

# El Paso Downtown Management District Quarterly Progress Report #5 (1Q22)

FY2020 EPA Brownfield Assessment Coalition Grant (BF-01F87401)



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**Prepared for:**

Denise Williams, Project Officer  
EPA Region 6  
1201 Elm Street, Suite 500, LCRRB  
Dallas, TX 75270-2102  
Email: [williams.denise@epa.gov](mailto:williams.denise@epa.gov)

**Prepared by:**

Joe Gudenrath, Executive Director  
El Paso Downtown Management District  
201 E Main Drive, Suite 107  
El Paso, TX 79901-1374  
Email: [jgudenrath@elpasodmd.org](mailto:jgudenrath@elpasodmd.org)





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## 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 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) #5 is for the 1<sup>st</sup> Quarter of 2022 (1Q22) and highlights project status updates and activities during (or prior to) the period of October 1, 2021 through December 31, 2021.

### 1.2 SUMMARY

A summary of major accomplishments during (or prior to) 1Q22 is as follows:

- QPR #4 for 4Q21 was submitted to EPA on 10/18/21.
- Annual Disadvantaged Business Enterprise (DBE) Report #1 for FY2021 was submitted on 10/27/21.
- Annual Federal Financial Report (FFR) #1 for FY2021 was submitted to EPA on 12/14/21.
- Eight (8) sites have been approved for use of grant funding and for which work has been completed and/or is presently underway:
  - Site #1 - 300-308 S. El Paso Street, El Paso TX: A 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: TCEQ/EPA approved the Property Eligibility Determination (PED).
      - Phase I ESA: The Phase I ESA Report is in progress and will be finalized during 2Q22.
      - RBM Survey: The Sampling and Analysis Plan (SAP) was approved by EPA on 03/19/21. Stantec subcontracted to Sun City Analytical, a local Minority Business Enterprise (MBE) firm, to complete the work. Fieldwork was completed on 04/27/21, and the report was provided to the property owner on 06/04/21.
  - Site #2 - 475 E. Vinton Road, Vinton TX: Large site used to store waste (known as “shredder fluff”) from the adjacent auto/metals salvage facility. Reuse plans include a community park.
    - o Funding Needs: Supplemental Phase II ESA.
    - o Project Status: The site was prioritized. EPA approved the PED.
      - Phase II ESA: Stantec subcontracted to Wood to complete the Phase II ESA activities. The SAP was submitted to EPA for review on 08/25/21 and was subsequently approved by EPA on 10/14/21. Fieldwork activities were initiated in November 2021. It is anticipated that the Phase II ESA fieldwork and reporting will be completed during 2Q22.
  - Site #'s 4, 5 & 6 - 6295, 6315 & 6345 Alameda Street, El Paso TX: Former auto body, car dealership and adult entertainment club acquired by El Paso County through judicial proceedings.
    - o Funding Needs: Phase I/II ESAs, RBM Surveys and Site-Specific Reuse Plans.
    - o Project Status: These sites were prioritized. The PEDs were approved.
      - Phase I ESAs: The reports were finalized on 09/09/21.
      - RBM Surveys: Stantec subcontracted to Encon International Inc. (Encon), a local MBE firm, to complete the RBM Surveys. The SAP was submitted on 09/01/21 and was subsequently approved by EPA on 09/16/21. The fieldwork was performed in October 2021 and two RBM Survey Reports were completed.



