

**CERCLA SECTION 104(k) ASSESSMENT
COOPERATIVE AGREEMENT WORK PLAN
FOR THE City of Council Bluffs, Iowa, South Expressway Corridor
HAZARDOUS SUBSTANCE COOPERATIVE AGREEMENT**

Project Period:

October 1, 2020 - September 30, 2023

Submitted by:

City of Council Bluffs
209 Pearl Street
Council Bluffs, IA 51503

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1.0 INTRODUCTION

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Council Bluffs, Iowa, as a general purpose unit of local government, was selected for Assessment funding for Hazardous Substances in the Target area in the FY 2013 competition.

Previous Assessment Grants allowed the City to begin to inventory, characterize, assess, and conduct cleanup planning on sites with potential contamination issues identified in the South Expressway Corridor area. Much of the recent work through previous Brownfields Assessment grants focused on a key vacant former grain elevator operation spanning several city blocks along 1st Avenue in the West Broadway Corridor. The City now has other targeted areas including the South Expressway Corridor Area for redeveloping into single/multi-family residential and commercial infill development and has leveraged commitments from partnering organizations to help facilitate the process, including acquisition of the site. However, supplemental assessment activities are required to further delineate the property and clear it for reinvestment. Numerous other brownfield sites potentially impacted by hazardous substances also remain unaddressed. Fortunately, with the continued assessment funding, the City will continue to use the plan as a framework in guiding area redevelopment.

The City of Council Bluffs has identified seven high priority brownfields site areas. In fact, the EPA has determined many of sites to be eligible for assessment using Brownfields Program funds under previous grants. The City selected the properties based on their potential to impact area groundwater and soils, their relative proximity to at least one of the following: residential dwellings, schools, rivers, streams, parks, and/or sensitive populations, and their redevelopment potential. The City of Council Bluffs will use the Assessment Grant to continue completing Phase I and Phase II environmental site assessments (ESAs) within the South Expressway Corridor area. The ESAs will determine what, if any, contaminants are impacting the targeted sites. The City will work with the EPA and the IDNR through this investigation and analysis to determine how best to manage or remove identified contaminants using risk-based cleanup standards. The City will also use the funding to satisfy the All Appropriate Inquiry requirement prior to the redevelopment of properties posing significant health threats. While these activities focus on improving the environment and protecting human health, the City will also work with the EPA and the IDNR to facilitate redevelopment activities. The sustainable reuse of a site prevents pollution and resource consumption, while simultaneously promoting economic opportunities and a healthy community.

OBJECTIVE:

Goal 1: A Cleaner, Healthier Environment

Objective 1.3: Revitalize Land and Prevent Contamination

Program Results Code: 103D79

CFDA: 66.818 Brownfields Assessment and Cleanup Cooperative Agreements

Table 1
 Proposed Budget
 Period of Performance: October 1, 2020 - September 30, 2023

Budget Category	TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	Totals
	Cooperative Agreement Oversight	Inventory and Community Outreach	Environmental Site Assessments	Site Specific Cleanup Planning	Planning Activities	
Personnel	\$11,000	\$0	\$0	\$4,000	\$0	\$15,000
Fringe Benefits	\$4,000	\$0	\$0	\$1,000	\$0	\$5,000
Travel	\$6,000	\$0	\$0	\$0	\$0	\$6,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$2,000	\$0	\$0	\$1,000	\$1,000	\$4,000
Contractual	\$10,000	\$30,000	\$170,000	\$30,000	\$30,000	\$270,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$33,000	\$30,000	\$170,000	\$36,000	\$31,000	\$300,000

2.1 BUDGET NARRATIVE (for all tasks/cost elements):

Personal \$15,000: The average salary for the Housing & Economic Development Manager ($\$40.95 \times 40\text{hrs/yr} \times 3\text{ years} = \$4,914$). The average salary for the Housing & Economic Development Planner Project Manager ($\$28.49 \times 120\text{hrs/yr} \times 3\text{ years} = \$10,256$). For a total of approximately \$15,170.

**Table 2
Allowed Personnel Costs
Budget Period: October 1, 2020 - September 30, 2023**

	City of Council Bluffs	
Position	FTE	Budget Amount
HED Manager	.019	\$4,914
HED Planner Project Manager	.057	\$10,256
Total	N/A	\$15,170

Fringe Benefits \$5,000: The average fringe benefits for the Housing & Economic Development Manager ($\$11.74 \times 40\text{hrs/yr} \times 3\text{ years} = \$1,408$). The average fringe benefits for the Housing & Economic Development Planner Project Manager ($\$9.53 \times 120\text{hrs/yr} \times 3\text{ years} = \$3,430$). For a total of approximately \$4,838.

