



PENNVEST Information Exchange

**“Preparing for
a PENNVEST
Application”**






Today we'll explore...

- Who and what is eligible for PENNVEST funding?
- What is involved in the DEP permitting process ?
- How do I know if I'm "shovel ready"?
- What documentation does PENNVEST require of applicants?
- What should I prepare for my application narrative?
- What are my application resources?



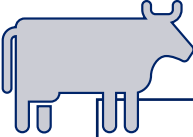
Eligibility

Our Funding Programs




Traditional Projects

- Drinking Water
- Wastewater
- Stormwater
- Nearly any type of construction project
- Capital contributions towards another system



Non-Point Source

- Agricultural Best Management Practices (BMPs)
- Acid Mine Drainage (AMD) Treatment
- Brownfield Remediation
- Green Infrastructure



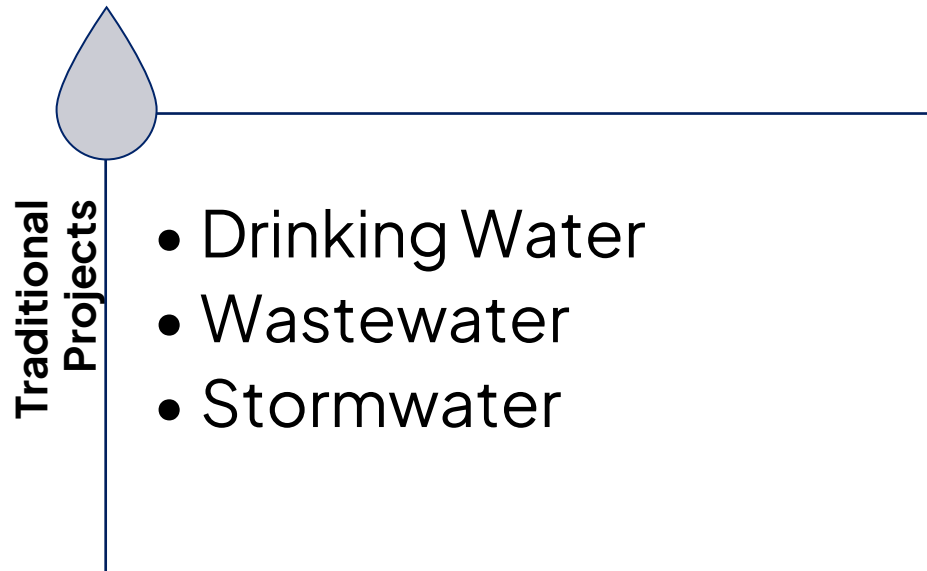
Residential*

- **Owner-occupied primary residences**
- On-Lot Septic System Repairs
- Existing Sewer Lateral Repairs
- First-Time Public Sewer System Connections

*Funding provided by PENNVEST; program administered by Pennsylvania Housing Finance Agency (PHFA)



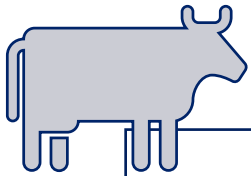
Traditional Projects



An applicant must own, operate or maintain the system for the entire term of the PENNVEST funding or in the case of grant funding for the life of the improvements.

Drinking Water:
Funding can only be awarded to the water supply permit holder

Non-Point Source Projects



Non-Point Source

- Agricultural Best Management Practices (BMPs)
- Acid Mine Drainage (AMD) Treatment
- Brownfield Remediation
- Green Infrastructure

Applicants can be a farm owners, businesses, or governmental unit (municipality, municipal authority, county or conservation district) sponsoring a private entity.