- Phase II ESAs: The SAP was submitted on 08/25/21 and was subsequently approved by EPA on 09/09/21. Fieldwork was completed on September 2021. The Phase II ESA Report is in the review process.
    - Site-Specific Reuse Planning: Work is underway and will be completed during 2Q22.
  - Site #'s 7A & 7B, 203 & 309 Chelsea Street, El Paso TX: Formerly a warehouse/distribution and vehicle maintenance facility. MCA acquired the property for a multi-story medical office building.
    - o Funding Needs: Phase II ESA, RBM Surveys and ABCAs.
    - o Project Status: These sites were prioritized. The PEDs were approved.
      - Phase II ESAs: The updated Phase II ESA Report was finalized on 07/15/21.
      - RBM Surveys: Stantec subcontracted to Encon, to complete the RBM Surveys. The SAP was submitted on 09/01/21 and was subsequently approved by EPA on 09/16/21. The fieldwork was performed in October 2021 and eight RBM Reports were completed.
      - ABCAs: The draft ABCAs were completed and used to support an application by MCA for an FY2022 EPA Brownfield Cleanup Grant, which was submitted to EPA on 12/01/21.
  - Site #8, 621 S. Oregon Street, El Paso TX: A mixed-use residential, retail and office building undergoing renovation activities.
    - o Funding Needs: Limited RBM Survey.
    - o Project Status: This site was prioritized. The PED was submitted on 10/04/21 and subsequently approved by EPA on 10/04/21.
      - RBM Survey: Stantec subcontracted to Sun City Analytical to complete the work. The SAP was submitted on 11/09/21 and was approved by EPA on 11/30/21. Fieldwork was completed on 12/02/21. Reporting will be completed in January 2022.
- San Elizario requested that a brownfield inventory be completed within its city limits and along the Mission Trail. The Brownfield Inventory Technical Memorandum will be finalized during 2Q22.
- The following area-wide planning (AWP) activities were completed for the DMD focus area:
  - Brownfield inventory: An inventory of brownfields was completed.
  - Existing conditions assessment: An existing conditions assessment was completed.
  - Stakeholder engagement: Robust stakeholder engagement activities were completed.
  - Market study: A market study was completed to inform revitalization plans/strategies.
  - Revitalization plans & strategies: Information gained from the above activities was utilized to develop redevelopment plans and strategies.
  - AWP Study: The draft AWP Study deliverable was provided to the DMD for review on 12/23/21. The AWP Study will be finalized during 2Q22.

### 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	1	2
Property Eligibility Determination (PED) Requests	14	0	9	9
Master Quality Assurance Project Plan (QAPP)	1	0	1	1
Phase I ESAs	10	1	3	4
Phase II ESAs*	8	1	4	5
Regulated Building Material (RBM) Surveys*	6	1	11	12
Analysis of Brownfield Cleanup Alternatives (ABCAs) and/or Cleanup/Reuse Plans	5	3	2	5
Area-Wide Plans (AWPs)	1	1	0	1

\*Fieldwork will not be completed until Sampling and Analysis Plans (SAPs) are 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 EPA-related events and activities:

- Regular check-in calls with EPA Project Officer (PO) Denise Williams.
- Quarterly All Assessment Grantee Call with EPA PO Denise Williams on 12/09/21.
- Joe Gudenrath and Richard Bustamante completed the EPA's online QA training during 1Q22,

### **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 completed 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) originally approved by EPA in August 2020. The QMP was amended to replace Amy McQuillen with Ricardo Bustamante as the new Quality Assurance Manager (QAM) on 03/22/21. The El Paso DMD submitted the annual QMP update on 07/19/21, which was subsequently approved by EPA on 07/27/21.

### **2.4 QUALITY ASSURANCE PROJECT PLAN (QAPP)**

The Master QAPP was approved and signed by EPA on 03/05/21. The QTRAK # is 21-188.

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

The DMD submitted the first (FY2021) annual MBE/WBE Report on 10/27/21. To date, over \$90K of M/WBE subcontractor activities have been funded under the grant, including work performed by:

- Sun City Analytical Inc. (SCAI), a local certified MBE who completed two RBM Surveys.
- Encon International Inc. (Encon), a local certified MBE who completed 10 RBM Surveys.
- Quantum Consultants (Quantum), a local certified MBE who supported community engagement, inventory and area-wide planning activities.

### **2.6 ACRES – SITE ASSESSMENT REPORTING**

ACRES entries have been established for the following sites and updates are current through 1Q22:

- Site #1 – 300-308 El Paso Street, El Paso TX.
  - ACRES ID: 245092.
- Site #2 – 475 E. Vinton Road, Vinton TX.
  - ACRES ID: 249049.

