

(1) PROJECT AREA DESCRIPTION AND PLANS FOR REVITALIZATION**Target Area and Brownfields**

a. Overview of Brownfield Challenges and Description of Target Area: The city of Mason City, “The River City” of Meredith Wilson’s “The Music Man,” in north central Iowa serves as the county seat of Cerro Gordo County. This city was settled in 1853 at the junction of Lime Creek (Winnebago River) and Willow Creek and has a colorful history. Renowned architect Frank Lloyd Wright and his associates designed several structures within the community including the Stockman House, Park Inn Hotel, City National Bank, and the largest group of Prairie School style homes on a unified site in the Rock Crest and Rock Glen neighborhoods. John Dillinger, Baby Face Nelson, and their posse robbed the First National Bank of Mason City in 1934.

The establishment of the railroad in 1866 allowed the city to grow quickly, becoming a significant retail and manufacturing center in the Midwest. The lime, brick, and tile industry developed rapidly with the opening of the Northwest State Portland Cement Plant in 1906 and the Lehigh Portland Cement Company in 1910. At its height, Mason City was shipping the largest freight tonnage in the State of Iowa and producing more brick, tile, and Portland cement than any city in the world, with its nine brick companies. With the addition of the sugar beet and pork packing industries in the 1950s/1960s, Mason City became the largest urban center between Des Moines and Minneapolis. However, change came with the onset of the 1970s with loss of businesses, jobs, and the creation of brownfield sites. Economic hardship began with the loss of approximately 3,000 jobs (nearly 10% of the total city’s population) when major industries closed. American Crystal Sugar closed its plant in 1973, followed by Armour in 1974, Iowa Beef Processors in 1977, and finally the brickyards in 1979. The 1980s ushered in another blow with the farm crisis that caused an economic crisis of epic proportions throughout the Midwest, furthering the mass population exodus with a 4% decline between 1980 to 1990. While still trying to recover from the previous decades the city was dealt another blow in 2009 with the closure of the Holcim Cement Company (Northwestern State Portland Cement Plant), leaving 165 people without employment and a \$60 million deficit to the Iowa economy.

Mason City has a population is 27,135 according to the American Community Survey (ACS) 2023 5-year estimates. The economic downslide that began in 1970s resulted in decades of population decline (10% since 1970), concentrations of brownfields sites in the target area with over 600 facilities, according to Platform for Exploring Environment Records (PEER), and decreased property values. The target area of this cleanup project is the same as the city’s Community-Wide Assessment Grant which encompasses Cerro Gordo County Census Tracts 9503 and 9504.02, which has identified over 40 brownfields properties. The area is comprised of the city’s two prime commercial areas, Federal Avenue Corridor and the downtown, with Willow Creek the north/south halfway marker. The target area is comprised of 8,702 people and has a poverty rate as high as 17.1%, nearly double the city (10.6%) and county (11.7%) rates, according to the ACS 2023 5-year estimate. Past and current land uses within the target area include industrial, commercial, institutional, downtown mixed use, medical, office, and residential. Several adopted long-range planning documents including the *North Iowa Corridor Joint Comprehensive Plan 2024*, *Downtown Plan*, *South Federal Avenue Corridor Study*, and the *Willow Creek Master Plan* identify this area as a priority for redevelopment.

b. Description of the Proposed Brownfield Site: Mohawk Square is the proposed site for this cleanup application. Located at 220 East State Street, this 1-acre property is in a downtown fringe neighborhood that includes a vacant five-story building. The site was developed in 1918 as Mason City High School. Due to overcrowding from rapidly growing student population caused by the “baby boom” of 1946-1964 a new high school was constructed and opened in 1965. Following the high school’s closure the site housed the Mason City Junior College and then renovated into a public services office building that included the Cerro Gordo County Department of Public Health. Mohawk Square has remained vacant since a portion of its roof collapsed in May 2019 from a severe storm and heavy rains. This unfortunate situation has exposed its interior to natural elements causing extensive deterioration including structural weakness, mold, and water damage. With the previous owner’s lack of efforts to repair or rehabilitate the building and having an insufficient remedy to the building’s unsafe conditions, which

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included evidence of dead birds and animals, structural weakness in portions of the building and conditions not safe for human occupancy. In March of 2025, the City of Mason City filed a petition to have Mohawk Square declared an abandoned property and have the site legally awarded to the city. A recent inspection has revealed that the building is not safe for human occupancy.