Ineligible Projects

New Development

- UNLESS there is a current water quality problem on site that redevelopment will address

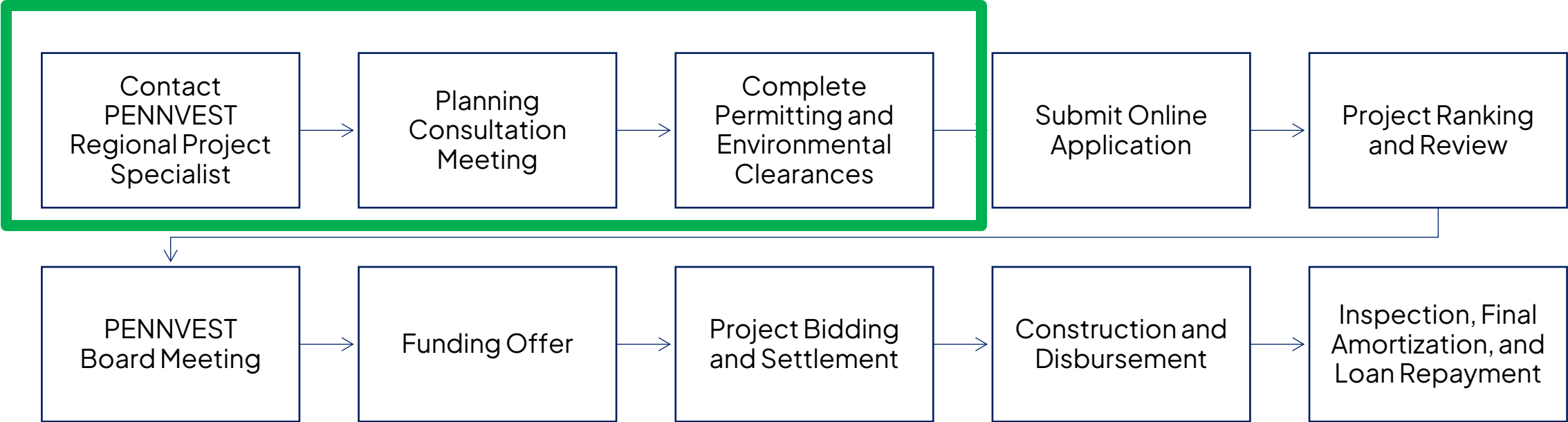
Projects Already Under Construction



Preparing for a PENNVEST Application




Application and Project Workflow



1

Contact PENNVEST Regional Project Specialist

- Go to the PENNVEST website for a list of contacts
 - www.pa.gov/pennvest, then “Contact PENNVEST”
 - Under “Project Management”, select “Find Your Regional Project Specialist”



PENNVEST

- Apply for PENNVEST Funding
- Projects
- Contact PENNVEST**
- News
- Programs and Services >
- Resources Tools and Training >
- PENNVEST Newsroom >
- PENNVEST Calendar
- PENNVEST Search Hubs >

Office Information

Address:
Pennsylvania Infrastructure Investment Authority
333 Market Street, 18th Floor
Harrisburg, PA 17101-2210

Phone:
1-877-787-8137 (Toll free)
717-787-8137 (Local main line and phone directory)
717-787-0804 (Fax)

For non-English speaking callers, we have translators available to assist with your comments and questions.

Business Hours:
Hours: 8:00 am to 4:00 pm (Eastern Time)
Monday - Friday (except state closures and holidays)

Send Us a Message

- Submit a General Question Form →
- Submit an IT Support Request →

Project Management

PENNVEST regional project specialists are the contacts you'll work directly with throughout the application and funding process.

- Find Your Regional Project Specialist** →

Legislative and Media Office


Legislative and media related questions should be directed to, Felicia Campbell, Legislative, Outreach and Policy Specialist.

- Call the Legislative and Media Office
717-783-4273 →
- Email a Legislative Question
fecampbell@pa.gov →

1

Contact PENNVEST Regional Project Specialist

- Call or email your project specialist
 - Provide basic details on project
 - Complete and return intake questionnaire
 - We will circulate your details to the PA DEP for an initial review



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY

**PLANNING CONSULTATION MEETING QUESTIONNAIRE
DRINKING WATER OR WASTEWATER PROJECT - NORTHWEST REGION**

OVERVIEW AND INSTRUCTIONS

This document is collected by PENNVEST at the time of a planning consultation request within PENNVEST Region 1, which comprises Armstrong, Butler, Clarion, Crawford, Elk, Erie, Forest, Indiana, Jefferson, Lawrence, McKeen, Mercer, Venango, and Warren counties. Responses are used by staff at PENNVEST and the Pennsylvania Department of Environmental Protection (PADEP) to review project eligibility and provide guidance to applicants on next steps of the PENNVEST application process.