- Site #'s 4, 5 & 6 – 6295, 6315 & 6345 Alameda Street, El Paso TX.
  - ACRES ID: 249568.
  - ACRES ID: 249569.
  - ACRES ID: 249570.
- Site #'s 7A & 7B – 203 & 309 Chelsea Street, El Paso TX.
  - ACRES ID: 249933.
  - ACRES ID: 249963
- Site # 8 – 621 S. Oregon Street, El Paso TX.
  - ACRES ID: 250612

## 2.7 FEDERAL FINANCIAL REPORT (FFR)

The first (FY2021) annual FFR was submitted on 12/14/21.

## 3.0 TASK 2: COMMUNITY INVOLVEMENT

### 3.1 MARKETING AND EDUCATIONAL MATERIALS

The El Paso DMD has finalized the following community outreach materials (some of which are available in Spanish):

- PowerPoint Presentation entitled “Brownfield Assessment Grant” summarizing the logistics and goals of the EPA Brownfield Grant Program;
- Site Nomination Form;
- Site Access Agreement Template;
- 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 established the project-specific webpage: <https://downtownelpaso.com/brownfields/>. The El Paso DMD also prepared a stakeholder survey regarding priority sites and focus areas, redevelopment challenges and opportunities, and the goals of area-wide planning activities.

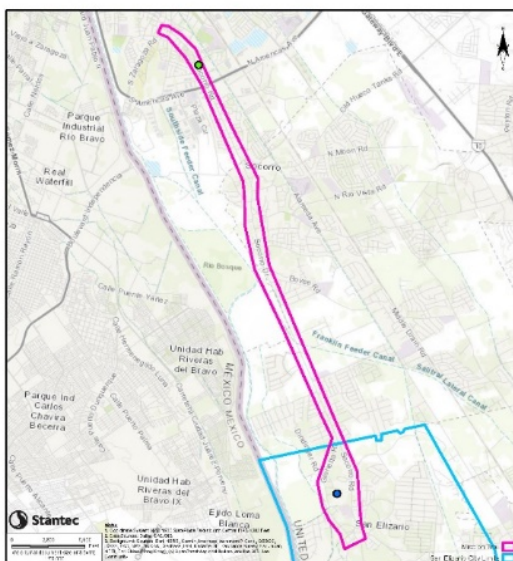
### 3.2 CONFERENCES, KEY MEETINGS, AND EVENTS

- The Coalition members participated in monthly check-in calls on 10/19/21 and 11/16/21.
- Other key stakeholder meetings included:
  - A meeting with the stakeholders from *Site #8 – 621 S. Oregon Street* on 10/29/21 to discuss the specific needs and logistics of completing the RBM survey.
  - A public meeting was held on 11/16/21 to receive discuss the draft ABCA and EPA Brownfield Cleanup Grant application for *Site #'s 7A & 7B – 203 & 309 Chelsea Street, El Paso TX.*

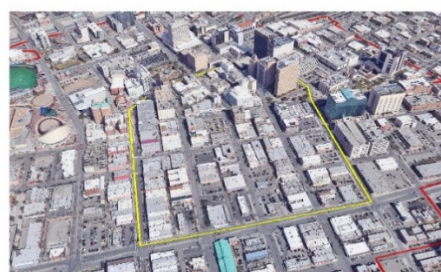
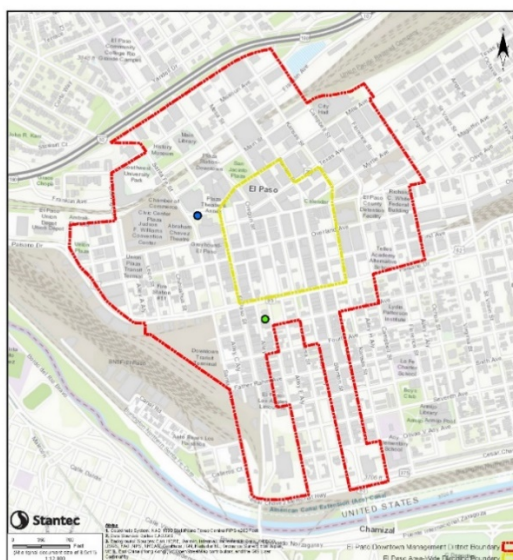
## 4.0 TASK 3: BROWNFIELD INVENTORY