The city utilized its current U.S. EPA Brownfields Community-Wide Assessment Grant to conduct Phase I and Phase II Environmental Site Assessments (ESAs) and a Supplemental Phase II ESA Asbestos Containing Materials Inspection (ACM). The Phase II ESA found that arsenic concentrations exceeded the Iowa Department of Natural Resources (IDNR) Statewide Standard (SWS) in all borings advanced on-site. However, no additional Resource Conservation and Recovery Act (RCRA) metals constituents were detected at concentrations greater than IDNR SWS. Based on the laboratory results compared to the applicable regulatory standards combined with the results of the IDNR Cumulative Risk Calculator, it is of the opinion that the detected soil concentrations represent a non-cancer risk to human health for site residents and site-worker non-cancer risk is acceptable. The non-cancer risk for a site resident should be re-evaluated if a targeted risk assessment is completed to develop a site-specific standard for arsenic. The Supplemental Phase II ESA ACM Inspection identified approximately **110,380** square feet, **40** linear feet, and **94** fixtures (sinks, lights, etc.) of ACM. With collapse of the roof in 2019 and the owner not repairing it has been deemed that 22,000 square feet of the structure will have to be regulated asbestos containing material (RACM) demolition.

Revitalization of the Target Area

c. Reuse Strategy and Alignment with Revitalization Plans: The cleanup and revitalization of Mohawk Square align with adopted city plans, North Iowa Corridor Joint Comprehensive Plan 2024 and Mason Housing Initiative 2023. Both plans identify improving housing options, opportunities, and affordability as a need with the community. Protecting health and the general welfare of the public while creating vibrant, healthy, and thriving neighborhoods is the goal of both plans. The removal of ACM from Mohawk Square removes a significant source of contamination exposure and allows for site redevelopment. The city's current U.S. EPA Brownfields Assessment Grant is currently undergoing an area-wide plan for the target area. Initial stakeholder and public engagement efforts have identified Mohawk Square as a prime site for residential redevelopment. Preliminary site plans call for a 100-unit multi-family complex to be constructed on the Mohawk Square site. The draft area-wide plan will be available for additional public comment on the Mason City Brownfields website (www.masoncitybrownfields.com).

d. Outcomes and Benefits of Reuse Strategy: The remediation of ACM within the Mohawk Square building is a critical first step in site redevelopment. Located just four blocks from Central Park (downtown square) the site is positioned as a prime site for residential redevelopment. The Mason City Housing Initiative Study found that the lack of new units and prevalence of older housing stock in Mason City illustrates that the community has a housing shortage. Rental housing is a top challenge for attracting new workers and families to Mason City. There is a demand for 800 units with rent prices between \$1,000 to \$1,400 per month. The proposed 100-unit multi-family development is anticipated to cost approximately **\$10 million** and will create **125 jobs** and generate **\$5.5 million** in taxes and revenue for local, state, and federal governments, according to data from the National Association of Home Builders. The city has interested developers in redeveloping the site into residential units that will incorporate energy efficient measures.

Strategy for Leveraging Resources

e. Resources Needed for Site Characterization/f. Resources Needed for Site Remediation/g. Resources Needed for Site Reuse: The city of Mason City has a proven history of securing funding from governmental and private sources to help fill funding gaps for brownfields projects. Since 2017 the city has secured over \$40 million for improvements within the target area. The table below highlights resources that have been invested into the site and resources planned for the revitalization of Mohawk Square.

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Resources Needed for Acquisition, Assessment, Remediation, and/or Site Redevelopment of Mohawk Square

