



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

For Local Governments Considering the Reuse of Contaminated Properties

### What is the PREPARED Workbook?

The Prepared Workbook is a roadmap for all public and community entities planning to become involved in brownfields redevelopment. This workbook will help users understand how to navigate and coordinate all appropriate inquiry with redevelopment planning within the framework of organizational decision-making. Users of this guide will be able to identify, document, and communicate key decisions to internal and external stakeholders such as co-workers, city councils, and community stakeholders. The process laid out in the worksheets associated with this guide allows users to set a goal and then amend the goal as new information is gathered. This document was created by USEPA New England and Vita Nuova LLC.

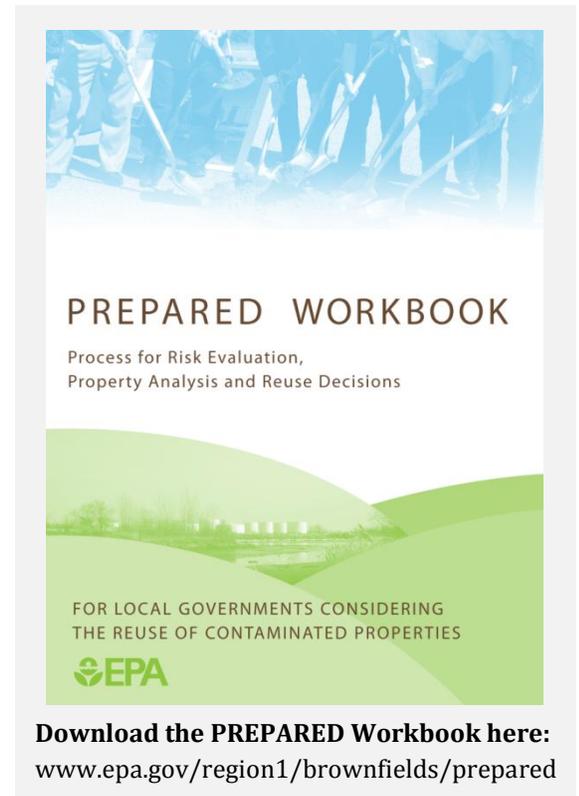
### How can communities use this new tool?

When a community is considering active involvement in a brownfields site, this workbook and associated tools can help guide the community. In order to help facilitate the use of this tool, we offer the following services:

#### One-day Workshops

We offer two workshop options:

1. Introduction to the PREPARED WORKBOOK: A one-day training workshop focusing on presenting the PREPARED Workbook features and uses
2. Implementation of the PREPARED WORKBOOK Process: A one-day facilitation workshop guiding participants through the PREPARED Workbook process with actual sites that participants bring to the event



Download the PREPARED Workbook here:  
[www.epa.gov/region1/brownfields/prepared](http://www.epa.gov/region1/brownfields/prepared)

#### Technical Assistance

Leaders in redevelopment are available to work through strategic issues related to site redevelopment and disposition with the community team on an as-needed basis.

#### Personalized Webinars

Our experts can prepare personalized webinars to address your team's concerns and train key personal and consultants in the use of this tool and to help address key risk management issues.

*These activities may be reimbursable through your USEPA brownfield assessment grant. For more information on eligibility contact your EPA project officer or brownfields coordinator from the regional EPA brownfields office.*

## Workshop Option #1 – Introduction to the PREPARED Workbook



Workshop option #1 is a training course that introduces participants to the PREPARED Workbook, its features, uses, and associated process.

Redeveloping contaminated properties often involves unique project risks that must be understood and

effectively managed. This Workshop is designed to participants systematically work through that process utilizing EPA's PREPARED Workbook.

Workshop participants will evaluate the facts of a realistic case study, identify potential issues, discuss options for addressing those issues, and plan a strategy for moving the decision process forward. The interactive format draws on the collective expertise of both the instructors and Workshop participants to ensure that these discussions will be robust, informative, and relevant to local properties and communities. Short presentations on germane topics will be interwoven throughout the Workshop to help inform the discussions. In addition, a session at the end of the day will provide the opportunity for participants to raise issues and questions regarding actual properties.

### Workshop Objectives

- Support municipal involvement and decision-making in the redevelopment process
- Enable communities to collaborate more effectively to bring about redevelopment of contaminated properties
- Enhance interaction with outside legal and technical consultants, developers, lenders, and regulatory agencies

### Learning Goals

Provide hands-on training in using the PREPARED Workbook and worksheets to:

- Establish realistic project goals
- Identify potential options for achieving those goals
- Identify and prioritize potential barriers and factors that contribute to project risk
- Optimize the cost and effectiveness of the due diligence process by tailoring it to project priorities and specific information needs
- Learn about important tools and approaches for managing project risk and how to apply them to actual redevelopment projects



## Workshop Option #2 – Implementation of the PREPARED Workbook Process

Workshop option #2 is a more interactive course where instructors help guide participants through the PREPARED Workbook process as it relates to specific properties that participants bring to the event.

Participants in this workshop will:

- Learn to use EPA’s new tool for redeveloping sites-the Prepared Workbook
- Learn to use the PREPARED Workbook worksheets
- Learn how to focus a brownfields project toward realistic redevelopment goals
- Develop strategies for overcoming complex barriers to redevelopment
- Identify funding sources for projects
- Address project risks stemming from federal and state environmental liability, financial risk, and community issues



Prior to the workshop, participating communities will identify key sites and prioritize one or two for use in the workshop. They will then use the worksheets from the PREPARED workbook to develop a strategy for moving the site toward redevelopment. Participants will work with experts in funding, redevelopment, and other issues associated with brownfields. Each participant will receive a guide of current state and federal funding opportunities.

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## Post-Workshop Technical Assistance Options

### *Resources Available through the Redevelopment Institute*

The Redevelopment Institute is an online education portal that offers educational resources relating to redevelopment. After attending a PREPARED Workbook training event, participants can access follow-up training in the following formats via the Redevelopment Institute:



#### **Virtual Classroom – Online Video Modules**

The Redevelopment Institute has produced video training modules for each module of the PREPARED Workbook. If participants wish to review aspects of the course on their own after the workshop, they can do so via video modules that are viewable on-demand.



#### **Webinars**

Leaders in redevelopment can prepare personalized webinars to address a community's unique concerns and train key personal and consultants in the use of this tool and to help address key risk management issues.



#### **Technical Assistance**

Our experts are available to work through strategic issues related to site redevelopment and disposition with the community team on an as-needed basis.



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## Additional Information

*These activities may be reimbursable through your USEPA brownfield assessment grant. For more information on eligibility contact your EPA project officer or brownfields coordinator from the regional EPA brownfields office.*

*For more information on the PREPARED Workbook, scheduling a workshop, or resources available through the Redevelopment Institute, please contact:*

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