

COMMUNITY INVOLVEMENT PLAN
Community-Wide Petroleum Brownfields Project
Revision 0

United States Environmental Protection Agency – Region 7
Brownfield Petroleum Assessment Grant
Cooperative Agreement No. BF98796501
Terracon Project Number 05087168

CARTER LAKE, IOWA

January 26, 2009



Prepared for:

CITY OF CARTER LAKE
Carter Lake, Iowa

Prepared by:

TERRACON CONSULTANTS, INC.
Omaha, Nebraska

January 26, 2009



City of Carter Lake
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Carter Lake, IA 51510

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Attention: Ms. Doreen Mowery, City Clerk
City Administrator/Brownfield Project Coordinator

Re: Community Involvement Plan, Revision 0
USEPA Brownfields Petroleum Assessment Grant
Cooperative Agreement No. BF98796501
Carter Lake, Iowa
Terracon Project No. 05087168

Dear Ms. Mowery:

Terracon is pleased to provide this Community Involvement Plan (CIP) to you for the USEPA Brownfields Petroleum Assessment sites in Carter Lake, Iowa.

This document fulfills the requirement for Task 2: Outreach, Activity 1 of the *City of Carter Lake, Iowa Community-Wide Petroleum Brownfields Project Work Plan for CERCLA Section 104(k) USEPA Brownfield Petroleum Assessment Cooperative Agreement No. BF98796501 (Revised July 30, 2008)*. The CIP will serve as guidance to engage the public and promote understanding and participation in the Brownfield assessment project.

Please do not hesitate to contact us at (402) 330-2202 if you have questions or concerns regarding the enclosed plan. Terracon looks forward to continuing its relationship with the City of Carter Lake on this project.

Sincerely,
TERRACON CONSULTANTS, INC.

A handwritten signature in blue ink that reads "Janet L. Doan".

Janet L. Doan, P.E.
Project Manager

JLD/RMB/DEK/APR:jld/ksp

A handwritten signature in black ink that reads "Rod M. Baumann".

Rod M. Baumann, P.G.
Phase I Coordinator

Copies to: Addressee (3)

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APPENDIX A

Comprehensive Development Plan for Carter Lake, Iowa

APPENDIX B

City of Carter Lake, Iowa Community-Wide Petroleum Brownfields Project Work Plan

Terracon

COMMUNITY INVOLVEMENT PLAN

**USEPA BROWNFIELDS PETROLEUM ASSESSMENT GRANT
CARTER LAKE, IOWA**

**Terracon Project Number 05087168
January 26, 2009**

1.0 TITLE AND APPROVAL PAGE

**TITLE: Community Involvement Plan, Revision 0
USEPA Brownfields Petroleum Assessment Grant
Cooperative Agreement No. BF98796501
Carter Lake, Iowa**

Printed Name	Signature	Project Title	Date
Doreen Mowery, City Clerk		Brownfield Project Coordinator For City of Carter Lake, Iowa	1-30-09

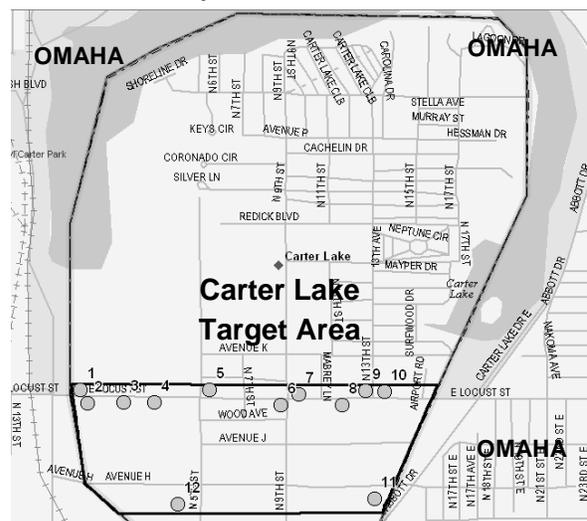
2.0 INTRODUCTION

The following *Community Involvement Plan* (CIP) has been developed to engage the public and promote understanding and participation in the brownfield assessment and redevelopment of potential petroleum sites in the City of Carter Lake, Iowa (City). This plan describes the tools that the City will use to inform the public about activities that will be undertaken for assessing brownfield sites as part of their redevelopment and identifies opportunities for community members to become involved in the assessment and redevelopment process. This CIP has been prepared to meet one of the requirements of a cooperative agreement between the United States Environmental Protection Agency, Region 7 (USEPA) and the City necessary to receive the brownfields assessment grant. This document completes Task 2: Outreach, Activity 1 of the *City of Carter Lake, Iowa Community-Wide Petroleum Brownfields Project Work Plan for CERCLA Section 104(k) US EPA Brownfield Petroleum Assessment Cooperative Agreement No. BF98796501 (Revised July 30, 2008)*.

The USEPA Brownfields Program empowers states, communities, and other stakeholders to work together to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield site is real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. On January 11, 2002 the Small Business Liability Relief and Brownfields Revitalization Act was enacted. Under this law, USEPA provides financial assistance to eligible applicants through four competitive grant programs: assessment grants, revolving loan fund grants, cleanup grants, and job training grants.

In May 2008, the USEPA awarded the City a \$200,000 brownfields assessment grant after nationwide competition. Grant funds will be used to inventory brownfield sites and conduct 10 to 15 Phase I and four to six Phase II environmental site assessments. Grant funds will be used to support community outreach activities.

Brownfields sites are generally properties in need of environmental evaluation before a developer would be willing to redevelop. This grant is a Petroleum Assessment grant therefore the brownfield properties are generally former and current gas/convenience stations, although properties involved in other petroleum uses may be eligible for assessment.



