

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

Developments *submitting Applications* after *November 1, 2020* 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 all Sections, with the exception of Section 4. **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 Sections 1 (as applicable), 4 and 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: **1)** have a written waiver from PHFA issued prior to Initial Closing or **2)** 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. All work indicated on the officially executed construction contract documents including addenda, at the time of loan closing, is the minimum that will be accepted in the field. Any value engineering agreements reached between the Owner, Architect and/or the Contractor that do not appear on the aforementioned closing documents or addenda will not be recognized or accepted by PHFA as part of the work. PHFA will be enforcing the officially executed loan closing documents without exception. No changes resulting from any such value engineering agreements is eligible for funding from the construction contingency. Any and all work performed during construction operations must comply with underwriting threshold criteria as well as criteria for which ranking points were awarded.

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

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

SECTION 1 – PHFA POLICIES AND PROCEDURES

SECTION 2 – ARCHITECTURAL SUBMISSION REQUIREMENTS

SECTION 3 – PRESERVATION SUBMISSION REQUIREMENTS

SECTION 4 – LIHTC, PHARE AND TAX EXEMPT BOND SUBMISSION REQUIREMENTS FOR DEVELOPMENTS NOT RECEIVING OR ASSUMING A PHFA LOAN

SECTION 5 –PHFA ADDENDUMS

SECTION 6 – LOAN CLOSING REQUIREMENTS

Text shown in *red and italicized* has been revised from the 2019-2020 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.

TABLE OF CONTENTS

Introduction	1
Table of Contents.....	2
Technical Services Personnel.....	5

SECTION 1 – PHFA POLICIES AND PROCEDURES

Page

CONTENT	7
<u>DEFINITIONS</u>	8
<u>1.01 Outline for Technical Services Processing</u>	9
<u>1.02 Accessibility Requirements</u>	10
<u>1.03 Professional Fee Schedule</u>	14
<u>1.04 Professional Fee Retention</u>	16
<u>1.05 Elevator Policy</u>	17
<u>1.06 Minimum Insulation Standards</u>	18
<u>1.07 Insurance Requirements during Design and Construction Checklist</u>	19
<u>1.08 VisitAbility cm* Guidelines</u>	22
<u>1.09 Waiver Procedure for Design Requirements</u>	24
<u>1.10 Wage Rate Determination Policy</u>	25
<u>1.11 Modular Housing Construction Requirements</u>	26
<u>1.12 Design Architects Certifications for Selection & Threshold Criteria</u>	27
<u>1.13 Energy Conservation Measures</u>	28
<u>1.14 On-lot Well and Septic System Requirements</u>	30
<u>1.15 Policy for New Construction of Buildings in Flood-prone Areas</u>	31
<u>1.16 Policy for Rehabilitation of Buildings in Flood-prone Areas</u>	32
<u>1.17 Lead-Based Paint Hazard Reduction Policy</u>	33
<u>1.18 Lead-Based Paint Hazard Reduction Survey</u>	36
<u>1.19 Instructions for Guideform Lead-Based Paint Hazard Reduction Implementation Plan</u>	37
<u>1.20 Guideform Lead-Based Paint hazard Implementation Plan</u>	38
<u>1.21 Guidelines for Radon Protection</u>	39
<u>1.22 Historic Preservation</u>	41
<u>1.23 Sound Land Use</u>	42
<u>1.24 Environmental Site Assessment Guidelines</u>	43
<u>1.25 Kitchen Cabinet Minimum Standards</u>	48
<u>1.26 Warranty, Guarantee and Manual Requirements</u>	51

SECTION 2 – ARCHITECTURAL SUBMISSION REQUIREMENTS

CONTENTS	53
-----------------------	----

DEVELOPMENT SUBMISSION REQUIREMENTS

Page

<u>2.01 Development Submission Requirements</u>	54
---	----

2.02 Development Submission Checklist	59
2.03 Development Tabular Schedule	60
2.04 Development Requirements Checklist	61
2.05 Development Security and Maintenance Requirements Checklist for Urban Locations	72
2.06 Mechanical Requirements Checklist	73
2.07 Electrical Requirements Checklist	76
2.08 Surveyor’s Report	78
2.09 Optional Survey Responsibilities and Specifications	80
2.10 Survey Instructions and Certificate	83
2.11 Estimated Utility Costs	85
2.12 Development Construction Cost Estimate	87
2.13 Loan Closing Construction Cost Breakdown	91

For Closing Requirements See Section 6

SECTION 3 – PRESERVATION SUBMISSION REQUIREMENTS

	Page
CONTENTS	95
3.01 Preservation Submission Requirements	96
3.02 Development Requirements for Preservation Developments	98
3.03 Design Development Requirements Checklist for Preservation Developments	102

For Closing Requirements See Section 6

SECTION 4 – LIHTC, PHARE AND TAX EXEMPT BOND SUBMISSION REQUIREMENTS FOR DEVELOPMENTS NOT RECEIVING OR ASSUMING AN AGENCY LOAN

	Page
CONTENTS	106
4.01 LIHTC Submission Requirements	107
4.02 LIHTC Minimum Design Standards Checklist	108

For Closing Requirements see Section 6

SECTION 5 – PHFA ADDENDUMS

	Page
CONTENTS	115
5.01 PHFA Addendum to Owner-Architect Agreement for Design Services and Construction Contract Administration	116
5.02 PHFA Addendum to Owner-Architect Agreement for Design Services	123
5.03 PHFA Addendum to Owner-Architect Agreement for Construction Contract Administration ..	126
5.04 PHFA Addendum to the AIA Documents A101 and A201, 2007 Editions	132
<i>5.05 PHFA Supplemental General Conditions</i>	142

SECTION 6 – LOAN CLOSING REQUIREMENTS

	Page
CONTENTS	148
<i>6.01 Requirements for Pre-Loan Closing</i>	149
6.02 Loan Closing Documents Required for PennHOMES and Preservation Developments	150
6.03 Loan Closing Documents Required for LIHTC, PHARE and Tax Exempt Bond Developments	151
6.04 Architect’s Certification	152
6.04 Architect’s Certification of Compliance with Design Requirements for Accessible Housing	153
6.05 Requirements for Final Closing after Construction	154

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