At the time of the planning consultation, PENNVEST will provide applicants instructions on how to submit the full online application for financial assistance and other required materials. This document alone does not constitute a full PENNVEST application.

Please type all responses in the spaces provided. When completed, please return the questionnaire to PENNVEST in **Microsoft Word format** along with any attachments such as maps, drawings, etc. that you feel are helpful to illustrate your proposed project.

Need help? Please contact Brendan Linton at 717-783-6799 or blinton@pa.gov.

1. What is the full name of the entity applying to PENNVEST for funding? Please enter the full legal name appearing on the entity's Articles of Incorporation and/or an IRS Form W-9 or Letter 147C.
<Type Answer Here>
2. Are you applying for funding relating to a wastewater or drinking water project?
<Type Answer Here>
3. In the table below, please list all municipalities served by your agency, system, or entity and include the number of customers in each municipality that are currently served and direct billed, separated by residential and commercial type. In the last two columns, for each municipality, please provide the number of new customers that will be served under the new project and direct billed. Add or delete additional rows if necessary.

County	Municipality (City, Township, or Borough)	Current Residential Customers	Current Commercial Customers	New Residential Customers	New Commercial Customers

4. Do you have any bulk customers? If yes, please provide the names of specific municipalities, municipal authorities, or other entities.
<Type Answer Here>
5. If you are currently serving or intend to serve a township, is/are any township(s) a township of the first class?
<Type Answer Here>
6. Please list your system's current average residential user rate and indicate if customers are billed monthly, quarterly, or annually. Do not include commercial or industrial rates.
<Type Answer Here>
7. Does your entity have current debt against revenues of your system? If yes, please list below in the provided table. Add or delete additional rows if necessary.

Annual Debt Service Payment	Year Debt Expires	Debt Holder
8. In a few sentences, please describe problems and issues you are currently experiencing that make this project necessary. Include any project scopes, spreadsheets, maps, etc. that you feel are helpful to illustrate your problem.
<Type Answer Here>
9. In a few sentences, please describe proposed solutions to correct the problems and issues described above. Include any project scopes, spreadsheets, maps, etc. that you feel are helpful to illustrate your proposed solutions.
<Type Answer Here>
10. What is the current estimated cost of the entire project?
<Type Answer Here>
11. Will annual O&M of the system increase substantially as a result of this project? If yes, please provide an estimated annual O&M cost of the system one year after project implementation.
<Type Answer Here>
12. Will you be applying to PENNVEST for total project funding? If no, please list all committed grants, loans, and cash reserves that your entity intends to contribute to the project. Do not list grants, etc. that have been applied for but not yet awarded or committed.
<Type Answer Here>