This plan has been prepared for the City in cooperation with USEPA. The City and the USEPA have negotiated a cooperative agreement with the City of Carter Lake to perform petroleum assessment activities at prospective sites that appear to have the potential for petroleum release issues. Terracon has been selected by the City to be its primary contactor for assisting with conducting environmental site assessments.

3.0 PROJECT BACKGROUND

Numerous former fuel station properties in the target area along Locust Street are vacant or under-utilized, largely because of the stigma associated with real or perceived environmental issues associated with fuel station properties. The map included within Section 2.0 on page 1 shows a preliminary identification of potential brownfield petroleum sites.

Brownfields assessments conducted under this grant will help the City identify and characterize the petroleum sites so that potential risk(s) in connection with petroleum contamination can be understood and managed for the process of redevelopment.

This USEPA grant will provide assessments and cleanup planning for 10 to 15 abandoned or poorly maintained sites in a target area that includes portions of 9th, 13th, and Locust Streets. One of the City's visions in the Comprehensive Development Plan for Carter Lake, Iowa (Appendix A) is development of a "Town Center", at the intersection of Locust and 13th. Development of this "Town Center" is dependent upon using redevelopment tools such as brownfield funding to address real and perceived environmental issues.

4.0 NEIGHBORHOOD PROFILE

4.1 Community Description

Located in western Iowa near the Iowa-Nebraska border, Carter Lake (population 3,404) is surrounded on three sides by Omaha, Nebraska and on the fourth side by the Missouri River. This geographic location has historically had a negative impact on the city. As early as 1898, demolition rubble from Omaha was disposed of in Carter Lake. It still comprises much of the city's fill. Runoff pollution from Omaha has contaminated the city's namesake lake. The city's commercial corridor along Locust Street contains many abandoned or poorly maintained sites. Dilapidated buildings, boarded-up gas stations, and vacant lots litter Locust Street which is one of the City's main thoroughfares. Numerous former fuel station properties in the area remain vacant, largely because of the stigma associated with perceived environmental issues.

4.2 Key Community Concerns

Community input on the project has and will continue to be obtained during various public outreach efforts, through land use planning efforts, and meetings with the City and the community. Concerns and interests related to this project include the following:

- Identify redevelopment opportunities in Brownfield or blighted areas
- Encourage expanded retail services
- Develop a community center / town square
- Develop a community center that could include a gym, pool, and meeting rooms
- Compliance with current regulatory requirements for contaminated sites

5.0 PUBLIC PARTICIPATION ACTIVITIES AND RESPONSIBILITIES

The City has assembled a target area planning team (TAPT) that will participate in the environmental assessment process through regular meetings. As part of this project's community outreach component, the Brownfields TAPT was developed as an advisory committee to provide effective community leadership, assist with community outreach, and help facilitate the assessment of petroleum sites. Members of the TAPT are listed below.

Member	Affiliation	Address / Email	Phone
Russ Kramer	Mayor	City of Carter Lake 950 Locust Street Carter Lake, IA 51510 mayor@carterlake.org	(712) 347-6320
Doreen Mowery	City Clerk	City of Carter Lake 950 Locust Street Carter Lake, IA 51510 clcityclerk@cox.net	(712) 347-6320
Steve Wilbur	Mayor Pro-Tem	4412 N 17th St Carter Lake, IA 51510-1145	(712) 847-0847
Tom Chaplin	Citizen	1013 Willow Drive Carter Lake, IA 51510	(712) 347-6012
Sandy Guss	Citizen	167 Carter Lake Clb Carter Lake, IA 51510-1030	(712) 347-2181

6.0 PUBLIC INVOLVEMENT ACTIVITIES

The City will use a variety of ways to encourage public participation in the assessment of these sites. The following sections describe public involvement activities that the City will use, their purposes, and descriptions of how the activities will be used during the assessment activities. The public involvement activities and their schedules are discussed in more detail within the Community-Wide Petroleum Brownfields Project Work Plan (under Task 2, Activities 1, 2, 3, and 4), which is attached as Appendix B.

6.1 Public Meetings & Engagement Opportunities

Approximately five public meetings are planned to be held at key points during the assessment process. These meetings will be held at locations and times convenient to the community. After a brief presentation, the City and Terracon will take questions from the public. The first public meeting is tentatively planned to be held during the month of February 2009.

The public may comment in writing during the 30 days following the public meetings. The City will review the comments and respond accordingly.

The City plans to provide classroom opportunities to Carter Lake Elementary students to educate children and their parents about the brownfields project in their community. In addition, an educational booth is planned for the 2009 Carter Lake Annual Cleanup Day.

6.2 Information Repositories

Information Repositories are places where the public may read and review site information, including documents that are the subject of public comment.

For this project, the information repositories are located at:

- City of Carter Lake City Hall, 950 Locust Street, Carter Lake, Iowa 51510
- Edward F. Owen Memorial Library, 1120 Willow Drive, Carter Lake, IA 51510
- <http://www.cityofcarterlake.com/>

6.3 Fact Sheets

The City plans to post approximately five fact sheets over the course of the project at the information repositories listed above. The fact sheets are intended to inform the community of public meetings, comment opportunities, and important site activities. The City also may email or mail fact sheets about the progress of site activities upon written request.

6.4 Newspaper Ads & Journal Articles

Ads or articles announcing formal comment periods and public meetings for the site will be placed in The Daily Nonpareil, the local Council Bluffs, Iowa newspaper serving the community of Carter Lake.

6.5 Postcards

To increase attendance and participation, the City may mail postcards to businesses and households to inform the community of public meetings, comment opportunities, and important site activities.

7.0 PLAN UPDATE

This CIP will be updated as the project proceeds. If updates are necessary, the revised CIP will be provided to the public through the identified public information repositories.