Stantec completed work on two brownfield inventories during 1Q22:

- **San Elizario / Mission Trail Brownfield Inventory:** San Elizario requested that a brownfield inventory be completed within its City limits and along the Mission Trail (see images below). Stantec developed a brownfield inventory work plan and initiated inventory activities. Windshield surveys were conducted on 04/26/21. The Brownfield Inventory Technical Memorandum will be finalized during 2Q22.



- **El Paso DMD Brownfield Inventory:** In support of Area-Wide Planning (AWP) activities, Stantec completed a comprehensive brownfield inventory within the El Paso DMD focus area (see yellow boundaries on the images below). The inventory results will be included as part of the AWP Study.



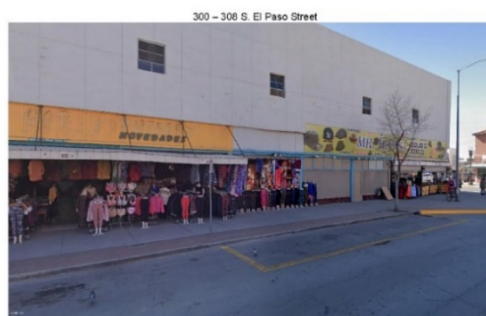
## 5.0 TASK 4: PHASE I/II ENVIRONMENTAL SITE ASSESSMENTS & CLEANUP/REUSE PLANNING

### 5.1 PRIORITIZED/APPROVED SITE STATUS

#### 5.1.1 Site #1 – 300-308 El Paso Street, El Paso TX

A 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. 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.
- **Property Eligibility Determination (PED) 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.
- **Access Agreement:** Executed.
- **Project Status:**
  - **Phase I ESA:** The Phase I ESA will be finalized during 2Q22 (per the request of the property owner).
  - **RBM Survey:** The Sampling and Analysis Plan (SAP) was approved by EPA on 03/19/21. The QTRAK number is 21-202. Stantec subcontracted to Sun City Analytical, Inc. (SCAI), a local Minority-Owned Business Enterprise (MBE) firm, to complete the RBM Survey. Fieldwork was completed on 04/27/21, and the report was provided to the property owner on 06/04/21.
- **Next Steps:** Finalize Phase I ESA Report during 2Q22.





### 5.1.2 Site #2 – 475 E. Vinton Road, Vinton TX

Underutilized 11.6-acre property used to store waste (“shredder fluff”) from the adjacent auto/metals salvage/recycling facility (see images below). Reuse plans include a community park. Other details include:

- **Funding Needs:** Supplemental Phase II ESA activities.
- **Prioritization Status:** The site was nominated by Vinton Village on 11/16/20. The site was subsequently prioritized for use of funding.
- **PED Status:** The PED was approved by EPA on 02/24/21.
- **Access Agreement:** Executed with the property owner.
- **Project Status:**
  - **Supplemental Phase II ESA:** Stantec subcontracted to Wood, Vinton’s long-term consultant, to complete the supplemental Phase II ESA activities. The SAP was submitted to TCEQ on 04/29/21. TCEQ provided comments/approved the SAP on 06/23/21. The SAP was submitted to EPA for review on 08/25/21 and was approved by EPA on 10/14/21 (QTRAK # 22-016).
- **Next Steps:** Fieldwork was initiated in November 2021. It is anticipated that fieldwork and reporting will be completed during 2Q22.



