



Michael Johnson &lt;mjohnson@townofeatonville.org&gt;

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## 2nd Follow-Up: Environmental Review for Town of Eatonville Incubator Project Status (Phase 1 ESA)

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Aberasturia, Damaris &lt;Damaris.Aberasturia@ocfl.net&gt;

Tue, May 13, 2025 at 2:31 PM

To: Michael Johnson &lt;mjohnson@townofeatonville.org&gt;

Cc: "vmundy@townofeatonville.org" &lt;vmundy@townofeatonville.org&gt;, "Souvorova, Janna" &lt;Janna.Souvorova@ocfl.net&gt;, Demetris Pressley &lt;dpressley@townofeatonville.org&gt;, "Ramos, Inalbert" &lt;Inalbert.Ramos@ocfl.net&gt;, "Martin, Kayla M" &lt;Kayla.Martin@ocfl.net&gt;, "Julien, Sherry" &lt;Sherry.Julien@ocfl.net&gt;, "Gilbert, Adrienne N" &lt;Adrienne.Gilbert@ocfl.net&gt;

Good day,

I hope you're doing well.

I'm writing to follow up once more regarding the outstanding items needed to proceed with the environmental review for the incubator project. As outlined in our previous correspondence, we are still awaiting the following items in order to move forward:

- 1. Phase II Environmental Site Assessment (ESA):** As outlined in Section 7.4 – Conclusions and Recommendations (page 15 of 113) of the attached Phase I ESA, a limited Phase II ESA is needed. This should include soil and groundwater sampling with laboratory analysis, specifically targeting suspected PFAS constituent chemicals of concern.
- 2. Scope of Work Confirmation:** Please confirm the project scope below so we can ensure the environmental review aligns accurately:
  - Rehabilitation of an existing structure with general construction activities including new air conditioning, electrical systems, datacom, façade improvements, and architectural services to meet code and historic preservation requirements.
  - The building footprint will remain unchanged.

Completing these steps is essential to finalize the Environmental Review (ER) and begin the public comment period. Delays in this stage could impact the overall project timeline, including the subsequent HUD approval and funding release process.

Please provide the requested documentation or an update on the status at your earliest convenience. Once we receive the necessary documents and confirmation, we can finalize the Environmental Review (ER), initiate the 15-day public comment period, and proceed with the remaining steps toward securing the Authority to Use Grant Funds (AUGF).

If there are any issues or questions preventing completion, please let us know how we can assist.

Thank you again for your attention to this matter, and we look forward to hearing from you soon.

Thanks in advance, and

Best regards,

**Damaris Aberasturia**

Assistant Project Manager, CDBG-DR

Housing & Community Development

 407-836-0950

 407-836-8185@fax.com

 My regular hours are: Monday – Friday 7:00am – 4:00pm *(All dates & times in Eastern Time)*

Click on the link below for further details about our programs, you will be taken to our main website.

 <https://www.orangecountyfl.net/NeighborsHousing/OCDisasterRecovery.aspx>

<http://www.ocfl.net/NeighborsHousing/CommunityDevelopment.aspx>

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**From:** Aberasturia, Damaris

**Sent:** Thursday, April 24, 2025 11:57 AM

**To:** Michael Johnson <[mjohnson@townofeatonville.org](mailto:mjohnson@townofeatonville.org)>

**Cc:** [vmundy@townofeatonville.org](mailto:vmundy@townofeatonville.org); Souvorova, Janna <[Janna.Souvorova@ocfl.net](mailto:Janna.Souvorova@ocfl.net)>; Demetris Pressley <[dpressley@townofeatonville.org](mailto:dpressley@townofeatonville.org)>; Ramos, Inalbert <[Inalbert.Ramos@ocfl.net](mailto:Inalbert.Ramos@ocfl.net)>; Martin, Kayla M <[Kayla.Martin@ocfl.net](mailto:Kayla.Martin@ocfl.net)>; Julien, Sherry <[Sherry.Julien@ocfl.net](mailto:Sherry.Julien@ocfl.net)>; Gilbert, Adrienne N <[Adrienne.Gilbert@ocfl.net](mailto:Adrienne.Gilbert@ocfl.net)>

**Subject:** Follow-Up: Environmental Review for Town of Eatonville Incubator Project Status (Phase 1 ESA)

Good day,

I hope this message finds you well.

I wanted to follow up on the previous email regarding the environmental review for the incubator project. As mentioned, we are awaiting the following items to proceed:

1. Phase II Environmental Site Assessment (ESA): Based on the Phase 1 findings, the Town of Eatonville Community Redevelopment Agency (TOECRA) will need to conduct a limited Phase II ESA, including soil and groundwater sampling with laboratory analyses to target suspected PFAS constituent chemicals of concern, as outlined in Section 7.4 – Conclusions and Recommendations (page 15 of 113 in the attached Phase 1 ESA).