Resource	Phase	Status	Details
Local Funds	Acquisition	Completed	The city utilized local funds to acquire the building through 657A Abandoned or Unsafe Buildings.
EPA Brownfields Assessment	Assessment	Secured	\$40,000 in assessment work completed on Mohawk Square from the city's \$500,000 assessment grant awarded. Available if further assessment work is needed.
Iowa Dept. of Natural Resources (IDNR) Brownfields	Cleanup	Unsecured	Up to \$25,000 available for site remediation.
EPA Brownfields Cleanup	Remediation	Applying	\$1,515,600 to remove ACM from Mohawk Square.
Iowa Economic Development Authority (IEDA) Brownfields/Grayfields Tax Credit	Remediation/Reuse	Unsecured	Up to \$1,000,000 in tax credits to clean up and redevelop the site.
Workforce Housing Tax Credits	Reuse	Unsecured	\$1 million in tax credits for the rehabilitation and creation of workforce housing units.
Local Funds	Reuse	Secure	\$125,000 in city funds towards cleanup and redevelopment activities of the Mohawk Square.
Local Funds	Reuse	Unsecure	Potential tax abatement, based on similar previous projects, is expected.

h. Use of Existing Infrastructure: Partnerships between the private and public sectors are not new to Mason City. While Mohawk Square is an infill development with access to existing utilities (streets, sidewalks, water, sewer, electricity, gas, etc.) the city understands that sometimes upfront public investments are needed to stimulate change. Initial investments in the public realm can create conditions for economic growth that are unlikely to happen spontaneously. The city has and will continue to utilize public investments in streets, water, sewers, parks, and civic facilities as tools to promote private development. While it is not anticipated that infrastructure improvements will be needed for the proposed reuse project, the city will continue its history of making public investments to stimulate economic development should the need arise during the redevelopment phase.

(2) COMMUNITY NEED AND COMMUNITY ENGAGEMENT

Community Need

a. The Community's Need for Funding: The City of Mason City has experienced several years of budget challenges, particularly from state policies which have decreased the city's ability to collect property taxes. The phase-out of the state's commercial property tax backfill and reduction in residential rollback along with implementation of Iowa House File 718 New Property Tax Law continue to put pressure on the city's budget. While the city's strong fiscal management has put the city in a good financial position, the city is facing real hardships from these policies. Since fiscal year 2022 the city has experienced a deficit between revenues and expenditures averaging \$4.8 million annually. This is on top of Mason City's small (26,865) and declining population (12% since 1960) and older housing, commercial, and industrial building stock. These outside factors limit the city's ability to generate additional tax revenues and thus have limited the city's ability to clean up Mohawk Square without outside funding. U.S. EPA Brownfields Cleanup Grant funding will greatly assist the community by providing the necessary remediation funding that is holding up the redevelopment of Mohawk Square into the very much needed affordable workforce 100-unit multi-family housing development.

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b. Health or Welfare of Sensitive Populations: The target area sensitive population is comprised of children and seniors representing 49.95% of the target area's population according to the U.S. Census. Minorities make up 18.39% of the sensitive population for the target area, which is higher than the city's rate of 13.84% (U.S. Census). The target area experiences a disproportionately population of low-income persons, higher than the nation, state, and City by up to seven percentage points (U.S. Census). Another indicator of the hardships experienced in this area is the considerable number of households receiving food stamp assistance, which is double the nation, state, and City's rates (U.S. Census). The area's housing stock is older; over 80% built before 1960 (U.S. Census), which contributes to its social vulnerability and environmental burden experienced in the area. The sensitive populations are disproportionately impacted by exposure asbestos contaminants. This is shown in the above normal rates for low life expectancy (76.4 years), high incidence rate for cancer (516 per 100,000), and asthma (3.84 crude per 10,000 for hospitalizations), according to the Iowa Department of Health and Human Services, which the Mohawk Square building's contamination is contributing to. Those living in lower-income areas may be at a higher risk of accidental exposure to environmental contaminants due to older building stock and limited financial means.

c. Greater Than Normal Incidence of Disease and Adverse Health Conditions: ACM poses a significant health risk when damaged or left to deteriorate. As described earlier, the physical condition of Mohawk Square is rapidly declining. Prolonged exposure to natural elements through continued roof failures will cause asbestos to become friable, thus putting residents of the nearby-low-income neighborhoods at risk. Introducing asbestos fibers into the lungs can cause known human carcinogen in the area already suffering from health threats. Recent health studies indicate exposure to carcinogens in the area is higher than other communities and counties in Iowa (see below).