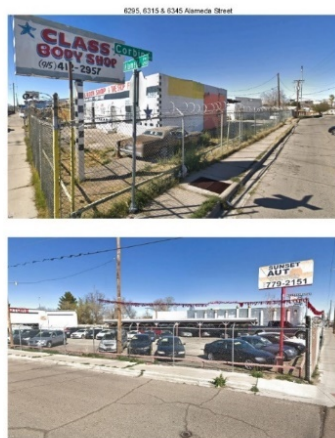
### 5.1.3 Site #'s 4, 5 & 6 – 6295, 6315 & 6415 Alameda Street, El Paso TX

Former auto body, car dealership and adult entertainment club recently acquired by County through judicial proceedings (see images below). Other key details include:

- **Funding Needs:** Phase I/II ESAs, RBM Surveys and Site-Specific Reuse Plans.
- **Prioritization Status:** The sites were nominated and prioritized by the County on 03/03/21.
- **PED Status:** The sites were approved by TCEQ on 03/17/21. The sites were approved by EPA on 04/22/21 for Phase I ESAs and RBM Surveys. The sites were approved by EPA on 08/12/21 for Phase II ESAs and Site-Specific Reuse Plans.
- **Access Agreement:** Executed with property owner.
- **Project Status:**
  - **Phase I ESAs:** The reports were finalized on 09/09/21.
  - **RBM Surveys:** Stantec subcontracted with Encon International Inc. (Encon), a local MBE firm, to complete the RBM Surveys. The SAP was submitted on 09/01/21 and was

subsequently approved by EPA on 09/16/21. The fieldwork was preformed in October 2021 and two RBM Survey Reports were completed.

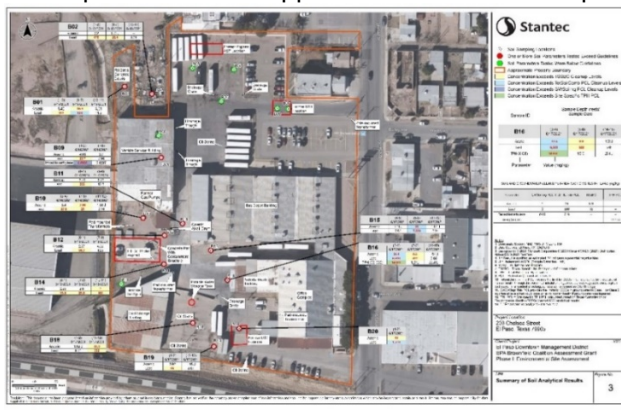
- Phase II ESAs: The SAP was approved by EPA on 09/09/21. Fieldwork was completed on 09/13/21-09/17/21. The Phase II ESA Report is currently being reviewed.
- Site-Specific Reuse Planning: Work is underway and will be completed during 2Q22.
- Next Steps: Complete Site-Specific Reuse Plans during 2Q22.



### 5.1.4 Site #'s 7A & 7B – 203 & 309 Chelsea Street, El Paso TX

Formerly a warehouse/distribution and vehicle maintenance facility. MCA Foundation is looking to acquire the property for a multi-story mixed-use/medical office building (see image below). Other key details include:

- Funding Needs: Phase II ESAs, RBM Surveys and ABCAs.
- Prioritization Status: The site was nominated by MCA Foundation on 04/14/21 and prioritized.
- PED Status: The sites were approved by EPA for Phase II ESAs, RBM Surveys and ABCAs.
- Project Status:
  - Phase II ESAs: The updated Phase II ESA Report was finalized on 07/15/21.
  - RBM Surveys: Stantec subcontracted to Encon to complete the RBM Surveys. The SAP was submitted on 09/01/21 and was approved by EPA on 09/16/21. The fieldwork was performed in October 2021 and eight RBM Reports were completed.
  - ABCAs: A public meeting was held on 11/16/21 to receive comments about the draft ABCA and EPA Brownfield Cleanup Grant application. The draft ABCA was then completed.
- Next Steps: Work is complete and MCA applied for an EPA Cleanup Grant on 12/01/21.