2



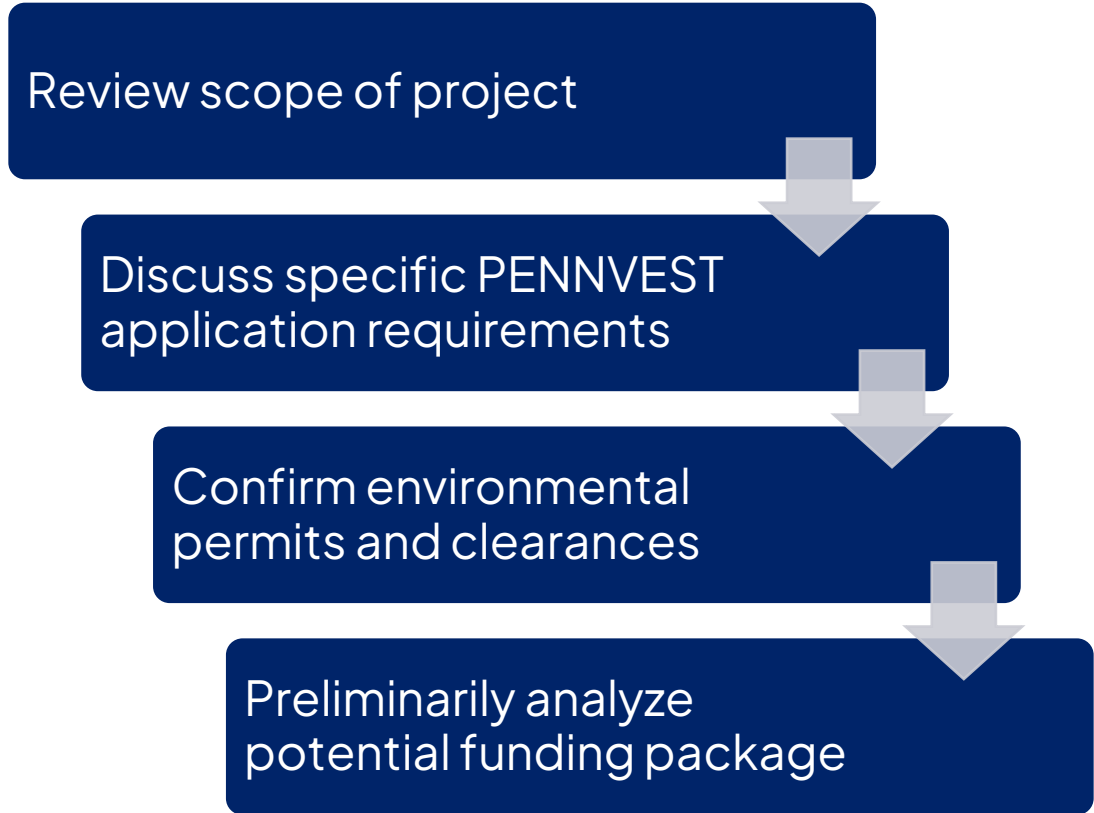
2

Planning Consultation

- Mandatory meeting for each project and application
- **Should be held 3 to 9 months in advance** of PENNVEST application submission
- Can be held in-person or virtually

Who Should Attend?

- Applicant
- Applicant's engineer
- PENNVEST project specialist
- PA DEP representatives
- Other state officials





3

Environmental Clearances

- **Projects must be “shovel ready”** at the time of application submission
- All design work must be complete with environmental-related permits issued and in hand
- Biddable plans and specifications must be made available for PA DEP Municipal Facilities Division review
- Contact PA DEP regional office early in the process to discuss permits and avoid delays

Public Water Supply Permits	Water Allocation Permits	Act 537 Sewage Facilities Planning Approval
NPDES Permits	Submerged Lands License Agreements	Water Quality Management Permits
Chapter 102 Erosion and Sedimentation Control Permits	Chapter 105 Water Obstruction and Encroachment Permits	Chapter 106 Floodplain Management Permits



3

Environmental Clearances/ Environmental Review

Applicants for drinking water and wastewater infrastructure funding are required to satisfy federal uniform environmental review process.

<https://www.pa.gov/agencies/dep/programs-and-services/water/clean-water/infrastructure-finance/environmental-review.html>



3

Environmental Clearances/ Applying for a DEP Permit

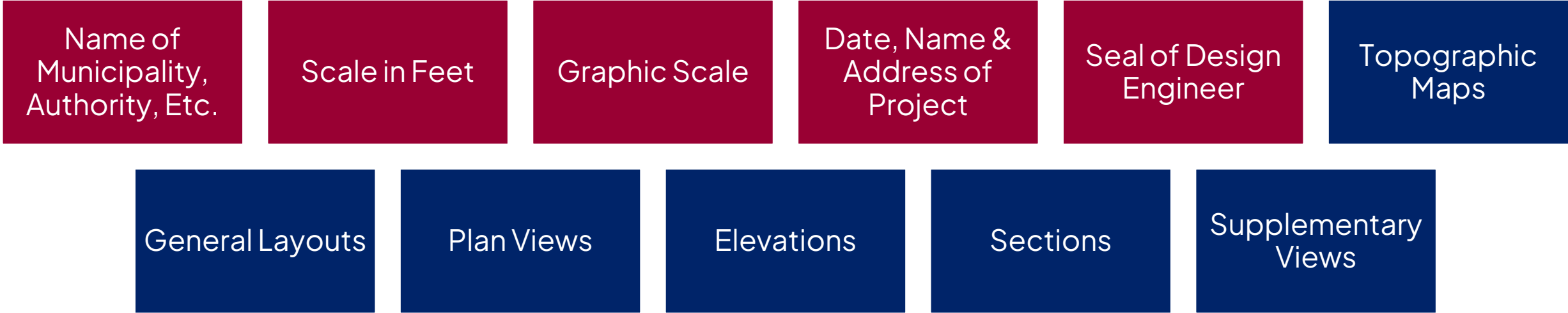
1. **Contact the DEP regional office for the project's county**
2. Complete and submit permit application(s) required
3. Track the status of permit application(s)
4. Respond to all DEP communications/questions to avoid delays
5. Receive final DEP Permit Detail Page that includes the permit decision

