

Preliminary Architectural Report Outline



A. Applicability

A Preliminary Architectural Report (PAR) must be submitted with any application package involving new construction using HOME Investment Partnership or Housing Trust Funds.

B. Requirements

A PAR must:

- be prepared by a professional architect or engineer licensed to practice in the State of Montana;
- include a site visit and physical inspection of the interior and exterior of all units and structures, where applicable;
- determine the work to be performed and identify the long-term physical needs of the project;
- adequately describe existing building conditions and problems, and propose a specific course of action for solving the identified problems, where applicable;
- provide sufficient information to adequately assess the need for, feasibility, and general, estimated cost of the proposed project; and
- thoroughly address all the other issues identified in this outline.

C. Environmental Considerations

Proposed projects must be eligible upon submission of Phase II, that is, each must be compliant with the Montana Environmental Protection Act (MEPA), as well as HOME and HTF environmental regulations at §93.301(f) which seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts of any development assisted with federal funds. MEPA seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with state funds or approved by a Montana state agency.

- Architects and project representatives should consult the [Uniform Environmental Checklist](#), which must be completed and submitted as part of any application using HOME and/or HTF funds. Contact Commerce for a copy of the most current checklist.
- To avoid delays, applicants to HOME and/or HTF should consider potential environmental impacts during project planning. In this way, applicants can avoid or mitigate potential environmental impacts through project design or location decisions by carefully considering consequences and subsequent actions that could be required to mitigate adverse consequences.
- Various funding agencies have different requirements related to the environmental review process, the selection of the preferred alternative, and adoption of the PAR. Applicants should contact those agencies that they are considering applying to so that each agency's specific

requirements can be met concurrently and avoid any unnecessary delays in project completion.

D. CNA Outline

I. Problem Definition

1. **Describe and document the need for the project and the problems to be solved.** Describe the need for the project per the following criteria:
 - a. **Health and Safety** - Describe concerns, compliance issues, and relevant regulations such as the Uniform Building Code, zoning ordinances, asbestos, lead-based paint, and other federal, state, local, or tribal requirements. Attach pertinent correspondence to/from appropriate federal and state regulatory agencies.
 - b. **Facility Operation and Maintenance (O&M)** - Describe O&M concerns with an emphasis on those with the greatest financial and operational impact. Discuss operational, administrative and management capacity.
 - c. **Growth** - Describe the facility capacity necessary to meet projected needs during the planning period. Discuss any potential for future expansion, if applicable, or any consideration given to designing for phased construction. Provide number of current and projected new users to be served by this project.
2. **Identify the planning area and existing or potential location of the facility.** Using narrative and drawings, describe the area(s) under consideration. The description should include the following information:
 - a. **Location** - Indicate legal and natural boundaries, major obstacles, environmental constraints, etc. using maps, photographs, and sketches of the planning area or alternative sites, as applicable.
 - b. **Environmental Resources Present** - Provide information on the location and significance of important land resources (farmland, range land, forestland, wetlands, and 100 year floodplains, including stream crossings), historic sites, endangered species or critical habitats, etc., using maps, photographs, studies and narrative, as applicable.
 - c. **Growth Areas and Projected Population Trends** - Identify specific areas of concentrated growth. Provide population projections for the project planning area and concentrated growth areas for the project design period. Base population projections on historical records, or economic projections, citing recognized sources.
3. **Evaluate the condition of existing facility(ies).** Describe the existing facilities including at least the following information:
 - a. **Layout of The Existing Facility(ies)** - Provide a floor plan for the existing structure(s). Illustrate current space occupied and proposed space requirements.

- b. **History** - Provide a brief history of the facility (ies), including when the structure was constructed, major improvements and any past problems.
 - c. **Condition of Facility(ies)** - Describe present condition, capacity, and if there are existing facilities suitable for continued use.
 - d. **Evaluate Presence of Lead-based Paint and Asbestos** - If the project is related to housing, provide a full evaluation of the presence of lead-based paint and asbestos when existing facilities are being considered.
 - e. **Financial Status of Facility(ies)** - Provide information regarding annual O&M costs, tabulation of users, and revenue received for the last three fiscal years. Give status of existing debts associated with the facility(ies).
4. **General design requirements for improvements** - Describe the general design requirements that will need to be met in discussing the potential alternatives to remedying the facility's problems. Discussion should include consideration of the following, and any other pertinent factors.
1. Site availability,
 2. Square footage requirements,
 3. Site geometry and topography,
 4. Property acquisition at reasonable price,
 5. Adequate water supply,
 6. Adequate wastewater disposal,
 7. Public services such as emergency medical, fire protection, law enforcement, and solid waste pickup,
 8. Compatible adjacent and nearby land uses, safety and security, traffic; address hazards such as utility corridors or high traffic or other public safety hazards,
 9. Access to paved streets and sidewalks for automobiles, emergency vehicles, deliveries, public transit, bicycles, and pedestrians,
 10. Site conditions or (environmental or geologic) hazards presenting increased construction or operational costs such as expansive soils, high ground water, rock outcroppings, etc.,
 11. Handicapped accessibility (ADA and HUD 504),
 12. Location with respect to significant aircraft routes or runway protection zones deemed hazardous by FAA,
 13. Location with respect to 100-year floodway of floodplain storm water system as determined by FEMA maps,
 14. Local, state, tribal, and federal statutory and code (IBC) requirements, and
 15. Other pertinent design requirements.