### 5.1.5 Site # 8 – 621 South Oregon Street, El Paso TX

A mixed-use residential, retail and office building undergoing renovation activities (see image below). Other key details include:

- Funding Needs: Limited RBM Survey.
- Prioritization Status: The site was nominated on 09/14/21 and subsequently prioritized.
- PED Status: The PED was submitted on 10/04/21 and subsequently approved by EPA on 10/14/21.
- Project Status:
  - RBM Survey: Stantec subcontracted to SCAL to complete the work. The SAP was submitted on 11/09/21 and was approved by EPA on 11/30/21 (QTRAK # 22-056). The fieldwork was completed on 12/02/21. Reporting will be completed in January 2022.
- Next Steps: Finalize RBM Survey Report.

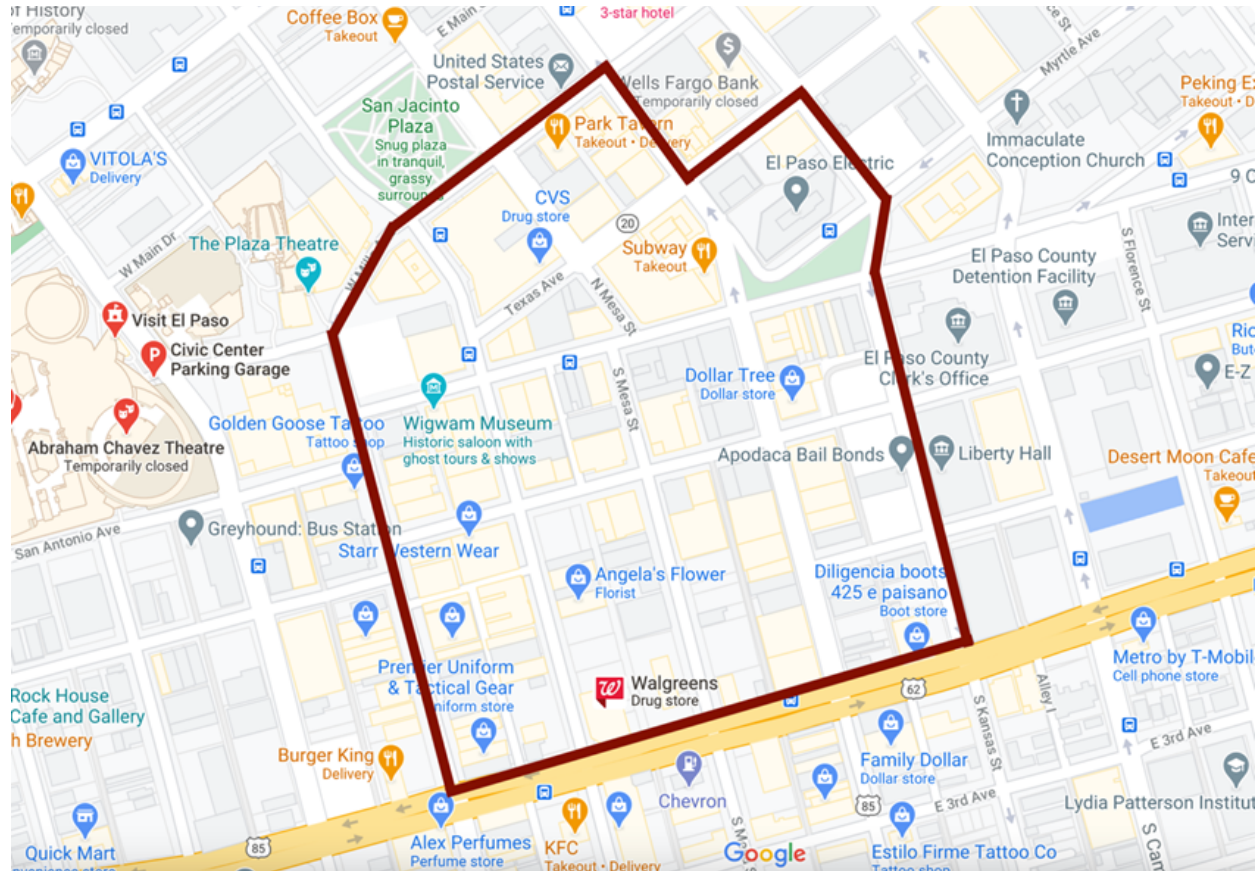


## 5.2 AREA-WIDE PLANNING (AWP)

The work plan for AWP was previously approved by EPA. The focus area is depicted below. Initial AWP activities, including the brownfield inventory, existing conditions assessment, market study, stakeholder engagement activities and development of revitalization strategies were completed during 2Q-4Q21. Supplemental AWP activities completed during 1Q22 included:

- Brownfield inventory: The inventory of brownfields was updated and finalized.
- Existing conditions assessment: The existing conditions assessment was updated and finalized.
- Stakeholder engagement: Robust stakeholder engagement activities were completed.
- Market study: The market study was updated and finalized.
- Revitalization plans & strategies: Revitalization plans and strategies were finalized.
- AWP Study: The draft AWP Study deliverable was provided to the DMD for review on 12/23/21. The AWP Study will be finalized during 2Q22.

Figure 1: AWP Focus Area (delineated in red; Source: Google Maps).



