

A person in a dark suit and white shirt is seated at a desk, working on a silver laptop. A transparent, futuristic overlay of a checklist with several checked boxes is positioned in front of the laptop. The background is a soft-focus office setting with a green plant.

# **PENNVEST Information Exchange**

**“The PENNVEST  
Application Process”**



Good morning and thank you for joining us today for this PENNVEST Information Exchange.

Before we begin, we want to go over a few administrative items...

# Recording Notice

**This webinar is being audio and video recorded.**

By participating in this webinar, 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.*

# How to Ask a Question

- **Please remain muted** during the webinar
  - Use the “Mute” button on the Teams application or your cell phone
  - Dial \*6 on your standard telephone handset
- **During the presentation**, use the “Chat” window
- **At the end of the webinar**, use the “Raise Hand” button to be called upon
- Questions may be answered by PENNVEST staff verbally or in writing within the “Chat” window



# **PENNVEST Information Exchange**

## **“The PENNVEST Application Process”**



Pennsylvania  
Infrastructure Investment  
Authority

Today's session is focused on the PENNVEST funding application, and we'll walk you through each page of the application, so you know what to expect when you are ready to apply.

If you have not seen the session we presented in April on “Preparing for a PENNVEST Application”, you should view the recording that can be found on our website's Training Center. That session is what we consider as “Course 101” with today's session being “Course 102”. However, it does not matter if you experience this session first as we'll provide a very quick recap to set the stage for the application process. At the end of the session, I'll show you how to locate the session recordings on our website should you need to revisit any information you learned today.

# Today we'll explore...

- How do I access the PV Portal?
- What are the steps within the online funding application?
- How do I use the PV Portal Dashboard?
- What is the role of the PV Portal after I've submitted my application?

## Attendees of this session will learn:

- How do I access the PV Portal?
- What are the steps within the online funding application?
- How do I use the PV Portal Dashboard?
- What is the role of the PV Portal after I've submitted my application?

# Eligibility

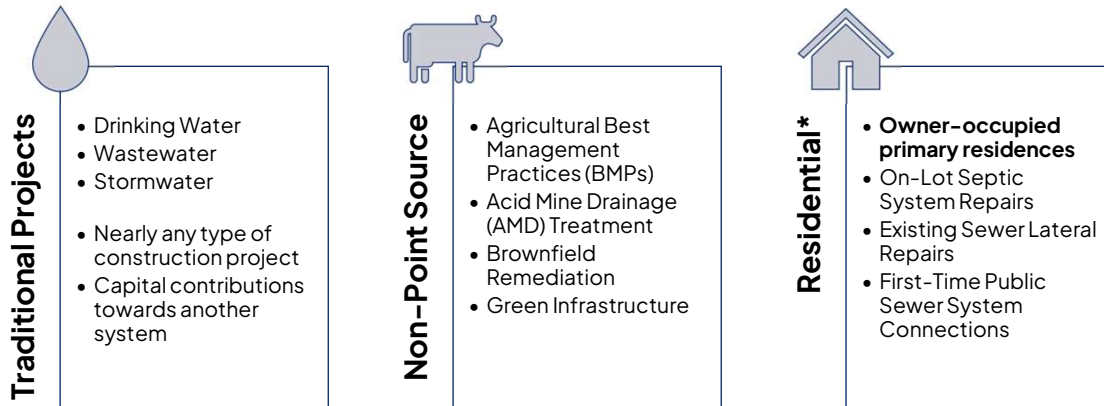


Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

Before we begin, we want to talk briefly about eligibility. Who are eligible applicants and what types of projects are eligible for funding?

# Our Funding Programs



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

The purpose of the PENNVEST program is to fund clean water projects.

Most of the projects that we fund are drinking water, wastewater and stormwater projects. These are our “traditional projects”. The types of projects we fund are most construction projects that improve water quality for PA citizens. Examples of drinking water projects eligible for PENNVEST funding would include water treatment plant improvements, replacement of water transmission lines, and distribution lines in a community.

Wastewater project examples include wastewater

treatment plant upgrades as well as upgrades to collection systems equipment at the wastewater plant.

Stormwater system project funding is available as well. Examples of stormwater projects include construction of new storm sewer systems, upgrades to existing systems, addition of inlets, culverts, vertical curbing, subsurface infiltration, and pervious pavement.

