



Prepared Workbook

**Process for Risk Evaluation,
Property Analysis and Reuse Decisions**



Who is this Workbook for?

- Target audience – local governments considering the reuse of contaminated properties.
- Also be useful to states, counties, tribes and quasi-governmental redevelopment entities.
- EPA has piloted the workbook for municipal officials and regional planning agencies in April 2012 in Vermont.
- Will continue outreach in 2012/2013.

What is covered in the Workbook?

- PREPARED is an acronym – Process for Risk Evaluation, Property Analysis and Reuse Decisions.
- Key questions covered – will the selected property recovery action achieve project goals?
- Is the project financially viable and realistic?
- Are the necessary resources available?
- Are the risks acceptable?

What is in the PREPARED Workbook?

- PREPARED is a risk management framework for evaluating various actions that a local government might take to bring about a desired reuse at contaminated properties that it does not currently own. These actions are referred to in the Workbook as property recovery actions.
- Worksheets are also provided to help document and guide the evaluation process.

Worksheet #1: Establishing Project Goals

Project Name/Identifier:

General Property Description

- Number of Parcels:
- Tax Map Parcel Number(s):
- Address(es):
- Parcel Size (Acres):
- Current Zoning:
- Existing Structures on Parcels (Please list):
- Current Appraised Value:
- Brief Description of Past Use (e.g., service station, manufacturing facility):
- Other:

Worksheet #1: Establishing Project Goals (cont.)

Project Parameters (*See Sections 2.2, 2.3 and 2.4*)

What is the desired outcome of the redevelopment?

How important is the redevelopment?

How time critical is the redevelopment?

Describe any known budgetary or other constraints.

Is this property linked to or part of a larger redevelopment effort? [Y/N/Unknown]. If so, how does that affect the property-specific goals (e.g., timing, budget, necessity, coordination)?

Would the future uses be restricted to current zoning? [Y/N/Unknown]. Describe.

Describe any other relevant factors?

Project Goals

State the project goals.

Worksheet #2: Reuse Assessment

- What are the potential reuses being considered for the property?
- Are these uses consistent with the existing municipal master plan, zoning, and other planning documents? [Y/N/Unknown]. Describe.
- What is the level of support for these uses from municipal officials? The community? Other key stakeholders?
- Has a community needs assessment been conducted? [Y/N/Unknown]. If yes, summarize key findings.
- Does it support the intended uses? [Y/N/Unknown]. Describe.
- Has an opportunities and constraints analysis been conducted? [Y/N/Unknown]. If yes, summarize key findings.
- Does it support the intended uses? [Y/N/Unknown]. Describe.
- Has a marketing study been conducted? [Y/N/Unknown]. If yes, summarize key findings.
- Does it support the intended uses? [Y/N/Unknown]. Describe.
- Have any other relevant studies been conducted regarding the reuse of the property? [Y/N/Unknown]. If yes, summarize key findings.

Worksheet #2: Reuse Assessment (cont.)

- Has an evaluation of the property's suitability for the intended use been done? [Y/N/Unknown]. If yes, summarize key findings, including physical features of the property that would limit or support future uses (e.g., parcel size, topography, road access).
- Has a preliminary financial feasibility analysis of intended future reuses been performed to determine whether those uses are realistic? [Y/N/Unknown]. If yes, summarize key findings.
- Are there interested buyers/developers for the property? [Y/N/Unknown]. Describe.
- If so, what partnering role might they play in assessing, cleaning up or redeveloping the property?
- Are there infrastructure issues that need to be addressed (e.g., access roads, utilities)? [Y/N/Unknown]. Describe.
- Are there other known or anticipated complicating factors or other considerations relating to the redevelopment? [Y/N/Unknown]. Describe.
- Are there significant data gaps that should be prioritized as part of future information gathering efforts? [Y/N/Unknown]. Describe.
- Is there any other relevant information that should be considered? [Y/N/Unknown]. Describe.