2. Scope of Work Confirmation: We kindly request your confirmation of the following project scope to ensure the environmental review aligns accurately:

- General construction activities related to the rehabilitation of an existing structure, which will include new air conditioning, electrical systems, datacom, façade improvements, and architectural services to ensure the construction plans meet both code and historic preservation requirements.
- The building footprint will not change.

We would appreciate it if you could provide the requested information at your earliest convenience so we can finalize the Environmental Review (ER) process.

Once completed, the ER will be posted for a 15-day public comment period. Following this, our Planning Section will submit a Request for Release of Funds (RROF) to HUD for approval. HUD will then have a 15-day comment period. If there are no issues, we will receive the Authority to Use Grant Funds (AUGF) letter. Afterward, once the final version of the subrecipient agreement (SRA) is received from our legal department, we will forward it to TOECRA for signatures, followed by submission for BCC approval.

Thanks in advance, and

Best regards,

**Damaris Aberasturia**

Assistant Project Manager, CDBG-DR

Housing & Community Development

 407-836-0950

 407-836-8185@fax.com

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<http://www.ocfl.net/NeighborsHousing/CommunityDevelopment.aspx>

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**From:** Aberasturia, Damaris

**Sent:** Thursday, April 17, 2025 3:17 PM

**To:** Michael Johnson <mjohnson@townofeatonville.org>

**Cc:** vmundy@townofeatonville.org; Souvorova, Janna <Janna.Souvorova@ocfl.net>; Demetris Pressley <dpressley@townofeatonville.org>; Ramos, Inalbert <Inalbert.Ramos@ocfl.net>; Martin, Kayla M <Kayla.Martin@ocfl.net>; Julien, Sherry <Sherry.Julien@ocfl.net>; Gilbert, Adrienne N

<Adrienne.Gilbert@ocfl.net>

**Subject:** RE: Town of Eatonville Incubator Project Status (Phase 1 ESA)

Good day,

Hope all is well.

For us to proceed with the environmental for the incubator project the following items are needed:

- Based on the findings, the Town of Eatonville Community Redevelopment Agency (TOECRA) will be required to **conduct a limited Phase II Environmental Site Assessment (ESA)**, as outlined in Section 7.4 – Conclusions and Recommendations (page 15 of 113 of the attached Ph 1 ESA). This assessment should include:
  - *"soil and groundwater sampling and laboratory analyses targeting suspected PFAS constituent chemicals of concern"*
- Please confirm the below scope of work so we ensure the environmental review accurately reflects the project scope.
  - General construction activities related to the rehab of an existing structure to include new air condition system, electrical, datacom and façade improvements as well as architectural services needed to ensure the construction plans address code and/or historic preservation requirements.
  - The building footprint will not change.

We would appreciate it if you could provide the above items at your earliest convenience to finalize the Environmental Review (ER) process. Once the ER is completed, it will be posted for public notice for a 15-day public comment period. After the 15 days ER public notice period, our Planning Section will submit a Request for Release of Funds (RROF) to HUD for approval. HUD has a minimum of 15-day comment period. If there are no issues, HUD will issue an Authority to Use Grant Funds (AUGF) letter. Once the AUGF letter is received, and we have received the final version of the subrecipient agreement (SRA) from our legal department, we will forward the final SRA to TOECRA for appropriate signatures. Then the SRA will be submitted for BCC approval.

Thanks in advance, and

Best regards,

**Damaris Aberasturia**

Assistant Project Manager, CDBG-DR

Housing & Community Development

 407-836-0950

 [407-836-8185@fax.com](mailto:407-836-8185@fax.com)

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<http://www.ocfl.net/NeighborsHousing/CommunityDevelopment.aspx>

**From:** Julien, Sherry <[Sherry.Julien@ocfl.net](mailto:Sherry.Julien@ocfl.net)>  
**Sent:** Wednesday, April 9, 2025 9:48 AM  
**To:** Michael Johnson <[mjohnson@townofeatonville.org](mailto:mjohnson@townofeatonville.org)>  
**Cc:** [vmundy@townofeatonville.org](mailto:vmundy@townofeatonville.org); Souvorova, Janna <[Janna.Souvorova@ocfl.net](mailto:Janna.Souvorova@ocfl.net)>; Demetris Pressley <[dpressley@townofeatonville.org](mailto:dpressley@townofeatonville.org)>; Ramos, Inalbert <[Inalbert.Ramos@ocfl.net](mailto:Inalbert.Ramos@ocfl.net)>; Martin, Kayla M <[Kayla.Martin@ocfl.net](mailto:Kayla.Martin@ocfl.net)>; Aberasturia, Damaris <[Damaris.Aberasturia@ocfl.net](mailto:Damaris.Aberasturia@ocfl.net)>  
**Subject:** RE: Town of Eatonville Incubator Project Status

Good morning,

Confirming receipt. Our environmental team, copied on this email, will begin their review process and let you know if anything further is needed.