II. Alternative Analysis

Address items 1 through 6 above for each alternative.

1. **Description.** Describe each alternative site, i.e. existing buildings with potential for rehabilitation or alteration, or alternative building sites.

- a. **Existing Buildings** - Describe existing buildings within the community that could be modified to accommodate the proposed facility(ies). Describe potential benefits and deficiencies with each, including code compliance issues, floor space, handicapped accessibility, potential for expansion, as applicable.
 - b. **Building Sites** - If proposing new construction, describe alternative building sites available for new construction, any existing structures on the site(s), potential for expansion, proximity to other services, etc.
2. **Regulatory Compliance and Permits.** Describe compliance with appropriate regulations such as Uniform Building Code, zoning issues, asbestos, lead-based paint, permits, handicapped accessibility, and other federal state, local or tribal requirements.
3. **Land Acquisition.** Identify sites and easements required, if applicable. Specify whether these properties are currently owned, to be acquired or leased, and whether options have been obtained, contingent upon receipt of funding.
4. **Environmental Considerations.** For the alternative selected for the project, discuss the following:
 - a. **Affected Environmental Consequences** - Describe and document the environmental resources of the area to be affected (see the Full Environmental Checklist). The checklist must be attached as part of this report. If there has been a previous environmental assessment completed for the project area, please include a copy of the assessment in addition to the completed checklist. Identify each environmental resource that will be affected, as applicable.
 - b. **Mitigation** - Evaluate appropriate short and long-term measures to mitigate each potentially adverse impact. Describe the mitigation measure(s) necessary to minimize adverse impacts upon identified environmental resources. Projects contemplating the renovation of existing structures should thoroughly discuss mitigation measures to address asbestos and lead-based paint, where identified, in accordance with federal and state requirements.
 - c. **Correspondence** - Include any environmentally related correspondence and agency comments as required by the Environmental Checklist, e.g., the State Historic Preservation Office (SHPO).
 - d. **Exhibits/Maps** - Include any exhibits, maps, or drawings as applicable to describe potential environmental impacts.
5. **Construction Problems.** Discuss unique concerns such as geological constraints, limited access, underground storage tanks, high water table, asbestos, lead-based paint, contaminated soil, noise, odors, or other conditions that may affect cost of construction or operation of the facility.
6. **Cost Estimates.** Include both:

- a. **Project Costs** (i.e., administrative, financial, engineering, architecture, and construction costs.)
- b. **Projected Annual Operation and Maintenance (O&M) Costs**

III. Selection of Preferred Alternative

1. **Basis of the selection of the preferred alternative.** Provide an analysis of why the preferred alternative was selected over other alternatives.
2. **Site location and characteristics.** Discuss the site location of any current or proposed facilities, and describe the characteristics of the site(s).
3. **Preliminary Architectural Plans.** Provide preliminary architectural plans (including a proposed floor plan) for the proposed facility.
4. **Operational requirements.** Discuss the expertise required to operate the facility and any unique operational requirements of the facility.
5. **Impact on existing facilities.**
6. **Design.** Describe design issues for this project, such as the location of the facility, cost effectiveness, technical feasibility, local resources and suppliers, etc.
7. **Cost summary.**
 - a. **Project Cost Estimate** - Provide an itemized estimate of the project cost based on the anticipated period of construction. Include administrative, development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project.
8. **Annual Operating Budget**
 - a. **Income** - Project income realistically. Base projections on likely revenues, membership dues, subsidies, etc.
 - b. **O&M Costs** - Project costs realistically. In the absence of other reliable data, base projections on actual costs of other existing facilities of similar size and complexity. Include facts to substantiate O&M costs estimates. Include salaries, wages, taxes, accounting, auditing fees, legal fees, interest, utilities, insurance, fuel, repairs and maintenance, supplies, chemicals, office supplies, printing, medical supplies and/or equipment, and miscellaneous expenses.
 - c. **Capital Improvements** - Describe annual costs of purchasing or replacing equipment necessary to the function of the facility.
 - d. **Debt Repayments** - Describe existing and proposed project financing from all sources, and any effect on facility user fees, including any debt coverage requirements.

D. Public Participation.

Describe any public participation, meetings, hearings, or comments received from the public about the PAR or proposed project.

E. Conclusions and Recommendations

Provide any additional findings and recommendations that should be considered in the evaluation of this project.