APPENDIX D

PAR PRELIMINARY ARCHITECTURAL REPORT (PAR) REQUIREMENTS

A. A PAR MUST BE SUBMITTED AS PART OF CDBG APPLICATIONS FOR:

- Public Facility projects that are non-water/non-wastewater projects -- such as a senior center, Head Start facility, nursing home, food bank; and
- Housing and Neighborhood Renewal projects that involve new housing construction or rehabilitation of an existing building (excluding rehabilitation of single family residences).

B. A PAR MUST:

- o be prepared by a professional architect licensed to practice in the State of Montana;
- o adequately describe existing building conditions and problems, present and analyze reasonable alternatives, and propose a specific course of action for solving the identified problems;
- o provide sufficient information to adequately assess the need for, feasibility, and general, estimated cost of the proposed project; and
- o thoroughly address all of the other issues identified in this PAR outline

C. WHY PARs ARE IMPORTANT IN THE CBDG APPLICATION RANKING PROCESS:

- o Information and analysis contained in the PAR is crucial in CDBG's scoring of Criterion 2 (Need), Criterion 3 (Project Strategy), and Criterion 5 (Implementation and Management) for CDBG Housing and Neighborhood Renewal applications and Criterion 2 (Need for Project), Criterion 3 (Project Concept and Technical Design), and Criterion 7 (Implementation and Management) for CDBG Public Facilities applications.
- o If the PAR does not provide the required information -- including a clear analysis of existing conditions, a thorough and reasonable proposal to address the deficiencies, and reasonable cost estimates -- the application may receive fewer points in the competitive ranking for CDBG grants and, as a result, may not receive funding.
- o Architects and project representatives can call CDBG staff (406-841-2770) to request clarification and guidance regarding this PAR outline.
- o The PAR outline presented here is by no means all-inclusive. The architect should use his or her professional judgment to present sufficient information during preparation of the PAR, taking into account that different projects require varying levels of detail (rehabilitation of an existing building versus construction of a new building) and consideration of reasonable alternatives.
- o The architect should provide appropriate documentation, wherever possible, to support the analysis of alternatives and the final proposal submitted.
- o The public should be involved in the selection of the preferred architectural alternative, especially representatives or members of any groups that are expected to be the principal users the proposed facility.

D. ENVIRONMENTAL CONSIDERATIONS RELATED TO THE PAR

NOTE: All state and CDBG funded projects are subject to the Montana Environmental Policy Act (MEPA) and the National Environmental Policy Act of 1969 (NEPA). Both laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts of any development assisted with federal funds or approved by a state agency.

- NEPA establishes national policy, goals, and procedures for protecting, restoring, and enhancing environmental quality within the United States as a whole.

- 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 to CDBG.

    - This checklist is Section D of the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs and the same checklist is also found in the Uniform Application for Montana Public Facility Projects.

- In order to avoid delays, all applicants to state or federal infrastructure or housing funding programs should consider potential environmental impacts during project planning. As a result, local officials may be able to avoid or mitigate potential environmental impacts through project design or location decisions by carefully considering potential, adverse environmental consequences of projects and the actions that could be required to mitigate any 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.

E. PAR OUTLINE

I. PROBLEM DEFINITION

A. DESCRIBE AND DOCUMENT THE NEED FOR THE PROJECT AND THE PROBLEM(S) TO BE SOLVED. Describe the need for the project according to the following criteria:

1. HEALTH AND SAFETY - Describe concerns and deficiencies, compliance issues, and relevant regulations such as the International Building Code, (and other codes as listed in "Special Requirements Concerning Code and Standards Enforcement"), asbestos, lead-based paint, handicapped accessibility, zoning ordinances, and other federal, state, local, or tribal requirements concerning the existing facility(ies).

   Attach pertinent correspondence to or from appropriate federal, state, and local regulatory agencies, especially information that provides documentation of health and safety concerns and deficiencies.

2. FACILITY OPERATION & MAINTENANCE (O&M) - Describe O&M concerns regarding the existing facility(ies) with an emphasis on those with the greatest financial and operational impact.

If the high cost of maintaining the existing facility(ies) is related to a proposal to modify or replace the existing facility, describe and document these concerns and potential cost savings.

3. GROWTH - Describe the facility's capacity to meet projected growth needs from the completion of construction through the anticipated useful life of the building

   Discuss any potential for future expansion, if applicable, or any consideration given to designing for phased construction or incremental expansion of the facility in the future.

   Provide both the number of current users served by the facility(ies) and the projected number of users to be served by the proposed project upon completion.

B. IDENTIFY THE PLANNING AND SERVICE AREA, INCLUDING THE EXISTING LOCATION AND POTENTIAL, ALTERNATE LOCATIONS OF THE FACILITY.

Using narrative and drawings, describe the planning and service area and alternate building(s) or sites under review or consideration. The description should include the following information:

1. LOCATION - Indicate legal and natural boundaries, major obstacles, environmental constraints, etc., using maps, photographs, and sketches of the planning and service area, including both the existing location and potential alternate locations for the facility.

2. GROWTH AREAS AND PROJECTED POPULATION TRENDS - Identify specific areas of projected, concentrated population growth and relate these to the forecasted growth in the clientele to be served by the proposed project.

   Provide population projections for the project's planning and service area (and for the persons and/or groups the facility will serve) as well as for the projected design period (i.e., the anticipated useful life of the proposed facility).

   Base projections for the clientele to be served upon historical records, Census data, or economic projections, citing recognized sources.

C. EVALUATE THE CONDITION OF THE EXISTING FACILITY(IES), including the following:

1. HISTORY - Provide a brief history of the facility(ies), including when the structure was constructed, major improvements implemented in the past, and any past problems.