We are also able to finance what we call capital contributions. In suburban areas where an outlying municipality has a portion of wastewater being conveyed to a neighboring township, borough, or municipal authority for treatment, we can provide funding to be used by the outlying municipality as a contribution towards upgrades to the overall shared system.

Eligible projects under the non-point source category are ones that institute agricultural best management practices with the goal of mitigating water run off contamination to near-by streams. In these types of projects, the borrower of funding could be either county conservation districts or private farm owners.

Acid mine drainage treatment systems, brownfield remediation, and green infrastructure projects are other types of non-point source projects funded through PENNVEST. Green infrastructure projects include the addition of a green roof on a building, inclusion of pervious pavement that would channel or absorb stormwater in a

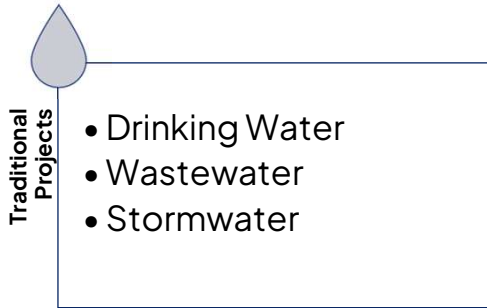


business or a street revitalization project. For these street revitalization projects, PENNVEST, would not be able to fund streetscape items like bike racks, streetlamps, or park benches, but can fund things like landscaped curb bump outs at intersections that collect stormwater.

Lastly, we have a residential program, called the Homeowner Sewage Program, that is funded through PENNVEST but is administered by the Pennsylvania Housing Finance Agency. Through this program we provide funding directly to a residential property owner for on lot septic system repairs and first-time connection to a public sewage system.

**Today's presentation will focus on Traditional Projects and Non-point Source project applications.**

# Traditional Projects



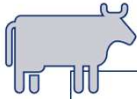
An applicant must own, operate or maintain the system for the entire term of the PENNVEST funding or in the case of grant funding for the life of the improvements.

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

Within our traditional projects, the applicant must own, operate or maintain the system for the entire term of the PENNVEST funding. If grant funding is applied to the project, the applicant must own, operate or maintain the system for the life of the improvements.

Additionally for drinking water systems, PENNVEST can only award funding 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.



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

For non-point source projects, applicants can be farm owners, businesses, or a governmental unit like a municipality, authority, county or conservation district who sponsors a private entity in the funding of the project.

# Ineligible Projects

## New Development

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

## Projects Already Under Construction



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

I want to touch on some projects that are not eligible to receive funding through PENNVEST.

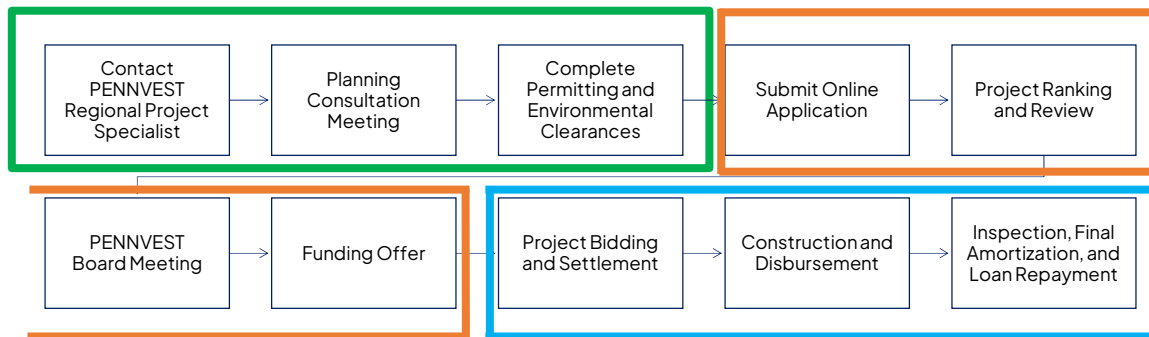
We cannot fund new development UNLESS the redevelopment will address a current water quality problem on the site.

And lastly, PENNVEST is not able to fund any projects that have started construction prior to the PENNVEST funding offer and settlement.

