

**PENNSYLVANIA HOUSING FINANCE AGENCY  
TECHNICAL SERVICES DIVISION  
SUBMISSION GUIDE FOR ARCHITECTS  
INTRODUCTION**

Developments receiving Feasibility Approval after January 1, 2013 must follow these guidelines.

It is the goal of the Pennsylvania Housing Finance Agency to assist our Sponsors in the production of the highest quality affordable housing possible. These guidelines have evolved over the years and contain information, ideas and requirements that are proven to greatly enhance the potential for success of an affordable housing development.

Technical Services personnel will be reviewing documents for compliance with the requirements of these guidelines and will inform the designers in writing of our observations. We will not be reviewing submissions for compliance with the various laws, codes and ordinances governing the design of the developments. Should we find a discrepancy in a design that does not meet a law, code or ordinance, we will, as a courtesy, inform the designer of our findings. Our review does not constitute nor represent the development's compliance with all applicable laws, codes or ordinances; and Development Team members may not rely on the Agency for final determination.

From time to time, we will offer suggestions to the design professionals that we feel may improve their designs. These suggestions may be incorporated into the design at the Designer's and/or Sponsor's discretion.

Developments receiving a PHFA loan must comply with Tabs 1 through 5. **Developments receiving an allocation of low income housing tax credits from PHFA, but are not receiving or assuming a PHFA loan, must **only** comply with Tab 6.**

**PLEASE NOTE:** Items and/or systems required to be incorporated into the Scope of Work which are clearly identified in this Guide but do not appear on the Contract Documents must: a) have a written waiver from PHFA issued prior to Initial Closing or, b) be added to the Scope of Work by Change Order. Items of work added by change order may, at the Owner's discretion, be considered an omission or error on the part of the Architect.

An electronic copy of the Submission Guide for Architects is available at <http://www.phfa.org/mhp/technicalservices/>

The Guide is broken down into the following six **TABs**:

**TAB 1 – PHFA POLICIES AND PROCEDURES**

**TAB 2 – ARCHITECTURAL SUBMISSIONS**

**TAB 3 – CONTRACTS**

**TAB 4 – SUBMISSION REQUIREMENTS FOR PRESERVATION DEVELOPEMNTS**

**TAB 5 – REQUIREMENTS DURING CONSTRUCTION**

**TAB 6 – SUBMISSION REQUIREMENTS FOR LIHTC DEVELOPMENTS NOT RECEIVING OR ASSUMING A PHFA LOAN**

Text shown in **red** has been revised from the 2014 Submission Guide.

If we can be of assistance at any point in the development process or at any time during the life of the development, please give us a call.

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