8.0 GENERAL COMMENTS

Terracon has developed this document in general compliance with the scope and limitations of the Agreement for Services between Terracon and the City of Carter Lake dated December 30, 2008. The development of this document drew on elements of the USEPA *Community Involvement Toolkit, EPA 540-K-05-002, April 2005*.

This document is prepared for the exclusive use of our client for the specific application to the project discussed and has been prepared in accordance with generally accepted environmental engineering practices. No warranties, express or implied, are intended or made.

APPENDIX A

Comprehensive Development Plan for Carter Lake, Iowa

APPENDIX B

**City of Carter Lake, Iowa
Community-Wide Petroleum Brownfields
Project Work Plan**

**City of Carter Lake, Iowa
Community-Wide Petroleum Brownfields Project**

**Work plan for CERCLA Section 104(k)
US EPA Brownfield Petroleum Assessment
Cooperative Agreement No. BF98796501
Revised July 30, 2008**

May 3, 2008 thru May 2, 2011

1. GOAL 4: Healthy Communities and Ecosystems

Objective 4.2 Communities - Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 4.2.3 Assess, Clean Up and Redevelop Brownfields

PROGRAM RESULTS CODE: 402D79E

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: 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 Carter Lake, Iowa, as a general purpose unit of local government, was selected for Assessment funding for Petroleum in the Target area in the FY 2008 competition.

The City of Carter Lake's 3,000+ residents are cut off - uniquely so. Nature first did it in 1877 by moving the Missouri River. Today our 1,500 isolated Iowa acres are surrounded on three sides by the State of Nebraska. The Missouri River provides a final physical barrier to the south. Carter Lake is economically surrounded by, yet separate from the metropolitan and riverfront rebirth of Omaha, Nebraska. Across the river, Council Bluffs, Iowa booms with riverfront development and tourism.

Carter Lake's narrow corridor of access to the Missouri River has seen Omaha-supported new development spring up on both sides. The Carter Lake section remains visibly vacant, due in great part to the stigma of environmental issues of the numerous former fuel stations, which have perpetuated this stigma of impairment by petroleum contamination. Urban runoff of Omaha industries knows no line, finding its way into 15% of the community's land area, Carter Lake.

This small city requires funds to promote redevelopment by clearing land of environmental stigma and evaluating, then quantifying, actual impairments. When you are a political "island" physically separated from your home state initiatives, every job and every acre of land is important to surviving into the future. This is only possible by receiving a community-wide Brownfields Petroleum Assessment Grant to identify and assess eligible sites in the City of Carter Lake, Iowa. Our community has received the historical problems of metropolitan development without the advantages; garbage dumping, debris from development in the adjacent large city and urban runoff.

Although no specific properties are identified, the effects of stigmatized development have been identified for multiple areas in south Carter Lake. This target area contains the commercial corridor of Locust Street in the City of Carter Lake.

This grant will provide the assessments and cleanup planning necessary to encourage developers. Funds will build a community vision of Brownfields prevention intended to break the cycle.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of petroleum brownfields sites as defined under CERCLA 101 (39). The overall coordination of the cooperative agreement will be carried out by the Mayor of Carter Lake and the City Clerk of Carter Lake, assisted by the City Attorney's Office, with technical assistance and oversight to be performed by an environmental consultant and the VCP.

2. FUNDING: \$200,000 - Federal Funds

The budget for this area-wide petroleum brownfield assessment cooperative agreement is \$200,000 for three (3) federal fiscal years (FFY) beginning May 3, 2008. No non-federal contribution is required for this cooperative agreement. The budget and project period for this agreement is May 3, 2008 through May 2, 2011. The start of the project and budget periods pre-dates the anticipated award of this agreement in order to include eligible travel expenses related the national Brownfields2008 Conference (Detroit, MI, May 3-7, 2008), the Region 7 New Recipients Forum (Des Moines, IA, June 5, 2008) and depending on the actual award date, may also include travel to the Region 7 Brownfield Recipients Forum scheduled for August 19-21, 2008 in Kansas City, MO.

**Budget Table 1
Estimated Eligible Expenses broken out by Budget Class and Task
Budget Period May 3, 2008 thru May 2, 2011**

Budget Class	TASK 1 Grant Program Implementation	TASK 2 Community Outreach Eligibility & Prioritization of Sites	TASK 3 Brownfield Inventory	TASK 4 Phase I Environmental Assessments	TASK 5 Phase II Environmental Assessments	TASK 6 Cleanup and Strategic Planning	Totals
	Federal	Federal		Federal	Federal	Federal	Federal
Personnel	\$5,000	\$3,000				\$5,000	\$13,000
Fringe Benefits (30% of Personnel)							\$0
Travel	\$10,800						\$10,800
Equipment							\$0
Supplies*							\$0
Contractual	\$4,000	\$11,500	\$14,000	\$25,500	\$110,000	\$2,200	\$167,200
Other						\$9,000	\$9,000
Total	\$19,800	\$14,500	\$14,000	\$25,500	\$110,000	\$16,200	\$200,000

Budget Narrative:

Personnel: \$13,000

**Table 2
Allowed Personnel Costs
Budget Period May 3, 2008 thru May 2, 2011**

	CITY OF CARTER LAKE	
	FTE	Budget Amount
Project Manager	.25	\$13,000
Total	.25	\$13,000

Personnel costs are estimated based on labor estimated for review and approval of quarterly (13), annual, and close-out reports prepared by the consultant and associated invoicing (4-5 hours/report) (Task 1); attendance at approximately 5 public meetings, 2 community events, and 1 field day (3 hours each), review and approval of Community Involvement Plan (3 hours), review and approval of Site Prioritization List (6 hours), and title search for current site owners (8 hours) (Task 2); and, review, provide input, and approve an addendum to the City's Comprehensive Plan which incorporates brownfield planning and redevelopment (60-75 hours) (Task 6).