Travel \$6,000: The proposed travel budget is included in Task 1 – Cooperative Agreement Oversight. The travel budget will be utilized for City staff to attend the National Brownfields Conferences and other Brownfields trainings as needed over the duration of this grant period. Travel for two City staff to attend the National EPA Brownfields Conference and regional brownfields workshops to gain the necessary expertise to redevelop challenging sites. Approximate costs of travel include: airfare \$475, lodging \$700, per diem \$275, transit \$50 = \$1500 * 2 people \$3000 * 2 conferences = \$6,000

Supplies \$4,000: The proposed supply budget is included in Task 2. The supply budget will be utilized for general office supply costs such as: copy paper, markers, wall charts, cost of mailings and postage, newspaper publications, associated with holding community workshops and events and commercial printing of brochures and program materials. Costs are associated with Task 2 – Community Outreach activities.

Contractual \$270,000: The proposed contractual budget is included in Tasks 1 – 5. The contractual budget will be utilized by the City to hire an environmental contractor to assist with preparing quarterly reports, annual performance reports, and associated EPA monitoring reports, conducting meetings, public involvement efforts, and the like; to conduct approximately 15 Phase I ESAs and 5 Phase II ESAs; to assist in the preparation of work plans, QAPPs, PSSACs, site eligibility determinations, property profiles, ACRES database reporting and other related documents; and to assist with cleanup planning. The City will use the estimated costs of \$42,000 and \$100,000 for the completion of Phase I and Phase II ESAs, respectively. **The cost for City staff time on programmatic expenses, the use of the meeting space and the associated cost of City staff participation will be provided on an in-kind basis.

Table 3
Contractual Costs
Budget Period: August 1, 2020 – July 30, 2023

TASK	Service Provided	Cost
Task 1	The selected qualified environmental professional will assist with ensuring reporting requirements are met and ACRES reporting.	\$10,000
Task 2	The qualified environmental professional will establish a secondary brownfield inventory.	\$30,000
Task 3	The qualified environmental professional will conduct 15 Phase I ESAs. Phase II ESAs within the target area/priority sites include conducting 5 Phase II ESAs, 3 Supplemental Phase II ESA. This task involves the qualified environmental professional reporting expenses and other eligible assessment-related expenses. It also involves the preparation of work plans, the Generic QAPP and the Site Specific QAPPs, ACRES database reporting and other related documents.	\$170,000
Task 4	The qualified environmental professional will complete an analysis of brownfield cleanup alternatives for each site. Cleanup and redevelopment alternatives will emphasize the use of risk-based cleanup options.	\$30,000
Task 5	The qualified environmental professional will be involved with the creation of a Brownfields Revitalization Plan for the target area, which will incorporate site reuse assessment for each of the priority sites and how they influence the overall future of the target area.	\$30,000
TOTAL CONTRACTUAL: TASKS 1-5		\$270,000**

Construction \$0

Indirect Costs \$0

3.0 WORKPLAN ACTIVITIES

Task 1 – Cooperative Agreement Oversight:

- i. Cooperative Agreement Oversight will be conducted by the City of Council Bluff staff as indicated in Section 4.a.i./ii. and will include but is not limited to general grant management, qualified environmental professional procurement and oversight, ensuring reporting requirements are met, and budget and invoice reconciliation. The selected qualified environmental professional will assist with ensuring reporting requirements are met and ACRES reporting. These activities will be conducted for both the priority sites and sites within the secondary inventory.
- ii. Anticipated Project Schedule: Quarters 1-12
- iii. Task Lead(s): Dessie Redmond with assistance from the qualified environmental professional
- iv. Output(s):
 - Quarterly, Annual and Final Closeout Reporting
 - Monthly Funding Draws Prepared/Reconciled and Submitted to EPA
 - Project scopes of work

Task 2 – Inventory and Community Involvement:

- i. Inventory – An inventory of the priority sites has been completed, however, the City, project partners, citizen input and the qualified environmental professional will establish a secondary brownfield inventory. If funding remains or if access issues arise, additional sites may be assessed. Community Outreach – Community outreach and education measures to inform and solicit input from stakeholders, citizens, private investment entities to achieve redevelopment plans with community buy in and based on common community goals. Outreach and education will occur for both priority and secondary sites. City Staff will also attend brownfields related conferences or trainings (e.g. such as the National Brownfield Conference) in order to improve the quality of the program.
- ii. Anticipated Project Schedule: Inventory – Quarters 1-4, with additional sites added throughout the grant cycle. Community Outreach – Quarters 1 -12
- iii. Task Lead: Overseen by Dessie Redmond and conducted by the qualified environmental professional
- iv. Output(s): Inventory - A secondary database of brownfield sites within the target area. Community Outreach – 6 Public Meetings (1 Event held in conjunction with a community event); Brownfields Program dedicated website; 1 Fulltime Outreach Coordinator; Community Engagement Plan; 3 Open Houses; Program Specific Brochure; City Council Meeting Presentations; Bi-lingual Program Information.
- v. Replacement sites and adjustments within target areas are possible and the city recognizes that replacement sites may occur as we move along in the process. A replacement site may also be with in an already identified target area.

Task 3 – Environmental Site Assessments (ESAs) (Hazardous Substance):

- i. Project Implementation: Environmental assessments for the priority sites included conducting 15 Phase I ESAs. Phase II ESAs within the target area/priority sites include conducting 5 Phase II ESAs, 3 Supplemental Phase II ESA. This task involves qualified environmental professional and reporting expenses, printing and other eligible assessment-related expenses. Work plan for the project will be completed by the qualified environmental professional. Site eligibility determinations for the priority sites will be sent to EPA for eligibility approval prior to Environmental assessment work beginning.
- ii. Anticipated Project Schedule: Quarter 1 – Draft Workplan submitted to EPA; Quarter 1 – Site eligibility determinations on priority sites sent to EPA; Quarters 2-5 Phase I ESAs on priority sites; Quarters 2-6 Phase II ESAs on priority sites. Secondary sites will be assessed as funding is available throughout the 3-year grant period.
- iii. Task Lead(s): Overseen by Dessie Redmond and conducted by the qualified environmental professional

- iv. Output(s): 1 Project Workplan; 4 priority site determinations; 15 Phase I ESAs covering at least 20 parcels; 5 Phase II ESA site specific Workplans covering at least 5 parcels; 5 Phase II ESAs completed for at least 5 parcels; 3 Supplemental Phase II ESAs completed for 3 parcels.

Task 4 – Site Specific Cleanup Planning:

- i. Project Implementation: The creation of 2 site specific (hazardous) cleanup plans for redevelopment as well as implementation strategies for developing and utilizing resources. Information obtained will be used to evaluate the potential level of effort necessary to clean up the selected sites. The qualified environmental professional will complete an analysis of brownfield cleanup alternatives for each site and/or work closely with the IDNR to evaluate cleanup alternatives and enrollment in Iowa’s Land Recycling Program. Cleanup and redevelopment alternatives will emphasize the use of risk-based cleanup options (e.g., institutional/ engineered controls and exposure reduction remediation). Planning activities will likely include conducting design charrettes with project stakeholders to develop viable and sustainable solutions.
- ii. Anticipated Project Schedule: Quarters 5-10
- iii. Task Lead(s): Overseen by Dessie Redmond and conducted by the qualified environmental professional
- iv. Output(s): 2 Site-Specific Cleanup Plans

Task 5 – Planning Activities:

- i. Project Implementation: This task involves the creation of a Brownfields Revitalization Plan for the target area, which will incorporate site reuse assessment for each of the priority sites and how they influence the overall future of the target area. The plan will assist the City in responding to brownfield challenges (priority sites) and reflect the community vision identified in the Bluffs Tomorrow 2030 Comprehensive Plan. This task also includes, a Healthy Environment Assessment, which is a holistic approach to identify opportunities to create a healthier environment for residents in the Reliance Battery Block area.
- ii. Anticipated Project Schedule: Quarters 5 – 12
- iii. Task Lead(s): Overseen by Dessie Redmond with assistance from project partners and qualified environmental professional.
- iv. Output(s): Target area Revitalization Plan and Healthy Environment Assessment for the Reliance Battery Block.

4.0 PROJECTED ENVIRONMENTAL IMPROVEMENT (OUTCOMES):

The projected environmental improvements the City of Council Bluffs hopes to gain from the EPA Brownfields Assessment grant are the sustainable reuse of brownfields through the identification of environmental impairments, increased economic redevelopment and investment efforts, the creation and/or preservation of greenspace/open space, and the reduction of threats to human health and the environment.