- A University of Iowa study entitled *2025 Cancer in Iowa* lists Cerro Gordo County is classified in the highest rates category at 325 per 100,000 for estimated cases of new cancer diagnosis.
- The National Cancer Institute (NCI) lists Cerro Gordo County cancer incidence rate as 516 per 100,000 (twenty-first highest in the state), higher than both the U.S. (444.4) and Iowa (491.8) comparison points.
- Cerro Gordo County was ranked 83rd out of Iowa's 99 counties in terms of health factors (1 best to 99 worst) by County Health Rankings, a Robert Wood Johnson Foundation and University of Wisconsin Population Health Institute collaboration (smallest data set available). The rankings include factors such as high school graduation rates, obesity, smoking, unemployment, access to healthy foods, the quality of air and water, income inequality, and teen births. Potential exposure to numerous contaminants via direct contact, inhalation of airborne particulates, and vapor intrusion pathways negatively impact individuals within the target area.

The target area has a high prevalence of cancer, a low life expectancy rate (76.4 years) (Iowa Health and Human Service) and contains a considerable concentration of contaminated facilities. The numerous brownfield sites, especially Mohawk Square, are likely adversely impacting nearby residents and the environment. The high cancer incidences make it critical for the city to protect the health of all residents, especially those living near brownfield sites, like Mohawk Square. Remediating contamination at Mohawk Square will reduce exposure to known carcinogens. Revitalizing the urban core will benefit the sensitive population through improved community health, and access to affordable workforce housing.

d. Economically Impoverished/Disproportionately Impacted Populations: The target area, according to U.S. HUD has a 27.58% low-income population and a low- and moderate-income population of 51.20%. The area's history of disinvestment has led to legacy pollution with elevated levels of pollutants that have led to health risks and economic costs of its residents. The CDC's Social Vulnerability Index identifies the target area as having a high social vulnerability, which refers to demographic and socioeconomic factors that contribute to communities having an increase adverse effect from public health emergencies and other external hazards that can cause injury and disease. According to the EPA's UST Finder within 2,500 feet of Mohawk Square there are forty underground storage tank (UST) facilities and seventeen releases. This is in addition to the two superfund and two RCRA sites

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within 1.5 miles of Mohawk Square. The target area has a high lead exposure risk due to the number of homes built prior to 1950, according to the Iowa Department of Public Health. The cleanup and redevelopment of Mohawk Square will remove a contributing source of pollution exposure to the target area residents, while providing affordable workforce housing that will remove a source of blight.

Community Engagement

e. **Project Involvement/f. Project Roles:** Mason City has an established brownfields program that it will continue to utilize to promote the program, community engagement opportunities, and redevelopment of Mohawk Square. The table below provides a summary of the partner and the role they play.

Mason City Brownfields Program Partners	
Iowa Department of Natural Resources	
Mission:	To conserve and enhance our natural resources in cooperation with individuals and organizations to improve the quality of life in Iowa and ensure a legacy for future generations.
Contact:	Mel Pins Mel.pins@dnr.iowa.gov
Role:	Provide technical input on cleanup approach and additional grant funding if necessary.
North Iowa Corridor Economic Development	
Mission:	Foster growth and prosperity within the community by creating opportunities for everyone, from local entrepreneurs to major corporations.
Contact:	Shelley Oltmans shelley@northiowacorridor.com
Role:	Ensure resident and business involvement while assisting with the dissemination of program information. Will work with the city to get the site redeveloped.
Cerro Gordo Public Health	
Mission:	Support healthy communities through prevention, promotion, and protection to achieve a safer and healthier tomorrow.
Contact:	Kara Vogelsson kvogelsson@cghealth.com
Role:	Assist in answering health-related questions exposure to asbestos.
North Iowa Corridor Housing Development Corporation	
Mission:	Increase the supply of affordable housing.
Contact:	Chad Schreck cschreck@northiowacorridor.com
Role:	Help promote community engagement and the redevelopment of the site into housing.
Mason City Chamber of Commerce	
Mission:	Promote progressive community and economic development to benefit Chamber members and the North Iowa region.
Contact:	Colleen Frein cfrein@masoncityia.com
Role:	Assist with community engagement and site redevelopment efforts.
Main Street Mason City	
Mission:	Empowering our community's growth, Main Street Mason City is dedicated to fostering vibrant local businesses, enriching cultural experiences, and creating a welcoming atmosphere for all. Together we strive to revitalize our historic district, nurture a thriving economy, and celebrate the essence of Mason City's unique heritage.
Contact:	Lindsey James director@mainstreetmasoncity.com
Role:	Promote community outreach meetings and encourage downtown property owners to offer input.