Worksheet #3: Preliminary Screening of Property Recovery Actions

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Action Eliminated	Action under consideration	Property Recovery Actions
<input type="checkbox"/>	<input type="checkbox"/>	<p>Acquisition and long-term ownership</p> <ul style="list-style-type: none"> Briefly describe the property recovery action. Briefly summarize the basis for eliminating or keeping this action under consideration. If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Acquisition and interim ownership with subsequent transfer to a 3rd party</p> <ul style="list-style-type: none"> Briefly describe the property recovery action. Briefly summarize the basis for eliminating or keeping this action under consideration. If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Acquisition and “simultaneous” transfer to a 3rd party</p> <ul style="list-style-type: none"> Briefly describe the property recovery action. Briefly summarize the basis for eliminating or keeping this action under consideration. If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Leasing by the municipality</p> <ul style="list-style-type: none"> Briefly describe the property recovery action. Briefly summarize the basis for eliminating or keeping this action under consideration. If this option is still under consideration, briefly identify significant issues and information needs.

Worksheet #3: Preliminary Screening of Property Recovery Actions (cont.)

<input type="checkbox"/>	<input type="checkbox"/>	<p>Collaboration with the property owner</p> <ul style="list-style-type: none"> • Briefly describe the property recovery action. • Briefly summarize the basis for eliminating or keeping this action under consideration. • If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Transfer tax liens</p> <ul style="list-style-type: none"> • Briefly describe the property recovery action. • Briefly summarize the basis for eliminating or keeping this action under consideration. • If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Other Property Recovery Action</p> <ul style="list-style-type: none"> • Briefly describe the property recovery action. • Briefly summarize the basis for eliminating or keeping this action under consideration. • If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Collaboration with the property owner</p> <ul style="list-style-type: none"> • Briefly describe the property recovery action. • Briefly summarize the basis for eliminating or keeping this action under consideration. • If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Transfer tax liens</p> <ul style="list-style-type: none"> • Briefly describe the property recovery action. • Briefly summarize the basis for eliminating or keeping this action under consideration. • If this option is still under consideration, briefly identify significant issues and information needs.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Other Property Recovery Action</p> <ul style="list-style-type: none"> • Briefly describe the property recovery action. • Briefly summarize the basis for eliminating or keeping this action under consideration. • If this option is still under consideration, briefly identify significant issues and information needs.

Worksheet #4: Due Diligence

Project Name/Identifier

Property Description

Briefly describe the property including size of property and number of buildings.

All Appropriate Inquiries [Section 4.7.1]

Have the requirements for all appropriate inquiries been met? [Y/N/Unknown]. Describe.

Property History [Section 4.7.2]

What are the prior land uses and activities?

Who were the prior owners and tenants of the property?

Are there past development or reuse plans prepared for the property that can inform the due diligence or reuse planning process? [Y/N/Unknown]. If yes, summarize relevant information and findings.

Describe any other relevant factors relating to property history that should be considered during the evaluation and reuse planning process.

Worksheet #4: Due Diligence (cont.)

Current Property Status [Section 4.7.3]

What is the ownership status (e.g., private, abandoned, publicly owned)?

Is there clear title to the property? [Y/N/Unknown]. If no or unknown, describe.

What is the current land use of the property?

What is the current zoning and relationship of the property to local master plans and other planning studies?

Are buildings, structures or areas of the property of historical importance? [Y/N/Unknown]. Describe.

Are there other relevant factors (e.g., physical condition of structures, access to property, ecological issues) relevant to property status that should be considered during the redevelopment planning?

Property Appraisal [Section 4.7.4]

What is the appraised value of the property?

Describe any other relevant factors (e.g., limitations or conditions associated with an appraisal, significant variability in appraisals) relating to property appraisal that should be considered during the redevelopment planning.

Worksheet #4: Due Diligence (cont.)

Regulatory Status [Section 4.7.5]

What federal and/or state cleanup statutes are potentially applicable to the property?

Have federal- or state-mandated cleanup actions already been or are likely to be conducted at the property? [Y/N/Unknown]. Describe.

Have potentially responsible parties been identified for the property? [Y/N/Unknown]. Describe.

Is the municipality already or likely to be a potentially responsible party? [Y/N/Unknown]. Describe.