5.0 PROJECT DESCRIPTION

The detailed plans, commitments, timetables, and results of activities (Outputs) are best addressed by task. The following subsections describe each budgeted task.

5.1 TASK 1: Cooperative Agreement Oversight – Conducted by the City of Council Bluff staff as indicated in Section 4.a.i./ii. and will include but is not limited to general grant management, qualified environmental professional procurement and oversight, ensuring reporting requirements are met, and budget and invoice reconciliation. The selected qualified environmental professional will assist with ensuring reporting requirements are met and ACRES reporting. These activities will be conducted for both the priority sites and sites within the secondary inventory.

Table 4
TASK 1: Cooperative Agreement Oversight
Projected Outputs, Outcomes, and Baseline Measurements

Activities	Expected Timeframe for Accomplishment	Projected Results of Activities & Reporting (outputs)	Projected Environmental Improvement (outcomes)	Established Baseline for Measurement	Actual Accomplishments
Activity 1: Obtain Qualified Environmental Professional (QEP)	Quarter 1	High quality Contractor work	Maintain effective work force to meet workplan commitments	QEP was hired	
Activity 2: QEP to ensure reporting requirements are met and ACRES reporting is submitted	Ongoing activities	Completed reports	Compliance with grant conditions	Requirements are met and ACRES reporting is up-to-date	
Activity 3: Develop a plan with the QEP for communicating with city staff	Quarter 1	Plan is completed	Ensures communication between QEP and city staff for environmental improvements	QEP and city staff are on the same page	

5.2 TASK 2: Inventory and Community Outreach – Inventory – An inventory of the priority sites has been completed, however, the City, project partners, citizen input and the qualified environmental professional will establish a secondary brownfield inventory. If funding remains or if access issues arise, additional sites may be accessed. *Community Outreach* – Community outreach and education measures to inform and solicit input from stakeholders, citizens, private investment entities to achieve redevelopment plans with community buy in and based on common community goals. Outreach and education will occur for both priority and secondary sites. City Staff will also attend brownfields related conferences or trainings (e.g. such as the National Brownfield Conference) in order to improve the quality of the program.

**Table 5
TASK 2: Inventory and Community Outreach
Projected Outputs, Outcomes, and Baseline Measurements**

Activities	Expected Timeframe for Accomplishment	Projected Results of Activities & Reporting (outputs)	Projected Environmental Improvement (outcomes)	Established Baseline for Measurement	Actual Accomplishments
Activity 1: Establish a secondary brownfield inventory. If funding remains or if access issues arise, additional sites may be identified	Quarters 1-4	Additional priority sites are identified	Additional environmental uncertainty sites have been identified	Updated site inventory and priorities	
Activity 2: Community outreach and education measures through public meetings	Quarters 1 -12	Input from stakeholders, citizens, private investment entities	Community awareness on the importance of Brownfield redevelopment	Number of attendees at public meetings	
Activity 3: Prepare a Program Specific Brochure Brownfields Program dedicated website page Public meetings are held with city staff	Quarters 1-4 and Ongoing	Education of Brownfields is widely communicated	Community awareness of the importance of Brownfield redevelopment	Brochure completed	
Activity 4: City staff to attend brownfields conferences, workshops and meetings	Annually	Maintain and strengthen relationships with internal stakeholders	Inter-agency trust	Number of relevant meetings/conferences attended	
Activity 6: Identify any replacement sites that may be necessary.	Ongoing activities	Updating inventory may identify potential site adjustments or replacements	Identifying the sites most in need an able to be redeveloped	Updated inventory	

5.3 Task 3: Environmental Site Assessments (ESAs) (Hazardous Substance) – Environmental assessments for the priority sites included conducting 15 Phase I ESAs. Phase II ESAs within the target area/priority sites include conducting 5 Phase II ESAs, 3 Supplemental Phase II ESA. This task involves qualified environmental professional and reporting expenses, printing and other eligible assessment-related expenses. Work plan for the project will be completed by the qualified environmental professional. Site eligibility determinations for the priority sites will be sent to EPA for eligibility approval prior to Environmental assessment work beginning.