North Iowa Youth Center	
Mission:	We inspire young people to believe that change is possible and that they play an important role in achieving it. We mobilize youth to live a healthy lifestyle with spirit, mind, and body for all.
Contact:	Regan Banks (641) 423-1883
Role:	Assist with community engagement efforts, especially reaching sensitive populations within the target area.

g. Incorporating Community Input: Mason City recognizes that community engagement is a vital component of a successful brownfields program and is essential in building social strength and program stability. The city is committed to informing the community of cleanup activities and progress, as this is a grassroots project, while seeking input and buy-in for the redevelopment of Mohawk Square. The development of a Community Input/Relations Plan (CI/RP) will guide the city's community engagement efforts ensuring that citizens, elected officials, local non-elected public officials, and ancillary organizations are engaged and able to provide input on cleanup and redevelopment efforts. The city will build off previous community engagement efforts by hosting two open house events (in person and/or virtual) at varying times and locations (such as churches, schools, or city hall) to keep citizens interested and aware of the program's progress, schedule, and proposed redevelopment. The city's brownfields program partners will help promote the program and disseminate information through in person interactions and their organization's social media. The city will work to keep interested citizens updated on the progress, findings, next steps, and a place to submit input through its brownfields program website (masoncitybrownfields.com). Annual program updates will be provided to the City Council, where the public will also have an opportunity to provide comments. A project specific brochure on the cleanup of Mohawk Square will be developed and will provide information on the site contamination, project milestones, timeline, potential redevelopment and how to provide input. Any new project technical reports, like the Analysis of Brownfields Cleanup Alternatives (ABCA), cleanup report, etc. will be added to the city's brownfields depository of reports available for public review at city hall.

(3) TASK DESCRIPTIONS, COST ESTIMATES, AND MEASURING PROGRESS

a. Proposed Cleanup Plan: The City of Mason City will competitively procure the services of a Qualified Environmental Professional (QEP) and a remediation contract(s) in accordance with 2 CFR §§ 200.317 through 200.327 and 40 CFR Part 261. The QEP will assist city staff in overseeing the response action of this project. The city will require the QEP to have the necessary qualifications and certifications (asbestos inspector and asbestos contractor/supervisor) to handle the cleanup of Mohawk Square. Asbestos was detected in 35 of the 293 samples analyzed from the property.

Mohawk Square ACM Material & Quantities	
Material	Quantities
Floor Tile, Adhesive, & Mastic	6,500 square feet
Ceiling Tile Puck Adhesive	102,000 square feet
Ceiling Texture	800 square feet
Roof Tar	1,000 square feet
Wall Adhesive	20 square feet
Pipe Insulation	20 linear feet
Sink Insulation	6 total
Light Fixture Insulation	25 total
Mudded Elbow	23 total

ACM ranges from <0.25% to 70% in the asbestos form of chrysotile. Abatement of all ACM (110,380 square feet, 40 linear feet and 54 fixtures) are identified in the ABCA, which is an integral part of cleanup activities and must follow State and Federal regulations. Therefore, this project will develop a comprehensive project design manual. The document will define the expectations of the city, requirements of the work, scope of the project, and will

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ultimately be used as part of the bid process the cleanup. Abatement of asbestos shall be performed only by a properly trained, licensed, and insured contractor. The cleanup contractor must be aware and follow 40 CFR Part 61, Subpart M and 40 CFR Part 261. Abatement of the interior ACMs will occur within containment under negative air pressure and containment associated with friable materials will include a three-cell decontamination unit with a shower. Following completion of asbestos abatement, the QEP will complete a visual clearance to ensure asbestos material has been removed. Once the visual clearance has passed, the QEP will then collect air clearance samples as documentation the containment was thoroughly cleaned and is safe for reentry. ACM will only be disposed of at the identified landfill that accepts ACM. When selecting a cleanup contractor, the city will focus on qualifications and cost. This process will evaluate previous work experience, skills in a similar work environment, length of service history, and business or company stability, along with cost. The Site contractor for cleanup activities will be someone with all required credentials. This cleanup will be planned in rigorous detail.