Thank you

	<p><b>Sherry Julien</b></p> <p>Orange County Government, HCD</p> <p><i>Project Manager, Disaster Recovery</i></p> <p><a href="mailto:Sherry.Julien@OCFL.Net">Sherry.Julien@OCFL.Net</a></p> <p>407-836-5169 (p)</p> <p>407-836-8185 (f)</p>
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**From:** Michael Johnson <[mjohnson@townofeatonville.org](mailto:mjohnson@townofeatonville.org)>  
**Sent:** Wednesday, April 9, 2025 9:44 AM  
**To:** Julien, Sherry <[Sherry.Julien@ocfl.net](mailto:Sherry.Julien@ocfl.net)>  
**Cc:** [vmundy@townofeatonville.org](mailto:vmundy@townofeatonville.org); Souvorova, Janna <[Janna.Souvorova@ocfl.net](mailto:Janna.Souvorova@ocfl.net)>; Demetris Pressley

<[dpressley@townofeatonville.org](mailto:dpressley@townofeatonville.org)>; Ramos, Inalbert <[Inalbert.Ramos@ocfl.net](mailto:Inalbert.Ramos@ocfl.net)>; Martin, Kayla M <[Kayla.Martin@ocfl.net](mailto:Kayla.Martin@ocfl.net)>; Aberasturia, Damaris <[Damaris.Aberasturia@ocfl.net](mailto:Damaris.Aberasturia@ocfl.net)>

**Subject:** Re: Town of Eatonville Incubator Project Status

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Sherry,

Please see the attached Phase 1 Environmental Site Assessment completed by CPH for the [370 E. Kennedy Blvd](#) CDBG grant project (Eatonville Works). If you need any more information please let me know. I await our next steps in the process.

Thank you in advance

On Mon, Jan 20, 2025 at 6:02 PM Julien, Sherry <[Sherry.Julien@ocfl.net](mailto:Sherry.Julien@ocfl.net)> wrote:

Thanks for the update and welcome Mr. Johnson. Once you have the completed phase I study, please forward to Inalbert Ramos and Kayla Martin copied on this email. The phase I study is needed before we can proceed with the required HUD environmental. Once we obtain HUD approval on the environmental we will forward the project agreement for the rehabilitation of the existing building for execution with the TOECRA. We will include in the project scope the use of architectural services to comply with building codes and historic preservation requirements. Please be reminded that no work, for which you intend to be reimbursed, may be performed prior to the execution of the project agreement.

Thank you

	<p><b>Sherry Julien</b>  Orange County Government, HCD  <i>Project Manager, Disaster Recovery</i>  <a href="mailto:Sherry.Julien@OCFL.Net">Sherry.Julien@OCFL.Net</a>  407-836-5169 (p)  407-836-8185 (f)</p>
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**From:** Valerie Mundy <[vmundy@townofeatonville.org](mailto:vmundy@townofeatonville.org)>  
**Sent:** Friday, January 17, 2025 4:38 PM  
**To:** Julien, Sherry <[Sherry.Julien@ocfl.net](mailto:Sherry.Julien@ocfl.net)>; Souvorova, Janna <[Janna.Souvorova@ocfl.net](mailto:Janna.Souvorova@ocfl.net)>  
**Cc:** Michael Johnson <[mjohnson@townofeatonville.org](mailto:mjohnson@townofeatonville.org)>; Demetris Pressley <[dpressley@townofeatonville.org](mailto:dpressley@townofeatonville.org)>  
**Subject:** Town of Eatonville Incubator Project Status

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Hi Sherry, thank you for your support on the Incubator project. We are in the position to transition this project over to our new CRA Director, Mr. Michael Johnson. I have copied him in this email.

From our discussions, the Town of Eatonville CRA (TOECRA) will be the grantee and will proceed with the award by January 30, 2025. We will be maintaining the same footprint and we have a Phase 1 investigation being performed. The TOECRA will also be allowed to utilize an architect for this project to maintain code and historic preservation compliance.

Mr. Johnson has been brought up to speed on our discussions and is ready to execute the agreement once he has had discussions with you.

Thank you once again for your guidance in this process.

Best regards,

**Valerie W. Mundy, P.E.**

*Public Works Director*

Town of Eatonville/Town Hall

[307 E. Kennedy Boulevard](#)

[Eatonville, Florida 32751](#)

Main: 407-623-8900 | Direct: 407-623-8901 | Fax: 407-623-8919

[vmundy@townofeatonville.org](mailto:vmundy@townofeatonville.org)

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**Michael Johnson**

**CRA Executive Director**

Town of Eatonville

307 E. Kennedy Boulevard

Eatonville, Florida 32751

Main: 407-623-8906 | Fax: 407-623-8919

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