2. CONDITION OF FACILITIES - Describe the present condition and any problems such as code deficiencies, general structural decay, presence of asbestos, mold or moisture, lead based paint, subsidence issues, overcrowding, or handicapped accessibility. Describe the adequacy or capacity of the existing facility(ies) to meet existing and long-term needs.

II. ALTERNATIVE ANALYSIS

A. DESCRIPTION OF ALTERNATIVE SOLUTIONS. Describe each alternative design, building, or site considered -- i.e., identify and describe existing buildings with potential for rehabilitation or alteration, or alternative building sites considered for new construction.

1. IF PROPOSING REHABILITATION OR ALTERATION OF EXISTING BUILDINGS - Describe existing buildings within the community that could be modified or rehabilitated to accommodate the proposed facility or need.

Describe the potential benefits and possible deficiencies with each alternative design, building or site considered, including code compliance issues, floor space, handicapped accessibility, and potential for long-term expansion, as applicable.

2. IF PROPOSING NEW CONSTRUCTION - If proposing new construction, describe alternative building sites considered for new construction, any existing structures on the site(s), potential for long-term expansion, proximity to other services, environmental constraints, etc.

B. REGULATORY COMPLIANCE AND PERMITS. Describe issues that need to be addressed concerning compliance (for either a new building or a rehabilitated building) with appropriate regulations such as the International Building Code and other relevant codes, zoning issues, asbestos, lead-based paint, permits, handicapped accessibility (American Disabilities Act and HUD 504 regulations), designated 100-year floodplains, and other applicable federal, state, local or tribal requirements.

C. LAND ACQUISITION ISSUES. Identify sites to be purchased or leased and any easements needed, if applicable. Specify whether these properties are currently owned, to be purchased or leased, and whether options have been obtained, contingent upon receipt of funding.

D. ENVIRONMENTAL CONSIDERATIONS. For the alternative selected for the project, discuss the following:

1. POTENTIAL ENVIRONMENTAL IMPACTS - The information described in the completed Uniform Environmental Checklist (found in the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs) is the basis for discussing environmental resources in the area that might be impacted or that might impact the proposed facility. The Uniform Environmental Checklist must be attached as part of the PAR. If there has been a previous environmental assessment completed for the project, please include a copy of that assessment in addition to the completed Uniform Environmental Checklist. With the exception of coastal zones and coastal barriers, possible impacts on each environmental issue must be investigated and discussed.

2. MITIGATION - Evaluate appropriate short and long-term measures to mitigate each potentially adverse impact.

Describe the mitigation measure(s) necessary to minimize potentially adverse impacts upon identified environmental resources. Projects contemplating the renovation of existing structures should thoroughly discuss mitigation measures to address any existing hazards, such as asbestos and lead-based paint, where identified, in accordance with federal and state requirements.

3. CORRESPONDENCE - Include any environmentally-related correspondence and agency comments (e.g., comments from the State Historic Preservation Office) as required by the Uniform Environmental Checklist, found in the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs.

4. EXHIBITS/MAPS - Include any exhibits, maps, or drawings as applicable to describe potential environmental impacts.

E. CONSTRUCTION PROBLEMS. Discuss potential 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 long-term operation of the proposed (new or rehabilitated) facility.

F. COST ESTIMATES FOR EACH ALTERNATIVE. For each alternative considered, include both:

1. PROJECT COSTS (i.e., administrative, financial, engineering, architecture, and construction costs) and
2. PROJECTED ANNUAL OPERATION AND MAINTENANCE COSTS

- In responding to items 1 and 2 for HOUSING projects, consult Section C (Financial Analysis, Parts I-VI) of the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs.

- In responding to items 1 and 2 for PUBLIC FACILITIES projects, consult the Uniform Application for Montana Public Facility Projects; and Appendix F for Special Requirements for Projects Involving Non-Profit Agencies or For-Profit Organizations or other Public Agencies of the CDBG Application Guidelines. Section C, Financial Analysis of the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs provides a form to compute annual operation and maintenance costs that would be useful for Public Facilities projects as well as housing proposals.

III. SELECTION OF THE PREFERRED ALTERNATIVE

A. ANALYSIS OF ALTERNATIVE SOLUTIONS. Provide an analysis of why the preferred alternative (design, building, or location) was selected over other alternatives.

B. SITE LOCATION AND CHARACTERISTICS. Discuss the site location of any current or proposed facilities, and why the preferred alternative was selected over other alternatives.

C. PRELIMINARY ARCHITECTURAL PLANS. Provide preliminary architectural plans (including a proposed floor plan) for the proposed (new or rehabilitated) facility.

D. OPERATIONAL REQUIREMENTS. Discuss the expertise required to operate the facility and any unique operational requirements or benefits of the facility and describe why the preferred alternative was selected over other alternatives.

E. PROJECT COST SUMMARY / PROJECT COST ESTIMATE. Provide an itemized estimate of the project cost based on the anticipated period of construction including administrative, development and construction, land and utilities, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project. See 'II. F. COST ESTIMATES FOR EACH ALTERNATIVE', above.

For HOUSING projects, consult Section C (Financial Analysis, Part I) of the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs.

For PUBLIC FACILITIES projects, consult the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs and the CDBG website discussing Special Requirements for Projects Involving Non-Profit Agencies or For-Profit Organizations or other Public Agencies.

Section C, Financial Analysis, Part V of the Uniform Application for Montana Housing Loan, Grant & Tax Credit Programs provides a form to compute annual operation and maintenance costs that would be useful for both Public Facilities and Housing projects.

IV. CONCLUSIONS AND RECOMMENDATIONS

Provide any other conclusions and recommendations and any additional findings that should be considered in the evaluation of the proposed project and the selected alternative.