<https://www.pa.gov/services/dep/track-an-environmental-permit-application.html>



3

Environmental Clearances/ Biddable Plans



<https://www.pa.gov/agencies/dep/programs-and-services/water/bureau-of-safe-drinking-water/public-water-systems-permits/plans-and-specifications.html>



3

Environmental Clearances/ Biddable Plans

Datum Used

North Point

Boundaries of
Specified Areas to
be Served

Land Area
Owned/Controlled

Drainage Area
Topography

Location & Outline
Form of Equipment

Water Levels

Flood Levels

Locations & Logs of
Test Borings &
Wells

Diameter & Depth
of Well Casings &
Liners

<https://www.pa.gov/agencies/dep/programs-and-services/water/bureau-of-safe-drinking-water/public-water-systems-permits/plans-and-specifications.html>

Additional DEP Documentation/ Competitive Construction Procurement

All applicants of PENNVEST funding are required to complete the **Specification Certification** form to comply with PENNVEST's competitive procurement policy.

3850-FM-BCW0034 Rev. 7/2021
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

SPECIFICATION CERTIFICATION

Section I – Instructions

All Borrowers that receive PENNVEST financial assistance must sign this form to be in compliance with PENNVEST "or equal" condition. This form must be submitted to the appropriate DEP Regional Office prior to advertising for bids.

Section II – Certification

Applicant: _____ County: _____
Project Name: _____ Project ID: _____

Procurement may only use the three procurement methods indicated below. Indicate which of the methods have been used in the bidding documents for your project by placing a checkmark in the pertinent block(s). More than one block should be checked if the bidding documents employ more than one method.

- Performance criteria are specified, and no brand names are mentioned.
- Two manufacturers/suppliers of comparable quality or utility have been named, followed by the words "or equal."
- Sole source specifications have been used when (mark all that apply):
 - Only one item will meet the required performance requirements, or
 - An item is patented, and no known substitute will meet the requirement, or
 - Compatibility with existing equipment is required due to operation and maintenance considerations, or
 - Physical restrictions of the site dictate the use of a certain item, or
 - Supplies and/or equipment being purchased are under the Commonwealth's Cooperative Purchasing Program (COSTARS), or
 - Project being constructed is under the Guaranteed Energy Savings Act (GESA).

Please attach supporting documentation describing the equipment, supplies, and services being procured under each checked box.

Bidding documents do not include descriptive information unrelated to performance which serve to make the procurement restrictive. The signature below certifies compliance with the PENNVEST "or equal" condition.

Name of the Borrower's Authorized Representative

Signature

Date

Name of Professional Engineer

Signature

Date

PE STAMP

<https://www.pa.gov/agencies/dep/programs-and-services/water/clean-water/infrastructure-finance/competitive-construction-procurement.html>



4

PENNVEST Online Application

APPLICATION CUT-OFF DATE BY 5:00 P.M. EASTERN TIME	PENNVEST BOARD OF DIRECTORS MEETING DATE
May 8, 2024	July 17, 2024
July 31, 2024	October 16, 2024
October 30, 2024	January 22, 2025
February 5, 2025	April 23, 2025
May 7, 2025	TBA

More details: www.pa.gov/pennvest > Quick Links



4

PENNVEST Online Application / Before You Begin

You can start an application at anytime

Reach out to your regional PENNVST Project Specialist first

Applicants must register at Keystone Login to be able to access the PV Portal

<https://www.pa.gov/agencies/pennvest/apply-online.html>



4

PENNVEST Online Application / Documentation Needed

Articles of Incorporation

W9 and/or 147C

Pictures Showing the Need for Funding

Intermunicipal Agreements

Current Financial Statements (3 years)

Bond and/or Trust Indentures Documentation

Local/County Land Use & County Ag. Board Letters

Business Letters of Support (for Economic Dev.)