Travel: \$10,800

Attendance of 2 people at:

- up to 2 national brownfield conferences (i.e. flight- \$1,000, hotel \$175 per night, meals - \$100/day), and,
- 2 regional *events* (i.e. hotel- \$150/night, meals - \$100/day, mileage - \$.50/mile).

The budget amount for travel includes pre-award costs for two pre-award meetings and one additional meeting that may occur prior to award:

- \$2,450 for the travel expenses of two City representatives who attend the National Brownfield Conference in Detroit, MI (Actual travel dates: May 3-7, 2008)
- \$124 for travel expenses for the two representatives that attended the New Recipients Forum in June 5th 2008 in Des Moines, IA, and,
- \$1,200 estimated for the regional recipients forum scheduled August 19-21, 2008 in Kansas City, MO.

Contractual: \$174,700

Contractual labor costs estimates were prepared as follows:

- Task 1: data management and report preparation (\$4,000)
- Task 2: preparation or development of fact sheets (2 days), a Community Involvement Plan (2 days), public meetings and events (3 days each), a website (4 days) (\$11,500);
- Task 3: field inventories and reconnaissance (\$8,000), inventory & prioritization of up to 35 sites (\$3,000), site eligibility determinations (\$3,000)
- Task 4: approximately 10 ASTM Phase I assessments at an average cost of \$2,500 per site
- Task 5: approximately six ASTM Phase II assessments at an average cost of approximately \$18,000 per site
- Task 6: development of the addendum, preparation of site specific corrective action plans (\$2,200)

Other: \$9,000

Other costs are based on the entry of up to two sites in the Iowa Land Recycling Program at \$750/site and up to \$7500 in State costs for oversight of the assessment and cleanup planning activities.

3. WORK PLAN TASKS

Task 1: Grant Program Implementation

The City will implement the majority of the 3-year grant program over a period of fewer than 30 months, submitting under the EPA Region 7 format quarterly, annually; and closeout reports on time. Reports will clearly define both outputs and outcomes. Interim communication will be enhanced by use of e-mail status reports among City team members, agencies, partners and key stakeholders.

Activities (Commitments)	Expected Timeframe (FFY / Quarter)	Projected Results of Activities (Outputs) / Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 1: Obtain QEP services. Prepare Request For Proposals and disseminate to environmental consultants.</p> <p>Evaluate applications, conduct interviews, hire qualified environmental contractor as defined under All Appropriate Inquiry Rule.</p> <p>Prepare scope of work. Prioritize, track and evaluate contractor products. Conduct periodic project status meetings with contractor to discuss project issues and priorities. Conduct annual performance evaluations for contractor.</p>	<p>09/01</p> <p>09/01</p> <p>Ongoing activities</p>	<p>High quality contractor work products that meet the recipient's and EPA's expectations</p> <p>Performance reports will include: - confirmation of the contractor selection - demonstration of the contractor's qualifications as an environmental professional</p>	<p>Maintenance qualified work force to meet work plan commitments</p> <p>Knowledge of legal impairments and strategies to overcome them</p> <p>Effective and efficient development and implementation of the City's brownfield initiative in the Target Area</p> <p>Future cleanup and redevelopment that is</p>	<p>Work plan commitments</p>

Activities (Commitments)	Expected Timeframe (FFY / Quarter)	Projected Results of Activities (Outputs) / Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 2: Coordinate government agencies and stakeholders. Assemble Target Area Planning Team (TAPT) consisting of developers, representatives of the general public including land owners, and, city council members</p> <p>Quarterly Conference Call (or as needed) with EPA Project Officer and submittal of required performance reports and property profile form data entry into ACRES.</p> <p>Coordinate with government agencies and stakeholders</p>	<p>09/01 TAPT</p> <p>Ongoing activities</p>	<p>Efficient coordination of activities; appropriate, accurate and timely reporting on the tasks and activities undertaken as part of this agreement.</p> <p>Performance reports will include: - brief description of TAPT, its role and confirmation of its establishment; - dates & purpose of significant meetings or other coordination activities - significant activities of and contributions to the City's brownfield initiative from key partners including governmental and non-governmental stakeholders</p> <p>Property-specific data will be entered into EPA's ACRES database</p>	<p>protective of human health and the environment and conducted in environmentally sustainable or "green" manner and based on scientifically sound environmental data</p>	
<p>Activity 3: Obtain legal assistance (property title search, applicable regulation interpretation, access agreements, etc.)</p>	<p>As needed</p>	<p>Collection of correct and accurate information</p> <p>Executed access agreements (as needed)</p> <p>Performance reports will include: - execution of access agreements</p>		
<p>Activity 4: Attend brownfield conferences, workshops and meetings</p>	<p>Ongoing activities</p>	<p>Increased knowledge of the brownfield program</p> <p>Performance reports will include: - anticipated future events - brief description of events attended during the reporting quarter including the dates, names, attendees funded through this agreement and results</p>		

Task 2: Community Outreach

The City will develop a community involvement plan with key elements that include an information repository at City Hall, a website for electronic data management, public meetings, community events, a field day with EPA, state and City during Phase II assessment, and a series of printed fact sheets. One community event will be with schools and one for lending/business areas of the community to engage youth and business. Community outreach will plant the seed of Brownfields prevention to alleviate financial stigma of Brownfields properties coming up for restoration. The City will also develop a complementary document on the Brownfields process, tools and federal and state resources available that supports the Comprehensive Plan. Key to this effort will be to consider Brownfields prevention as part of new design and planning for the future.

