

## Instructions for Worksheet # 5: Identification of Potential Obstacles and Risks and Actions to Resolve Information Gaps

### Identification of Potential Obstacles and Risks and Actions to Resolve Information Gaps (Worksheet # 5)

[Worksheet # 5](#) is used to document potential obstacles and their related risks along with any data gaps that have been identified. A worksheet should be completed for each property recovery action and property reuse under consideration.

*The original PREPARED Workbook Worksheet # 5 and Worksheet # 6 have been combined into a single Worksheet # 5 presented here.*

#### Project Name/Identifier

Enter the short name for your project that was used on Worksheet # 1a.

#### Property Recovery Action

Enter the property recovery action being evaluated

#### Obstacles (Column 1)

Anything that would affect the decision to redevelop a property is considered an obstacle. These can include:

- Economic limitations (e.g., project feasibility, environmental cleanup requirements, and funding sources)
- Legal challenges (e.g., property acquisition, transfer, ownership, contractual requirements, and potential regulatory or other liability issues)
- Regulatory hurdles (e.g., regulatory requirements and approvals)
- Community concerns (e.g., quality of life, environmental justice, and general support for the project)
- Development issues (e.g., permits, zoning changes, timing or phasing of the property activities, and the impact of cleanup on the development activities)
- Management considerations (e.g., long-term operation and maintenance of the new use and potential cleanup activities)

See [Chapter 5](#) of the PREPARED workbook for additional information. Common reuse obstacles are described in [Figure 5.1](#) of the PREPARED Workbook.

Enter each obstacle and brief discussion of why this issue is an obstacle to reuse in column 1 of Worksheet #5. The process of identifying reuse obstacles is iterative. As due diligence proceeds and more information is obtained, certain obstacles may be eliminated or revised, or new obstacles may be identified.

#### Priority (Column 2)

Prioritize each obstacle in the context of the overall reuse. This can be accomplished by assigning a sequential value such as 1 to 10 or a qualitative value such as high, medium, or low. The purpose is to focus on the obstacles and associated risks that will have the greatest impact on the decision to move forward with a property recovery action.

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### Potential Risks (Column 3)

Risk refers to the probability of either a favorable or unfavorable outcome, but is generally associated with an unfavorable outcome (e.g., a chance of injury, damage, or loss). Risk can be:

- a legal liability (e.g., environmental and other regulatory, common law) (See [Chapter 7](#) and [Appendix D](#) of the PREPARED Workbook),
- a financial liability (e.g., potential monetary loss on an investment, liability for unanticipated costs) (See [Chapter 8](#) of the PREPARED Workbook), or
- community issues (e.g., health consequences, neighborhood impacts, employment) (See [Chapter 9](#) of the PREPARED Workbook).

Risks can also be expressed as uncertainties about an issue. Uncertainty can be associated with information that is:

- potentially available, but unknown (e.g., data gaps in sampling and analysis), or
- that must be inferred because it involves an event that has not yet occurred and is not fully within one's control (e.g., future enforcement action, law suits).

Describe the potential uncertainties and other risks that are associated with each reuse obstacle based on the municipality's current understanding of the property. More than one risk may be associated with a reuse obstacle and each should be listed separately. Where the same risk is associated with several different reuse obstacles, the risk should be listed with each obstacle. See [Chapter 6](#) of the PREPARED workbook for additional information.

### Data Gaps (Column 4)

An obstacle may be identified because of the lack of data or incomplete nature of available data. In some cases, collection of additional data can resolve or eliminate an obstacle. Indicate whether any actions are needed to resolve data gaps or better define a risk (e.g., Phase I or Phase II Environmental Site Assessment, additional site investigation, negotiations with owners or responsible parties). If additional actions are needed, describe the potential actions needed or planned.

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