Table 6
TASK 3: Environmental Site Assessments (ESAs) (Hazardous Substance)
Projected Outputs, Outcomes, and Baseline Measurements

Activities	Expected Timeframe for Accomplishment	Projected Results of Activities & Reporting (outputs)	Projected Environmental Improvement (outcomes)	Established Baseline for Measurement	Actual Accomplishments
Activity 1: QEP to prepare generic and site specific Quality Assurance Project Plans (QAPPs)	Quarters 1-12	QUAPPs submitted for EPA review	Data quality objectives are accomplished	Appropriate QAPP documentation and approval of Generic QAPP	
Activity 2: QEP to perform Phase I ESAs	Quarters 1-12	Completed reports	Quantify environmental risk to human health and environment	Quarterly progress reports and ACRES updates	
Activity 3: QEP to perform Phase II ESAs and/or supplemental assessments if necessary	Quarters 1-12	Completed reports	Quantify environmental risk to human health and environment	Quarterly progress reports and ACRES updates	

5.4 Task 4: Site Specific Cleanup Planning - The creation of 2 site specific (hazardous) cleanup plans for redevelopment as well as implementation strategies for developing and utilizing resources. Information obtained will be used to evaluate the potential level of effort necessary to clean up the selected sites. The qualified environmental professional will complete an analysis of brownfield cleanup alternatives for each site and/or work closely with the IDNR to evaluate cleanup alternatives and enrollment in Iowa's Land Recycling Program. Cleanup and redevelopment alternatives will emphasize the use of risk-based cleanup options (e.g., institutional/ engineered controls and exposure reduction remediation). Planning activities will likely include conducting design charrettes with project stakeholders to develop viable and sustainable solutions.

**Table 7
TASK 4: Site Specific Cleanup Planning
Projected Outputs, Outcomes, and Baseline Measurements**

Activities	Expected Timeframe for Accomplishment	Projected Results of Activities & Reporting (outputs)	Projected Environmental Improvement (outcomes)	Established Baseline for Measurement	Actual Accomplishments
Activity 1: Creation of 2 site specific (hazardous) cleanup plans	Quarters 1-6 and TBA	Remedial solutions have been designed, evaluated and selected at 2 sites	Environmental uncertainty eliminated	2 site specific (hazardous) cleanup plans are completed for use by the South Expressway Corridor Project	
Activity 2: QEP to complete an analysis of brownfield cleanup alternatives for each site	Quarters 1-6 and TBA	Analysis of cleanup	Environmental uncertainty eliminated	Use of risk-based cleanup utilized	
Activity 3: Conducting design charrettes with project stakeholders	TBA	Develop viable and sustainable solutions	Input from different community stakeholders in regards to redevelopment and Brownfield sites and alternatives	A concluding document that provides the city guidance with outcomes from the charrette	

5.5 Task 5: Planning Activities - This task involves the creation of a Brownfields Revitalization Plan for the target area, which will incorporate site reuse assessment for each of the priority sites and how they influence the overall future of the target area. The plan will assist the City in responding to brownfield challenges (priority sites) and reflect the community vision identified in the Bluffs Tomorrow 2030 Comprehensive Plan. This task also includes, a Healthy Environment Assessment, which is a holistic approach to identify opportunities to create a healthier environment for residents in the Reliance Battery Block area.

Table 8
TASK 5: Planning Activities
Projected Outputs, Outcomes, and Baseline Measurements

Activities	Expected Timeframe for Accomplishment	Projected Results of Activities & Reporting (outputs)	Projected Environmental Improvement (outcomes)	Established Baseline for Measurement	Actual Accomplishments
Activity 1: Prepare the Brownfields Revitalization Plan with the environmental consultant, if necessary	Quarters 1-12	City wide Brownfields Revitalization Plan	A completed document that will help guide city staff on current and future Brownfield sites	Completion of a high quality Plan	
Activity 2: Healthy Environment Assessment for residents in the Reliance Battery Block area	Quarters 6-12	Community outreach to the residents in the Reliance Battery Block area	Community awareness of potential health effects from living in a close proximity to the Battery Factory	Opportunities identified to create a healthier environment	

6.0 QUALITY ASSURANCE REQUIREMENTS

Will environmental data be collected under this agreement? Yes X No ___

Does the City of Council Bluffs have an approved Quality Assurance Project Plan (QAPP)? Yes ___ No X

Site-specific QAPP will be submitted and approved by EPA prior to collection of environmental samples at any site.

7.0 REPORTING

Quarterly progress reports will be submitted within 30 days of the end of each fiscal quarter.

Financial Status Reports and MBE/WBE Utilization Reports will be submitted as prescribed by the cooperative agreement.

ACRES will be updated on an ongoing basis.

A final report will be submitted within 90 days after expiration of the cooperative agreement and completion of the cleanup.