Description of Task/Activities and Outputs

Task 1: Cooperative Agreement Oversight	
b. Project Implementation	<p><u>EPA Funded Activities:</u> EPA cooperative agreement (CA) execution, compliance, and oversight. EPA Funded Activities: Solicitation, selection, and contracting of QEP using EPA acceptable procedures. •Reporting: Quarterly progress and ASAP account management; ACRES; Annual disadvantaged business enterprise and federal financial report; Final cleanup and closeout reports •Travel and attendance at National Brownfields conference •Coordination with state and federal agencies.</p> <p><u>Non-EPA Funded Activities:</u> Workplan</p>
c. Anticipated Project Schedule:	<p>Quarters 1 – 16: The solicitation and selection of the QEP will be completed within the first quarter following the execution of the CA. Quarterly and annual reports will be submitted within 30 days of the end of the quarter/year. •ACRES updated at the same time as quarterly report submittal. •Final reports submitted when cleanup is complete. •Conference attended during the 4-year grant term.</p>
d. Task Lead:	City Administrator (CA), Deputy City Administrator & Finance Director (DCAFD) and Grant Administrator (GA)
e. Outputs:	•Executed CA •QEP Procurement & Selection •Quarterly, Annual, and Final Reporting •ASAP Account Management •Attendance at National Brownfields Conference
Task 2: Community Engagement	
b. Project Implementation:	<p><u>EPA Funded Activities:</u> This task involves conducting community engagement activities to inform the public about cleanup plans, implementation, and redevelopment of Mohawk Square while providing opportunities for the public to provide feedback. Emphasis will be on the target area. Activities include outreach events, updating the city's brownfields website, and creating a project brochure. An Administrative Record of all relevant cleanup documents will be posted and made available to the public.</p> <p><u>Non-EPA Funded Activities:</u></p>
c. Anticipated Project Schedule:	<p>Quarters 1-16: Website – Quarter 1; Community Involvement/Relations Plan (CI/RP) – Quarter 1; Brochure – Quarter 2; Open House Events – Quarters 3, 8; City Council Updates – Quarters 4, 8, 12, 16</p>
d. Task Lead:	CA, GA and Development Services Director (DSD)

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e. Outputs:	•Community Input/Relations Plan •Project Brochure •Update Brownfields Website •Open House Event (2) •Annual City Council Updates •Attendance at National Brownfields Conference
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Task 3: Cleanup Planning

b. Project Implementation:	<u>EPA Funded Activities:</u> Prior to site remediation work, the QEP will prepare a Site-Specific Quality Assurance Project Plan (QAPP) including the Health & Safety Plan (HASP), ensure NHPA/Section 106 Compliance, finalize the ABCA (draft presented to public as part of the application process), develop Cleanup Plans and Bid Specs, and conduct the bidding process.
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Non-EPA Funded Activities:

c. Anticipated Project Schedule:	This task will begin after a QEP has been selected and is anticipated to be completed by the end of quarter 4.
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d. Task Lead:	CA, GA, and DSD
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e. Outputs:	•Final ABCA •Site-specific QAPP •HASP •NHPA/Section 106 compliance •Cleanup plan •Technical specifications for site cleanup •Bid specifications •On-site pre-bid meeting •Bid results/tabulation •Remediation contract •Permits
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Task 4: Cleanup Activities

b. Project Implementation:	<u>EPA Funded Activities:</u> This task includes the cleanup work and monitoring of ACM remediation, post-remediation confirmation sampling, and regulatory compliance
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Non-EPA Funded Activities:

c. Anticipated Project Schedule:	Quarters 5 – 16
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d. Task Lead:	CA, GA and DSD
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e. Outputs:	•Pre-construction meeting •Davis Bacon records •Remediation of contamination •Monitoring for Regulatory Compliance/confirmation sampling •Post removal action cleanup report
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f. Cost Estimates:

Budget Categories		Project Tasks (\$)				Total
		Task 1	Task 2	Task 3	Task 4	
Direct Costs	Personnel ¹	\$6,000	\$7,000	\$5,000	\$7,000	\$25,000
	Fringe Benefits ²	\$1,700	\$2,000	\$1,300	\$2,000	\$7,000
	Travel ³	\$2,500	\$2,500	-	-	\$5,000
	Equipment ⁴	-	-	-	-	-
	Supplies ⁵	-	\$1,200	\$1,300	-	\$2,500
	Contractual (QEP) ⁶	\$19,150	\$12,300	\$30,000	\$150,000	\$211,450
	Contractual (Remediation) ⁷	-	-	-	\$900,000	\$900,000
	Construction ⁸	-	-	-	-	-
	Other ⁹	\$650	-	-	-	\$650.00
Total Direct Costs		\$30,000	\$25,000	\$37,600	\$682,400	\$1,151,600
Indirect Costs		-	-	-	-	-
Total Budget		\$30,000	\$25,000	\$37,600	\$682,400	\$1,515,600

Budget Explanations

¹Personnel: CA has an hourly wage of \$114.38; DCAFD has an hourly wage of \$85.56; GA has an hourly wage of \$30.53, DSD has an hourly wage of \$66.31 for an average hourly rate of \$74.20. It anticipated that staff would spend 337 hours on the project for a total of \$25,005.40 (round down to \$25,000)

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² Fringe Benefits: CA has an hourly fringe benefit wage of \$27.96; DCAFD has an hourly fringe benefit wage of \$23.03; GA has an hourly fringe benefit wage of \$13.63; DSD has an hourly fringe rate of 19.31 for an average hourly rate of \$20.98. With 337 hours planned the total fringe benefits equal \$7,070.26 (round down to \$7,000).
³ Travel (to attend EPA Brownfields Conference/Training): Airfare - \$1,500 (2 people x 750 each); Mileage to airport - \$175 (266 miles x 0.70 per mile (round down)); Airport Parking - \$125 (5 days x \$25); Hotel - \$2,400 (2 rooms x \$300 per night for 4 nights); Meals - \$800 (round down) (based on the federal per diem rate of \$92 per day and \$69 on the first and last days of travel for 5 days for two people) (Total: \$5,000)
⁴ Equipment: None budgeted for this project.
⁵ Supplies: Includes the purchase of a computer for city staff to manage the program.
⁶ Contractual (QEP costs): Reporting/Cooperative Agreement Requirements: \$19,150 (153 hours x \$125 per hour = \$19,150 (round up)); Community Engagement: \$12,300 (98 hours x 125 per hour (round up)); Cleanup Planning (final ABCA, NEPA/Section 106, project specifications, health and safety plan; and cleanup bidding): \$37,600 (300 hours x \$125 per hour); Cleanup Monitoring (on-site cleanup monitoring, air monitoring, final inspection, Davis Bacon, Post-Removal Action Cleanup Report, and lab analysis for sampling: \$73,400 (550 hours x \$125 = \$68,750 + \$4,650 for lab sample processing, mileage, supplies, per diem, and hotels) (costs determined by an average hourly rate of \$125 from QEPs in the state).
⁷ Contractual (Cleanup): An asbestos abatement contractor provided a remediation rate range of \$4.80 to \$7.20 a square foot. Based on these numbers the remediation of Mohawk Square is estimated to cost \$600,000.
⁸ Construction: None budgeted for this project
⁹ Other: Registration for National Brownfields Conference \$325 x 2 = \$650

g. Plans to Measure and Evaluate Environmental Progress and Results: Mason City will develop a project tracker to monitor the status of outputs and anticipated short- and long-term outcomes to allow for easy project monitoring and reporting to EPA (quarterly, annual, and grant closeout reports) and into ACRES. Quarterly reports will list accomplishments and planned activities for the next quarter. Project tracking will include: (1) community input/relations plan (2) number attendees at community open house events; (3) number of comments/inputs submitted via the brownfield's website; (4) number of attendees/inputs received during city council meeting updates; (5) number of acres cleaned up; (6) amount of ACM removed; (7) number of jobs created. As necessary, the city will refine the project schedule/milestones as part of the Cooperative Agreement (CA) Work Plan to ensure all activities are completed within the four-year period of performance. The city will continue to update ACRES as progress is made on the site.