## 6.0 BUDGET STATUS

### 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.

#### **Cumulative Expenses Incurred by Expenditure Category**

Expenditure Category	Approved Budget	Amount Invoiced this Quarter	Amount Previously Invoiced	Cumulative Amount Invoiced	Remaining Budget	% of Budget Used
Personnel	\$24,782.00	\$1,357.53	\$5,093.31	\$6,450.84	\$18,331.16	26.0%
Fringe	\$7,157.00	\$392.06	\$1,470.84	\$1,862.90	\$5,294.10	26.0%
Travel	\$10,000.00	\$0.00	\$860.94	\$860.94	\$9,139.06	8.6%
Contractual	\$558,061.00	\$84,477.78	\$424,643.31	\$509,121.09	\$48,939.91	91.2%
<b>Totals</b>	<b>\$600,000.00</b>	<b>\$86,227.37</b>	<b>\$432,068.40</b>	<b>\$518,295.77</b>	<b>\$81,704.23</b>	<b>86.4%</b>

#### **Cumulative Expenses Incurred by Project Task**

Task	Approved Budget	Amount Invoiced this Quarter	Previous Amount Invoiced	Cumulative Amount Invoiced	Remaining Budget	% of Budget Used
1) Project Mgmt., Reporting & Other Eligible Activities	\$41,098.00	\$2,605.00	\$33,327.71	\$35,932.71	\$5,165.29	87.4%
2) Community Engagement	\$34,098.00	\$1,470.00	\$27,875.51	\$31,095.10	\$3,002.90	91.2%
3) Site Inventory	\$34,098.00	\$1,548.00	\$27,376.05	\$28,924.05	\$5,173.95	84.8%
4) Phase I/II ESAs, Cleanup/ Reuse Plans & AWP	\$490,706.00	\$78,854.78	\$343,489.13	\$422,343.91	\$68,362.09	86.1%
<b>TOTAL</b>	<b>\$600,000.00</b>	<b>\$86,227.37</b>	<b>\$432,068.40</b>	<b>\$518,295.77</b>	<b>\$81,704.23</b>	<b>86.4%</b>

## 7.0 ADDITIONAL INFORMATION

### 7.1 CHANGES OR OTHER UPDATES

The El Paso DMD applied for a \$500,000 EPA Brownfield Community-Wide Assessment Grant as part of the FY2022 grant competition. Additionally, MCA Realty leveraged the assessment and cleanup planning

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work completed under this grant to apply for a \$500,000 EPA Brownfield Cleanup Grant for Site #7A and #7B as part of the FY2022 grant competition. The grant applications were submitted on 12/01/22.

## **8.0 ATTACHMENTS**

This report includes the following attachments:

None.