Letter of Responsibility / Resolution to Apply Approval

<https://www.pa.gov/agencies/pennvest/resources-tools-and-training/application-documents-and-forms.html>



4

PENNVEST Online Application / Best Practices

Name: Include the entity name and short project description (“ABC Municipal Authority – Lead Service Line Replacement, Phase 1”)

Committed Funding: Other sources of funding you’ve received must be included in application

Timeline: An anticipated timeline for design and construction of the project is required

Narrative: Should include the problem(s) being experienced and construction components and equipment to be funded



4

PENNVEST Online Application / Best Practices

Cost-effective Analysis: Alternate solutions considered and explanation of why the proposed solution is most cost-effective

Cost Breakdown/Budget: An anticipated list of costs/budget is required.

Yes/No Questions: All must be answered

Understand the information included in your application



4

PENNVEST Online Application / Best Practices / Resources

PENNVEST Project Specialist – Application questions

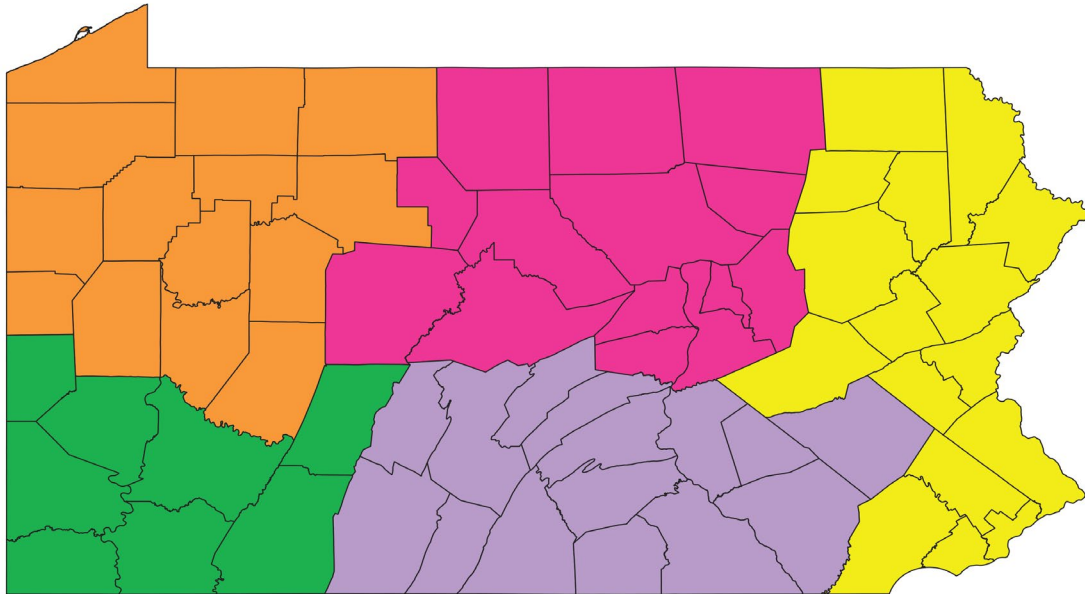
<https://www.pa.gov/agencies/pennvest/resources-tools-and-training/projects-and-funding/regional-assistance-map.html>

Regional DEP Project Manager– Determination of technical/shovel readiness or cost-effectiveness of the project

<https://www.pa.gov/agencies/pennvest/resources-tools-and-training/projects-and-funding/regional-assistance-map.html>