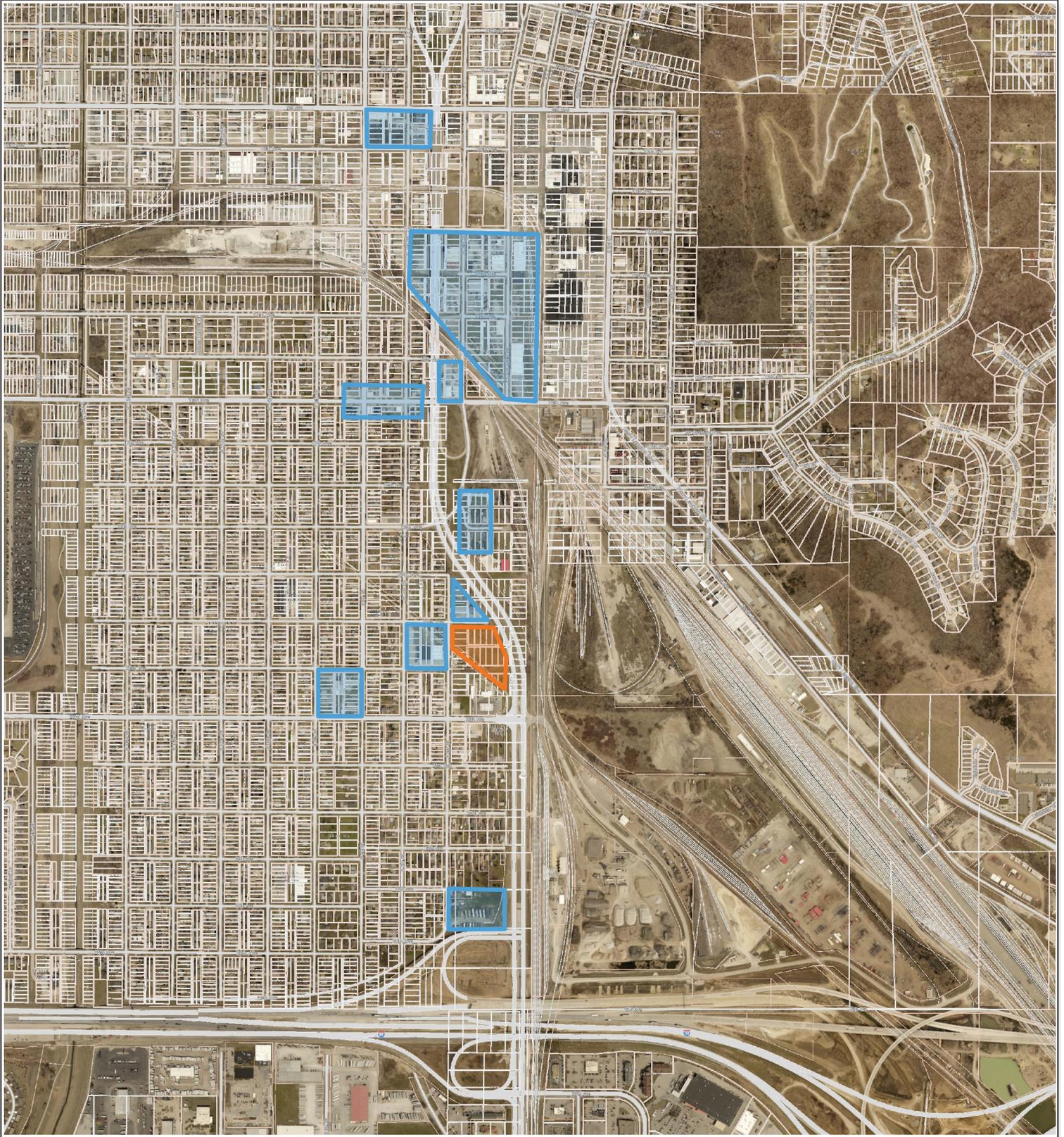
8.0 ATTACHMENTS

Attachment 1: Quarters

Attachment 2: Site Specific Inventory Notes

Attachment 3: Leveraging Table

Pottawattamie County Web Map

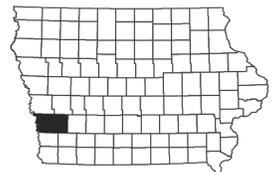


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Map Published: 11/7/2019



1 in = 1,505ft



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Pottawattamie County Web Map

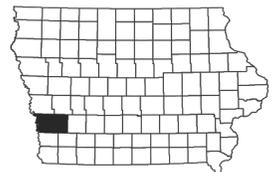


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