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) / Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 1: Preparation of a Community Involvement Plan (CIP)</p> <p>At a minimum the CIP will identify target audiences, frequency, purposes and types of communication and opportunities for public involvement and approach to responding to comments</p>	09/01	CIP building upon the community involvement commitments discussed in the City's competition proposal.	Improved understanding and increased participation in cleanup and redevelopment process. And an increased awareness of site availability/redevelopment status	<p>Proposal commitments</p> <p>Number of brochures or developed or updated/year</p>
<p>Activity 2: Develop brochures on tasks/sites to be assessed and/or results of assessment activities.</p> <p>Collectively the brochures will include information on:</p> <ul style="list-style-type: none"> - brownfield assessment, cleanup and their sustainable redevelopment, - available tools and resources available that supports assessment, cleanup and redevelopment of the City's brownfields in a manner that supports the City's Comprehensive Plan and the goal of Brownfield prevention as part of new design and planning for the future 	<p>1st Quarter 2009 for initial brochure</p> <p>Remainder of schedule to be established in CIP</p>	<p>Five Brochure/Fact Sheets</p> <p>Performance reports will include:</p> <ul style="list-style-type: none"> - copies of the brochures if not previously submitted to EPA - information relevant to the use/distribution of the brochures 		<p>Number of public outreach materials developed or updated/year</p> <p>Number of hits to website.</p>

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) / Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 3: Conduct public information presentation /press events and associated materials.</p> <p>Conduct outreach and education to public stakeholders to obtain selection criteria and prioritization of sites.</p> <p>Hold public meeting(s) to share results of Phase I and II Environmental Site Assessments (ESAs)</p>	Ongoing activities	<p>Five public meetings, two community events and one field day with government officials.</p> <p>Performance reports will include (unless previously submitted):</p> <ul style="list-style-type: none"> - copies of press releases regarding significant activities - outreach activities anticipated during the current performance period; - confirmation of outreach activities performed during the reporting period including brief summaries of meetings (dates, locations, purpose, number of attendees and results); - significant comments received, as well as, the City's response - copies of presentations, press releases or other relevant materials 		
<p>Activity 4: Prepare and display information on the City's brownfield activities on the City websites.</p> <p>Include map with sites</p>	<p>09/01 establish website</p> <p>Ongoing activities</p>	<p>Placement on community website</p> <p>Performance reports will include (unless previously submitted):</p> <ul style="list-style-type: none"> - demonstration of publication of brownfield information on website, at minimum the web address for the relevant internet pages 		

Task 3: Brownfield Inventory, Prioritization and Eligibility

Up to 20 sites will be included as part of the preliminary inventory. An estimated 10-15 sites will be added over the grant. In total, the sites should involve more than 400 tax parcels. The City will model their inventory and ranking system after one already developed by another Midwestern Missouri River Valley community through an EPA Brownfield grant. Brownfield eligibility determinations will be developed and submitted to EPA for 14-15 sites.

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) / Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 1: Field Inventories and Reconnaissance</p> <p>Conduct environmental scan of potential brownfield sites in the target area.</p>	09/02	<p>Updated brownfield survey</p> <p>Performance report will include:</p> <ul style="list-style-type: none"> - brief description of the survey purpose, scope and results - significant updates to the survey shall also be noted 	<p>Increased awareness of number, likely locations, and general characteristics of brownfields in Carter Lake, IA</p>	<p>Previous survey</p> <p>Number of potential brownfields identified</p>
<p>Activity 2: Inventory and Ranking System</p> <p>Establish criteria and prioritize brownfields in the inventory</p> <p>Meet with Target Area Planning Team (TAPT) to prioritize sites for Phase I ESAs and/or authorize Phase II ESAs as necessary. Priorities will be adjusted if new information is identified or conditions change.</p> <p>Develop and maintain an inventory of sites and property data.</p>	<p>09/02 Prioritization Criteria/Process</p> <p>09/03 Preliminary Inventory</p> <p>Ongoing activities</p>	<p>Prioritization Criteria</p> <p>Brownfield Inventory expanding on brownfield survey. Up to 20 sites initially with an additional 10-15 by end of performance period.</p> <p>Performance report shall include:</p> <ul style="list-style-type: none"> - brief description of the prioritizing criteria and process - brief description of inventory and status - date when the initial list of prioritized site is established - number of sites identified during the reporting quarter for the inventory including the general type of site - significant changes to the established priorities and the prioritized list of brownfields, as well as significant additions to the inventory shall also be noted. 	<p>Awareness of priority of brownfields relevant to the community's own priorities</p> <p>Selection of appropriate sites for assessment.</p> <p>Future cleanup and redevelopment that is protective of human health and the</p>	<p>List of eligible brownfields</p>

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) / Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 3: Property-Specific Brownfield Eligibility Determinations</p> <p>Obtain State and EPA approval to work on specific sites prior to spending grant funds.</p> <p>Draft petroleum site eligibility determination and submit to Iowa Department of Natural Resources for confirmation of eligibility. Submit copy of request to EPA for screening.</p> <p>Petroleum site eligibility determination information shall be submitted to IDNR and the State at least 30 days prior to site-specific assessment activities</p> <p>Eligibility determinations will be updated and EPA & IDNR notified ASAP, if new information becomes available that materially impact the eligibility of a site for funding under this agreement and future brownfield cleanups. For examples if the conclusions of a Phase 1 indicate that the property is not suitable as a petroleum site and therefore would not be eligible for a phase 2 investigation under this agreement.</p>	<p>Start 09/01</p> <p>At least 5 sites will be identified by 09/30/09</p> <p>On-going Activities</p>	<p>14-15 eligibility determinations that include the site description, owner and responsible party information, and historic information requested in the threshold criteria for site-specific brownfield assessment grants.</p> <p>Performance Reports will include: - a list of sites for which eligibility determinations have been requested and/or received.</p> <p>Copies of the IDNR determination shall also be submitted to the EPA PO in a timely fashion.</p>	<p>environment and conducted in environmentally sustainable or “green” manner and based on scientifically sound environmental data</p>	

Task 4: All Appropriate Inquiries – Phase I Environmental Assessments

City will conduct all appropriate inquiries using ASTM E1527-05I at approximately 10 sites selected from the ranked inventory. These ASTM phase 1 environmental assessments will include some issues of environmental business risk of the standard. Assessment reports will also discuss continuing obligations under 40CFR312.