Independent CPA for PENNVEST – Review of Income and Expenses section – Mike Rudy of Reinsel Kuntz Leshner, LLP 717-644-4599

PENNVEST Regional Contacts



www.pa.gov/pennvest



facebook.com/pennvest



linkedin.com/company/pennvest

BRENDAN LINTON

blinton@pa.gov

(717) 783-6799

DANIEL MIKESIC

dmikesic@pa.gov

(717) 783-6673

TESRA SCHLUPP

tschlupp@pa.gov

(717) 783-8618

LESLIE COTÉ

lecote@pa.gov

(717) 783-4489

REBECCA HAYDEN

rhayden@pa.gov

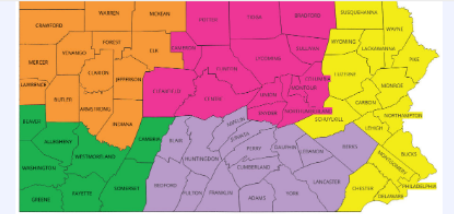
(717) 783-4488

Regional Contacts

The **Regional Assistance** page can be found under **Resources Tools and Training > Projects and Funding** on the left navigation panel of all PENNVEST webpages.

Regional Assistance

PENNVEST regional project specialists are the contacts you'll work directly with through the application process. During the process, Department of Environmental Protection (DEP) representatives are also involved to discuss technical aspects, the ranking process, requirements, permits, and timeframes.



- PENNVEST
- Apply for PENNVEST Funding
- About Us >
- Contact PENNVEST
- Notices
- Programs and Services >
- Resources Tools and Training >
- Application Documents and Forms
- Projects and Funding >
- Approved Project Search Map
- Letter of No-Prejudice
- Regional Assistance Map**
- Other Funding Sources
- County Cap Rate
- Financial Assistance Simulator
- Subsidy Calculator
- Reports and Materials >
- Training Center
- PENNVEST Newsroom >
- PENNVEST Calendar
- PENNVEST Search Hubs >

Search PENNVEST and DEP Contacts by Region

Type the county in which the project resides into the search bar to find the contact information for the PENNVEST and DEP representative serving that county.

Results 1-4 of 4 for Lackawanna Sort & Filter

DEP Northeast Regional Office - Clean Water

📍 Scott Novatnak
📞 570-826-2337
✉️ snovatnak@pa.gov

Pennsylvania Infrastructure Investment Authority | Northeast Region | Clean Water | Carbon County | Lackawanna County

Lehigh County | Luzerne County | Monroe County | Northampton County | Pike County | Schuylkill County

Susquehanna County | Wayne County | Wyoming County

Northeast/Southeast Region

📍 Rebecca Hayden
📞 717-578-8554
✉️ rhayden@pa.gov

Pennsylvania Infrastructure Investment Authority | Northeast Region | Southeast Region | Bucks County | Chester County

Delaware County | Montgomery County | Philadelphia County | Carbon County | Lackawanna County | Lehigh County

Luzerne County | Monroe County | Northampton County | Pike County | Schuylkill County | Susquehanna County

Wayne County | Wyoming County

<https://www.pa.gov/agencies/pennvest/resources-tools-and-training/projects-and-funding/regional-assistance-map.html>

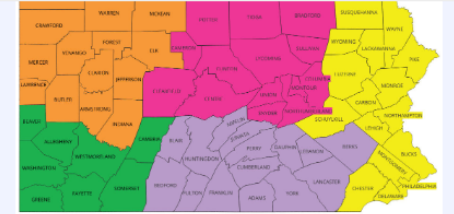
Regional Contacts

In the search bar, type the county in which the project is located to find the:

- PENNVEST Project Specialist
- DEP Clean Water and Drinking Water Project Managers
- DEP Regional Office Contact Information

Regional Assistance

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📞 717-578-8554
✉️ rhayden@pa.gov

Pennsylvania Infrastructure Investment Authority | Northeast Region | Southeast Region | Bucks County | Chester County

Delaware County | Montgomery County | Philadelphia County | Carbon County | Lackawanna County | Lehigh County

Luzerne County | Monroe County | Northampton County | Pike County | Schuylkill County | Susquehanna County

Wayne County | Wyoming County

<https://www.pa.gov/agencies/pennvest/resources-tools-and-training/projects-and-funding/regional-assistance-map.html>



Want to learn more?

