

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

Developments *submitting Applications for 2025 funding, including but not limited to Tax Credit (4% & 9%), PennHOMES, Agency 1<sup>st</sup> Mortgage and PHARE*, 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.

**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 – NOT USED
- SECTION 5 – PHFA ADDENDUMS
- SECTION 6 – LOAN CLOSING REQUIREMENTS

Text shown in *red and italicized* has been revised from the 2024 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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