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 1: Conduct and/or oversee Phase I environmental site assessments on properties identified as eligible in Task 3.3</p> <p>Assessments will be conducted by a qualified environmental professional in accordance with ASTM E1527-05</p> <p>Obtain legal access to targeted properties</p> <p>In addition to the assessment results and an analysis of the results, the assessment report will also discuss continuing obligations under 40CFR312.</p>	<p>Begin 2nd Quarter 2009</p> <p>Ongoing Activities</p> <p>Phase 1's will be begun at 5 sites 09/30/09</p> <p>Phase 1's</p>	<p>ASTM compliant Phase 1 assessment reports for approximately 14-15 sites</p> <p>Property profile data entry for each assessed site</p> <p>Performance Reports will include:</p> <ul style="list-style-type: none"> - Completion of necessary access agreements - Status of assessments underway or recently completed or notice of updates to ACRES providing this information - Brief summary of any significant findings in the assessment reports 	<p>Identification of possible recognized environmental conditions at priority sites (environmental impairments)</p> <p>Compliance with All Appropriate Inquiry (All) requirements for property</p> <p>Future cleanup and redevelopment that is protective of human health and the environment and conducted in environmentally sustainable or "green" manner and based on scientifically sound environmental data</p>	<p>Number of</p> <ul style="list-style-type: none"> - acres cleared of the perception of environmental impairments - properties with environmental assessments completed as part of this Task - properties with environmental assessments completed with leveraged funding - resources leveraged for cleanup and redevelopment of priority brownfields

Task 5: Phase II Environmental Assessments

The City will conduct ATSTM Phase II Environmental Site Assessment's at approximately six eligible sites to resolve recognized environmental conditions identified in the Phase Is. An EPA-approved generic community-wide quality assurance project plan will be developed using EPA G/R-5 Guidance. An EPA-approved property-specific sampling and analysis plan with health and safety plan will be developed for each site assessment. Phase II reports will also include preliminary cost-to-remedy analyses for different types of remedy and land reuse. Reports will discuss how contaminants may affect reconstruction (e.g., worker safety, interim and future soil management) and how these issues might be considered in planning for redevelopment.

With the growing development trend to Leadership in Energy and Environmental Design (LEED) and "green" building, where practical, the City will further position the site's attractiveness to potential developer by including discussions of how property contaminant conditions may be made to best match a "green" design. This could include best areas for infiltration of water gardens, using rainwater harvesting structures over contaminated soils as caps, but beneath permeable pavements, and green building certification.

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 1: Generic Quality Assurance Project Plan (QAPP)</p> <p>Prepare an EPA or IDNR approved Quality Assurance Project Plan (QAPP)</p>	By end 09/02 and no less than 45 days prior to mobilizing for field work	EPA or IDNR approved QAPP	Identification of possible recognized environmental conditions at priority sites (environmental impairments)	Number of - acres cleared of the perception of environmental impairments
<p>Activity 2: Site-Specific Sampling and Analysis Plans & QAPP Addenda</p> <p>Prepare an EPA approved site-specific sampling and analysis plans & QAPP addenda for each property to undergo a Phase 2 assessment</p>	By end 09/02 and no less than 45 days prior to mobilizing for field work	EPA or IDNR approved site-specific sampling and analysis plan and QAPP addenda	Future cleanup and redevelopment that is protective of human health and the environment and conducted in environmentally sustainable or	- properties with environmental assessments completed as part of this Task
<p>Activity 3: Prepare and Implement appropriate Health and Safety Plans</p>	By end 09/02 and prior to field work that collects environmental samples	Health and Safety Plan addressing likely conditions at sites to be investigated (do not submit to EPA) Performance Reports will include: - Notice of completion of the plan		- properties with environmental

Activities (Commitments)	Expected Timeframe (FFY Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 4: Conduct and/or oversee Phase II assessments on eligible properties identified in Task 3.</p> <p>Assessments will be conducted by a qualified environmental professional in accordance with ASTM E1903 and an EPA approved quality assurance plans</p> <p>Obtain legal access to targeted properties if not previously secured for Phase 1 investigations</p> <p>In addition to the assessment results and an analysis of the results, the assessment will also analyze and include in the reports:</p> <ul style="list-style-type: none"> - continuing obligations under 40CFR312. - relevant issues of environmental business risk - preliminary cost-to-remedy analyses for different types of remedy and land reuse - discussion of how contaminants may affect reconstruction (e.g., worker safety, interim and future soil management) and how these issues might be considered in planning for redevelopment - discussion of how property contaminant conditions may be made to best match a “green” design for future use of the property 	<p>Start 09/02</p> <p>Ongoing Activities</p>	<p>ASTM compliant Phase 2 assessment reports for approximately four to five brownfields</p> <p>Property profile data entry for each assessed site</p> <p>Performance Reports will include:</p> <ul style="list-style-type: none"> - Completion of necessary access agreements - Status of assessments underway or recently completed or notice of updates to ACRES providing this information - Brief summary of any significant findings in the assessment reports 	<p>“green” manner and based on scientifically sound environmental data</p>	<p>assessments completed with leveraged funding</p> <ul style="list-style-type: none"> - resources leveraged for cleanup and redevelopment of priority brownfields

Task 6: Cleanup & Strategic Planning

Cleanup planning will be conducted for an estimated two eligible sites that require or elect entry into the Iowa Land Recycling Program. Cleanup planning may include enrollment in the Land Recycling Program, development of an Analysis of Brownfields Alternatives (ABCA) and any plans required by the LRP. With so little land area available and future population growth, it is critical that City instill an element of both restoration and prevention during the cleanup planning process.