Describe any other relevant factors (e.g., specific regulatory requirements, permits, violations) relevant to regulatory status that should be considered during the redevelopment planning.

Environmental Conditions [Section 4.7.6]

Is there a known or suspected environmental condition on the property? [Y/N/Unknown]. If yes, provide a brief summary of each known or suspected environmental condition.

Are there data gaps either identified or indicated in the Environmental Assessments? [Y/N/Unknown]. Describe.

What regulatory oversight has occurred or is occurring for environmental investigations/studies and cleanup?

Has the validity of data and other information or conclusions in previous environmental investigations/studies been evaluated? [Y/N/Unknown]. Describe.

Do existing environmental investigations/studies and cleanups address off-site sources of contamination?
[Y/N/Unknown]. Describe.

Worksheet #4: Due Diligence (cont.)

Environmental Conditions [Section 4.7.6] (cont).

Have hazardous substances associated with activities on the property been identified on adjacent properties or are hazardous substances expected to migrate beyond the property boundaries? [Y/N/Unknown]. Describe.

Do existing environmental investigations/studies and cleanups address asbestos, lead-paint and other hazardous materials that were used in the construction of buildings and other structures? [Y/N/Unknown]. Describe.

Do existing environmental investigations/studies and cleanup address all areas of the property? [Y/N/Unknown]. Describe.

Are there known or believed to be serious, immediate threats to human health and the environment associated with the environmental condition identified on the property? [Y/N/Unknown]. Describe.

For properties where cleanup has occurred, are the existing activity and land use assumptions and cleanup goals consistent with the planned or intended uses of the property? [Y/N/Unknown]. Describe.

Are there health studies that suggest a possible link between releases from the property and adverse health impacts on humans? [Y/N/Unknown]. Describe.

Are long-term cleanup-related treatment systems or other engineering controls in place or planned? [Y/N/Unknown]. Describe.

Are there other factors (e.g., significant additional assessment requirements, restrictions on obtaining additional information) relevant to environmental conditions status that should be considered during the redevelopment planning? [Y/N/Unknown]. Describe.

Worksheet #4: Due Diligence (cont.)

Environmental Restrictions [Section 4.7.7]

Are there environmental restrictions implemented or identified for the property? [Y/N/Unknown]. Describe.

Describe any other relevant factors (e.g., long-term stewardship requirements, condition of the restriction) relevant to environmental restrictions that should be considered during the redevelopment planning.

Other Information

Has a cleanup action plan been developed for the property? [Y/N/Unknown]. Describe. If yes, is the proposed cleanup action consistent with the potential future use? [Y/N/Unknown]. Describe.

Describe any other relevant factors relevant to the property that should be considered during the evaluation and reuse planning process.

Worksheet Completed By:

Name:

Title:

Representing:

Date:

Worksheet #5: Identification and Prioritization of Redevelopment Obstacles

Property Recovery Action: _____

<i>Describe potential redevelopment obstacles/issues</i>	<i>Priority</i>	<i>Additional information</i>

Worksheet #6: Identification of Potential Risks and Actions to Resolve Information Gaps

Property Recovery Action: _____

<i>List the redevelopment obstacles (from Worksheet # 5.</i>	<i>Priority</i>	<i>Identify project risks associated with redevelopment obstacles.</i>	<i>Are actions planned to resolve data gaps?</i>	<i>Identify potential actions planned to resolve data gaps.</i>	<i>Identify potential risk management tools & approaches needed to implement these actions</i>	<i>Comments</i>

Worksheet #7: Identification of Risk Management Tools

Property Recovery Action: _____

<i>List redevelopment obstacles for which no further action is planned to resolve data gaps (Indicated by a "no" in column 4 of Worksheet # 6).</i>	<i>Priority</i>	<i>Identify potential risks associated with redevelopment obstacles (from column 3 of Worksheet #6)</i>	<i>Identify potential risk management tools or actions to address potential risks</i>	<i>Are Risks Acceptable?</i>	<i>Comments</i>

Contact Information

- PREPARED Workbook and worksheets can be downloaded at:
<http://www.epa.gov/region1/brownfields/prepared>.
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