PENNVEST
Application :
A Deep Dive

The Next Virtual Session

Aug. 20 –
The PENNVEST
Funding Application
Process

How to Register

Visit

www.pa.gov/pennvest

Expand the “Resources Tools and Training” section

Select “Training Center”

Pennsylvania Infrastructure Investment Authority - PENNVEST



Our mission is to serve communities through capital funding for drinking water, wastewater, stormwater, non-point source pollution prevention and other related projects. PENNVEST funding aids communities to increase the health and safety of Commonwealth citizens, protect our environment, promote economic development, and improve water quality.

PENNVEST

- Apply for PENNVEST Funding
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- Training Center**

Pennsylvania Infrastructure Investment Authority

Overview

Quick Links

<https://www.pa.gov/agencies/pennvest>



Training Center

In-person and Virtual event lists.

Select the event date to view event details and the registration form.

PENNVEST In-Person Information Exchange Events

Select the event from the list below to be directed to that event's registration form.

- Somerset County
Thursday, April 17, 2025
[REGISTER NOW](#) ↗
- Lycoming County
Wednesday, April 30, 2025
[REGISTER NOW](#) ↗
- Warren County
Thursday, May 1, 2025
[REGISTER NOW](#) ↗
- Mifflin County
Thursday, May 22, 2025
[REGISTER NOW](#) ↗
- Bucks County
Thursday, June 12, 2025
[REGISTER NOW](#) ↗
- Lawrence County
Thursday, July 24, 2025
[REGISTER NOW](#) ↗
- Adams County
Tuesday, August 26, 2025
[REGISTER NOW](#) ↗
- Clearfield County
Tuesday, September 9, 2025
[REGISTER NOW](#) ↗
- Washington County
Thursday, September 25, 2025
[REGISTER NOW](#) ↗
- Lackawanna County
Thursday, October 9, 2025
[REGISTER NOW](#) ↗

PENNVEST Virtual Information Exchange Events

This year's virtual events are designed to build knowledge through the PENNVEST process. The session in March will provide an overview of PENNVEST, identify eligible projects, and review various funding programs available. April's session will provide instruction on what a prospective applicant is required to prepare before beginning an application. The session in August will walk attendees through the application process and provide best practices to ensure a complete and informative application.

- Virtual - PENNVEST Overview Session
Tuesday, March 11, 2025
[REGISTER NOW](#) ↗
- Virtual - Preparing for a PENNVEST Application
Thursday, April 3, 2025
[REGISTER NOW](#) ↗
- Virtual - The PENNVEST Funding Application Process
Wednesday, August 20, 2025
[REGISTER NOW](#) ↗

Recording Notice

These virtual sessions will be recorded. By registering and participating in one of these sessions, you are consenting to the recording, retention, and use of this session. If you ask a question during the Q&A segment of the session, you consent to the recording, retention, and use of your statements as part of the session. The Commonwealth's complete Information Technology Acceptable Use Policy is available for review under **Management Directive 205.34 Amended**.



Training Center

Scroll down to the Training Tutorials section.

Select the tutorial named “**PENNVEST Overview Webinar**” to view the recording.

Training Tutorials

The image shows a YouTube video player thumbnail. At the top left, there is a green water drop icon and the text 'PENNVEST Overview Webinar March 11, 2025'. A 'Share' icon is in the top right. The main text reads 'PENNVEST Virtual Training Event' in large, bold, black letters, with a red play button icon overlaid. Below this is the date 'March 11, 2025'. The background of the thumbnail is a photograph of a large industrial water treatment facility with blue pipes and machinery. At the bottom of the thumbnail, there is a 'Watch on YouTube' button and a small caption: 'Cherry Street Pump Station Erie City Water Authority City of Erie and Millcreek Township, Erie County'.

PENNVEST Overview Webinar

This video will provide an overview of PENNVEST, discuss the financing process, and highlight the funding opportunities available.

[Download the presentation slide deck >](#)



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