Activities (Commitments)	Expected Timeframe (FFY/Quarter)	Projected Results of Activities (Outputs) & Reporting	Projected Environmental Improvement (Outcomes)	Established Baseline for Measurement
<p>Activity 1: Cleanup evaluation and strategic planning</p> <p>Conduct an analysis of brownfield cleanup alternatives (ABCA), considering the site characteristics, surrounding environment, land-use restrictions, potential future uses, and cleanup goals.</p> <p>The ABCA will include:</p> <ul style="list-style-type: none"> - Information about the site and contamination issues (e.g., exposure pathways, identification of contaminant sources, cleanup standards; applicable laws; alternatives considered; - Analysis of reasonable alternatives including no action and the proposed cleanup. The alternatives will include a range of proven and an evaluation of corrective measures - Effectiveness, implementability, and the cost of the proposed cleanup - An explanation of why the environmental cleanup is authorized <p>Enroll in LRP and develop required documents</p>	<p>10/02</p>	<p>Analysis of Brownfield Cleanup Alternatives (ABCA) reports for an estimated to two sites</p> <p>Enrollment in State’s Land Recycling Program(LRP)</p> <p>Performance Reports will include:</p> <ul style="list-style-type: none"> - date of enrollment in the LRP - list of documents prepared to meet requirements of the LRP. 	<p>Planned cleanup of priority sites</p> <p>Future cleanup and redevelopment that is protective of human health and the environment and conducted in environmentally sustainable or “green” manner and based on scientifically sound environmental data</p>	<p>Number of</p> <ul style="list-style-type: none"> - properties with cleanup plans completed with EPA funding - properties with cleanup plans completed with leveraged funding - brownfields assessed in Tasks 3 and 4 that are cleaned up or redeveloped leveraged funding - resources leveraged for cleanup and redevelopment of priority brownfields

4. QUALITY ASSURANCE

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

Does the City of Carter Lake have an approved Quality Assurance Project Plan? Yes ___ No X

A Site-specific Quality Assurance Project Plans will be submitted and approved by EPA or IDNR prior to collection of environmental samples at any site.

5. PERFORMANCE REPORTING

Deliverable	Description	Schedule/Due Date
Quarterly Performance Reports	<p>Quarterly reports will include both a narrative discussion and performance data related to accomplishments for each task and associated activities during the quarter.</p> <p>Quarterly reports will clearly identify which activities performed during the reporting period were undertaken with EPA funds and will relate EPA-funded tasks and activities to the anticipated outputs, outcomes and milestone schedule.</p> <p>Specifically, the report will include:</p> <ol style="list-style-type: none"> 1. The status of tasks, activities and deliverables agreed to in the work plan including a list of sites where significant activities were conducted during the performance period and a brief description of the activity. 2. Any proposed changes to the work plan or budget (including changes made to the budget by the recipient pursuant to recipient's authority to reprogram up to 10% of the total budget during the agreement); based on the tracking of budget expenditures, the City will also determine if the target number of sites can be completed within approved budget and address changes to work plan commitments as they become known. 3. Copies of other deliverables and tangible final products created for the purposes of the funded tasks that have not been submitted as separate deliverables (i.e., outreach/notice materials, procedures, forms; videos, presentations, environmental reports etc.) will be provided as attachments. Information regarding the submittal of other deliverables/information shall be included in the performance report. If an exhibit, document or slide show is created or an item is too large and/or expensive to duplicate, photos or transcripts of the product may be substituted 4. A budget summary table showing the funds expended and remaining for the reporting period with explanatory notes describing any expenditures 	<p>30 days after the end of the federal fiscal quarter:</p>
Final Performance Report	<p>The final performance report may include the final quarter's performance report as described above, as well as, providing a summation of the work conducted throughout the performance period.</p> <p>The final performance report will address the items below:</p> <ol style="list-style-type: none"> a. An abstract or overview of the project in terms of its overall process and outcomes. Indicate which eligible activities and/or EPA criteria were addressed and how these were fulfilled; 	<p>Within 90 days of the expiration or termination of the agreement</p>

	<ul style="list-style-type: none"> b. Information on the target audience benefiting from the work (i.e., local residents, community activists, businesses, etc.); c. Description of evaluation measures and results including the total number of:properties assessed, acres assessed, assessment completed by phase, cleanup plans prepared, public outreach events, sites assessed where “No cleanup required” or where the sites are “ready for reuse” and associated acreage, cleanup plans prepared, redevelopment underway or completed (including greenspace) at properties assessed under the agreement, dollars leveraged for cleanup and redevelopment, jobs leveraged; d. A list of sites assessed and high quality “before” pictures and, if appropriate, “during” or “after” pictures; e. Plans for dissemination of project results in terms of method of dissemination and target audience (i.e., conference presentations, educator networks, community forums, etc.); f. Any problems encountered that prohibited the completion of the project goals or objectives and how they have been resolved; and, g. Benefits gained by the recipient and their target audience from this program 	
<p>Property Profile Form (PPF)/ ACRES data entry</p>	<p>Site-specific activities and accomplishments will be entered in to EPA’s on-line reporting system, the Assessment, Cleanup and Redevelopment Exchange System (ACRES) in a timely fashion. Relevant data for each site will be entered into the system as soon as practicable and in accordance with the directions provided on EPA’s Property Profile Form (EPA Form 9310-3 (8-2003) or more current OMB approved version). Prior to final close-out of the agreement, all relevant data (including accomplishments) for all of the properties investigated through this agreement will be entered into ACRES.</p>	<p><u>Initial entries:</u></p> <ul style="list-style-type: none"> - Upon eligibility and targeting of the brownfield for assessment <p><u>Updates:</u></p> <ul style="list-style-type: none"> - Start or completion of significant activities - As information of significant accomplishments & measures become available - If conditions of the site change significantly (e.g. property ownership) - within 90 days of the expiration or termination of the agreement

