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.
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TECHNICAL SERVICES PERSONNEL

MICHAEL G. KOSICK, Director of Technical Services.................................................. (717) 780-1898
KENNETH E. BOBB, Manager of Architecture & Engineering ................................. (717) 780-4033

ARCHITECTURE AND ENGINEERING
KIMBERLY J. BOYER, Construction Document Examiner II ...................................... (717) 780-3877
ADAM M. KITCHEN, Environmental/Site Specialist II ............................................. (717) 780-3894
MARK L. O’MATZ, Construction Document Examiner II ........................................ (412) 429-2861
KRISTY L. PROVOST, Construction Document Examiner ............................... (717) 780-1846
WADE W. ROMBERGER, Staff Engineer/Energy Coordinator ................................. (717) 780-3855

FACILITIES & CONSTRUCTION
Harrisburg Office
MARK E. KOCAN, Senior Technical Services Representative .............................. (717) 780-3949
CLARK A. GRUMBINE, Technical Services Representative II ............................... (717) 780-1873
RALPH E. SHIRES, Technical Services Representative II ..................................... (717) 780-1886
KYLE MATTER, Technical Services Officer ......................................................... (717) 780-3900
SHERRI ALLEMAN, Technical Services Officer .................................................... (717) 780-4342
Harrisburg Office Fax ......................................................................................... (717) 780-1888
TTY No. for Hearing-impaired ............................................................................ (717) 780-1869

Norristown Office
JAY R. HAUSHER, Director of Eastern Division ....................................................... (610) 270-1207
RYAN R. HOOVER, Senior Technical Services Representative ............................ (610) 270-1987
JOHN S. PACZEWSKI, Technical Services Representative II ............................. (610) 270-1991
Norristown Office Fax ......................................................................................... (610) 270-1208

Pittsburgh Office
DUANE M. DAVIS, Senior Technical Services Representative ............................. (412) 429-2844
MICHAEL A. SCOTT, Technical Services Representative II ............................... (412) 429-6024
BRIAN SANNER, Technical Services Representative I ........................................ (412) 429-6051
MARIANNE E. ROMANSKI, Administrative Assistant ........................................... (412) 429-2842
Pittsburgh Office Fax ......................................................................................... (412) 429-2835