098.00	\$6,272.25	\$0.00	\$6,272.25	\$27,825.75	18.4%
3) Site Inventory	\$34,098.00	\$450.00	\$0.00	\$450.00	\$33,648.00	1.3%
4) Phase I/II ESAs, Cleanup/ Reuse Plans & AWP	\$490,706.00	\$11,820.75	\$0.00	\$11,820.75	\$478,885.25	2.4%
TOTAL	\$600,000.00	\$22,334.38	\$0.00	\$22,334.38	\$577,665.62	3.7%

7.0 ADDITIONAL INFORMATION

7.1 CHANGES OR OTHER UPDATES

El Paso DMD's Quality Assurance Manager (QAM) was changed from Amy McQuillen to Richard Bustamante. No other significant changes or other updates are being reported this quarter.



8.0 ATTACHMENTS

This report includes the following attachments: None.