6. DELIVERABLES & MILESTONES

When feasible, deliverables will be provided in electronic format (MicroSoft Word, Excel, Powerpoint, Publisher or Adobe "pdf"), as well as, hardcopy. At the recipient's request, and with the agreement of the EPA project officer, deliverables may be transmitted in electronic format only.

As due dates are established for deliverables where the schedule is marked as "to be determined" (TBD), an updated schedule will be submitted with the subsequent performance report. Milestones will also be documented in subsequent performance reports. Deliverables shall be submitted as indicated unless otherwise discussed and approved by the EPA Project Officer (PO).

Milestone (M) or Deliverable (D)		Planned Completion/ Submittal Schedule
Task 1: Grant Program Implementation		
M	Attend Brownfield 2008 Conference , Detroit, MI	05/03/08 to 05/07/08
M	Attend EPA Region 7 New Recipient's Forum, Des Moines, IA	06/05/08
M	Attend EPA Region 7 Brownfield Recipients Forum, Kansas City, KS	08/18/08 to 08/21/08
M	Hire Qualified Environmental Professional Contractor (PR)	12/31/08
M	Assemble Target Area Planning Team (TAPT)	12/31/08
D	1 st Performance Report (for quarter ending 12/31/08 and pre-award activities)	01/30/09
D	2 nd Performance Report (for quarter ending 03/31/09)	04/30/09
D	3 rd Quarterly Performance Report (for quarter ending 06/30/09)	07/30/09
D	4 th Quarterly Performance Report (for quarter ending 09/30/09)	10/30/09
M	Attend National Brownfields 2009 Conference, Location TBD	Tentatively 1rst quarter, FFY 2009
D	5 th Quarterly Performance Report (for quarter ending 12/31/09)	01/30/10
D	6 th Quarterly Performance Report (for quarter ending 03/31/10)	04/30/10
D	7 th Quarterly Performance Report (for quarter ending 06/30/10)	07/30/10
D	8 th Quarterly Performance Report (for quarter ending 09/30/10)	10/30/10
D	9 th Quarterly Performance Report (for quarter ending 12/31/10)	01/30/11
D	10 th Quarterly Performance Report (for quarter ending 03/31/11)	04/20/11
M	Performance and Budget Period Ends	05/03/11
D	Property Profile Form (PPF) site-specific data updated in ACRES for each site where activities under this agreement occurred	07/31/11
D	Final Performance Report (including performance 04/01/11 through 05/02/11)	07/31/11
D	Final Financial Status Report (submit to Las Vegas Finance Center)	07/31/11

Milestone (M) or Deliverable (D)		Planned Completion/ Submittal Schedule
Task 2: Community Outreach		
D	Community Involvement Plan	12/31/08
D	Brochure/Fact Sheets (5)	03/31/09 first, remainder TBD
M	Public Meetings, Community Events and Field Days (8)	TBD
M	Brownfield Website Published	12/31/08
Task 3: Brownfield Inventory, Prioritization and Eligibility		
M	Site Prioritization Criteria and Methodology	03/31/09
D	Eligibility Determinations Submittals (14-15 determinations) (submit to both EPA and IDNR)	No less than 45 days prior to desired date to start field work
D	Property Profile Form (PPF) site-specific data entered into ACRES for each eligible site that will undergo investigation (14-15 sites entered)	No later than the 30 days after the end of the fiscal quarter in which the activity occurred
Task 4: All Appropriate Inquiries – Phase 1 Environmental Assessment (14-15 sites))		
D	Phase 1 Environmental Assessment Reports (14-15 reports)	
D	Property Profile Form (PPF) site-specific data updated in ACRES for each eligible site that will undergo investigation (14-15 entries updated)	No later than the 30 days after the end of the fiscal quarter in which the activity occurred
Task 5: Phase 2 Environmental Assessments (4-5 sites)		
D	Generic Quality Assurance Project Plan (QAPP) or demonstration of submittal if IDNR has agreed to conduct the review	2 nd Quarter 2009 and no less than 45 days prior to mobilizing for field work
D	Revised Approved Generic QAPP if necessary) or demonstration of submittal if IDNR has agreed to IDNR	Within 45 days of receipt of comment from the approving agency
D	Site-Specific Sampling and Analysis Plans (SAP)/QAPP Addenda or demonstration of submittal if IDNR has agreed to conduct the review (4-5 SAPs/QA addenda)	No later than 24 days prior to mobilizing for field work at each specific site
D	Phase 2 Assessment Report(s) (4-5 reports)	Within 90 days after completion field activities
D	Property Profile Form (PPF) site-specific data updated in ACRES for each eligible site that will undergo investigation (at least 4-5 entries updated)	No later than the 30 days after the end of the fiscal quarter in which the activity occurred
Task 6: Cleanup & Strategic Planning (1-2 sites)		
M	Enrollment in LRP (1-2 sites)	TBD
D	Analysis of Brownfield Cleanup Alternatives (ABCA) report(s) (1-2 ABCAs)	TBD
D	Property Profile Form (PPF) site-specific data updated in ACRES for each eligible site that will undergo investigation	No later than the 30 days after the end of the fiscal quarter in which the activity occurred