(4) PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE

Programmatic Capability

Organizational Structure/b. Description of Key Staff: The City of Mason City has the necessary processes, procedures, and systems in place to ensure successful completion of all technical, administrative, and financial components of the grant. Mason City has a proven record of successfully achieving project objectives, reporting, implementing programmatic requirements of both state and federal grant programs. This includes managing grant funds from EPA, Department of Justice, Department of Homeland Security, and Department of Transportation. Mason City operates under the mayor-council form of government with daily operations overseen by the city administrator. Policy-making and legislative authorities are vested in a mayor and six council members. The City Council is responsible for passing ordinances and resolutions. The City Administrator is accountable to oversee the day-to-day management of the city and that City services are delivered and provided to the citizens efficiently and effectively. The finance department administers the city's finances, information technology coordinator, geographic information system analyst and maintains the city's financial records, which includes monthly records of receipts, expenditure, and account receivable billings as well as payments to vendors. The finance department has received 22 Certificate of Achievement for Excellent in Financial Reporting and four Distinguished Budget Presentation Awards. The Development Services Department is responsible for implementing the vision for the

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community's overall growth and development as found in the Comprehensive Plan and further defined by the city's Zoning and Subdivision Ordinance.

With over a decade of city administration experience, including grant management, *Mr. Aaron Burnett, City Administrator*, will serve as the Project Manager and is responsible for overseeing the grant. Mr. Burnett began his service with the city of Mason City in 2018. As the first administrator for the city of Keokuk, Iowa, he established a strong culture of professional city management within the City and received the Iowa City Manager of the Year award for 2017. Additionally, Mr. Burnett was recognized by the International City/County Management Association with the designation of Credentialed Manager. He is a graduate of the University of Iowa and has a Master of Public Administration from the University of Nebraska at Omaha. The City's *Deputy City Administrator and Finance Director, Brent Hinson* has worked in city government for over 20 years, serving the cities of Iowa Falls, Garner, Washington, and Mason City. Mr. Hinson is an ICMA Credentialed Manager and holds a Master of Public Administration from Drake University. He will provide a supporting role in fiscal management of the grant. The *Director of Development Services, Steven Van Steenhuyse*, AICP, has been with the city since 2012, after eight years consulting. Mr. Van Steenhuyse will support Mr. Burnett with project management, city permitting, monitoring, and reporting. The City's *Grant Administrator Rachel VanHauen* holds a Bachelor of Arts from the University of Northern Iowa with an emphasis on non-profit management. Ms. VanHauen will support Mr. Burnett with project management and grant reporting activities. She remains up to date on grant and project management through courses, including the Community Development Block Grant and the Department of Justice's Grant Financial Management Training. Each staff member is actively engaged in managing the city's current EPA Brownfields CA.

c. Acquiring Additional Resources: The city will prepare a Request for Proposals/Qualifications to procure a QEP. The city will focus on securing the services of a firm experienced in performing environmental cleanups and familiar with program requirements. The city envisions its role will include providing overall management of the QEP's work, implementing public involvement, and assuming responsibility for the fiscal management of the program (draw requests, quarterly reports). In addition, the city will issue a Request for Proposals and hire a qualified environmental remediation firm to assist with the cleanup of Mohawk Square. All hiring for this program will follow federal, state, and local procurement policies. The city will also require that all firms have adequate experience and hold the appropriate state certifications/licenses to work on projects involving hazardous materials. Mason City will utilize Iowa's Targeted Small Business (TSB) Program and the Iowa Department of Transportation Disadvantaged Business Enterprise (DBE) Program to promote project work to women, individuals with minority status, service-disabled veterans, and individuals with disabilities.

Past Performance and Accomplishments

d. Currently Has EPA Brownfield Grant: (1) Accomplishments/(2) Compliance with Grant Requirements: *The \$500,000 Community-Wide Grant (start date of October 1, 2023)* awarded was to conduct 15 Phase I and 8 Phase II ESAs, 3 supplemental ACM/lead-based paint inspections, 4 site specific cleanup plans and community engagement and revitalization planning. The city is just beginning year three of the four-year grant and is on track to meet or exceed workplan milestones/tasks. The city is on track to meet or exceed all milestone outputs. To date the program has completed 12 Phase I and 3 Phase II ESAs and 1 site cleanup plan. The city has held four out of the five required public meetings/open house events/presentations and is underway with revitalization planning. All programmatic requirements have been met, including, but not limited to, the required quarterly reports, annual reports, ACRES reporting and financial reports.