



Council of Development Finance Agencies (CDFA)

Brownfields Project Response Team

Services provided by CDFA:

The goal of the Project Response Team site visit is to provide the selected community or organization with informed, specific, and actionable financing strategies for transforming brownfield site(s). Funded by the U.S. Environmental Protection Agency (EPA), CDFA staff and advisors will:

- Develop a good understanding of the project by discussion with key stakeholders as identified by the Community
- Address redevelopment financing challenges of development on the brownfield site
- Facilitate meetings with project stakeholders to gather information
- Evaluate potential financing sources for project
- Identify strategies for financing the project based on the information gathered
- Present these strategies to the Community upon conclusion of the site visit
- Provide a written report to the Community outlining the financing strategies

Who may request a Project Response Team site visit?

A site visit is typically requested by a representative of the Community in which the site is located, which could be the city, a local development corporation, or a business organization. The key requirement to request a site visit is that the applicant is empowered to request the visit and represent the Community.

Cost:

The Project Response Team site visit is funded entirely through [CDFA's Brownfields Technical Assistance Program](#) and is free to the Community.

Requirements:

Previous participation in a [CDFA Project Marketplace](#) is encouraged.

Site Visit Structure:

Project Response Team site visits take place in the Community, enabling a tour of the specific site and in-person discussion with key stakeholders. Site visit meetings typically take place in facilities provided by the Community.

As part of a Project Response Team visit, the cooperation of the Community is critical to CDFA being able to be of maximum assistance. The Community will be asked to assist in identifying key stakeholders, scheduling meetings, and putting together the agenda for the site visit. The following activities are typically part of a site visit:

- **Meet the Team:** The Project Response Team meeting with the Community to discuss the agenda and goals of the visit
- **Brownfield site visit:** Tour of the brownfield site on the first day of the visit.
- **Stakeholder meetings:** Meeting of the Team and each stakeholder group identified by the Community separately to develop a clear understanding of the challenges and opportunities of the project. Examples might be:
 - Community Groups: Chamber, Council, Economic or Community Development Corp.
 - Developer(s) involved in the project
 - Historic and/or Project Advisors
 - Potential Financial Partners
 - Partner Agencies (EPA, etc.)
- **Work Sessions:** Following the Site Tour and Stakeholder meetings, CDFA will meet in the Community to develop preliminary financing strategies.
- **Debrief:** At the end of the visit, there will be a debrief between CDFA and the Community to discuss our observations, preliminary suggestions and next steps .
- **Report:** Following the site visit, the Team will present to the Community a report that includes general observations about the project, an identification of major challenges for redevelopment, and proposed financing strategies to respond to those challenges.

It is to the benefit of the Community if CDFA has all available information about the site and the project. As such, 3-4 weeks prior to the site visit, CDFA asks communities to provide whatever background information and/or documents that might be available. Typical documents for this phase can include:

- Copy of Brownfields Project Marketplace Presentation
- Financial proforma
- Market studies
- Feasibility studies
- Relevant financing information and status report

No later than two weeks prior to the site visit, CDFA and the Community will work together to finalize the agenda for the site visit.

For more information on Project Response Teams, or to review previous Recipients, please visit www.cdfabrownfields.org.

Disclaimer: This publication was developed under Assistance Agreement No. TR-83576801-0 awarded by the U.S. Environmental Protection Agency. It has not been formally reviewed by EPA. The views expressed in this document are solely those of Council of Development Finance Agencies and EPA does not endorse any products or commercial services mentioned in this publication.