# The Funding Process

Next, we'll dive into preparing everything that is required for a PENNVEST application.

# Application and Project Workflow



The PENNVEST funding process is a multi-step process. If you have already seen the webinar we presented in April, you'll know that the first 3 steps (highlighted in green) are actions you should have already completed and prepared before beginning an online application. Before you can begin an application, your project must be shovel-ready. The recording of April's session will discuss how you meet the shovel-ready requirement.

Because our topic today is on the PENNVEST application process, most of our conversation will focus on the items highlighted in orange, but we will also touch a little bit on of the final stages highlighted in blue.

# Preparing for the PENNVEST Application



## Preparation Checklist



Contact PENNVEST Regional Specialist



Planning consultation meeting



Complete DEP requirements



Register at Keystone Login



Compile PENNVEST documentation



Know application cut off date



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

During the webinar presented in April, we learned that there were some steps that needed to be done prior to submitting an application. Those steps help you meet the shovel-ready requirement as well as prepare you for a much more efficient application process.

**Prior to submitting a PENNVEST funding application, you must have already:**

Contacted your PENNVEST Regional Specialist and completed their intake questionnaire.

Completed the planning consultation meeting with your



## PENNVEST Regional Specialist and DEP representative

### Completed all DEP Requirements

- Environmental Clearances
- Permits
- Biddable Plans
- Specifications
- Environmental Review
- Competitive Procurement Specification Certificate

Registered for credentials through Keystone Login.

The next two items on the checklist will be discussed a little more in-depth on our next 3 slides.

# 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>



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

As a reminder from the previous webinar, PENNVEST applications require several documents to be uploaded into the application system, so prior to beginning an application, it is best to compile this information for a smooth and efficient application process.

- PENNVEST will require Articles of Incorporation, W9 and/or 147C documentations to verify applicant's identity and create the legal entity.
- PENNVEST will require pictures that evidence the need for PENNVEST funding.
- All intermunicipal agreements will be required as part of

the application.

- Current financial statements are required for the most recent 3 years. If the applicant is behind on financials, they must complete all required years of financials before applying.
- Any existing Bond documentation and/or Trust Indentures should be part of the application.
- PENNVEST requires local and county land use as well as County Agricultural Board concurrence letters – **these can take some time to acquire, so start these early.**
- Letters of support from businesses that show job growth or job retention may be useful in the ability to gain ranking points for your project; however, these are not required.
- Documents such as a Letter of Responsibility and Resolution to Apply may need to be approved by the applicant's board prior to the application cut off.

Our website offers templates for many of the letters required. These are available at the link shown on this slide.

# Application Cut-off Dates and Board Meetings

APPLICATION CUT-OFF DATE BY 5:00 P.M. EASTERN TIME	PENNVEST BOARD OF DIRECTORS MEETING DATE
May 7, 2025	July 16, 2025
July 30, 2025	October 15, 2025
October 29, 2025	January 21, 2026
February 4, 2026	April 15, 2026
April 29, 2026	TBA

More details: [www.pa.gov/pennvest](http://www.pa.gov/pennvest) > Quick Links

Once your project is shovel ready, you can begin your online application.

The PENNVEST application process is fully electronic from start to finish, through the PV Portal, and we accept applications four times per year. The application cut off dates are listed on the left-hand side of the slide and those application dates correspond with our PENNVEST Board of Directors meeting dates on the right-hand side. Roughly 2 ½ months after the cut off date is when the Board of Directors meet to review the applications that have been submitted and deemed **technically and administratively eligible** for funding and formally

approve the funding offers.

Applications are due to PENNVEST on the specified cut off date by 5 PM Eastern Time.

Dates for each new fiscal year are approved during the board meeting in April and once approved are announced in the **Quick Links** area of the PENNVEST homepage.

# Access the PV Portal

- You can start an application at anytime.
- Reach out to your regional PENNVEST 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>

Applicants can begin an application at any time but remember that the planning consultation meeting with your PENNVEST Project Specialist and DEP regional representative is the mandatory first step and will provide you with information you will need prior to beginning your application. Once your application has been started, you can leave the PV Portal at any time and return to the application as needed prior to submitting it.

The PV Portal is a web-based platform used not only to apply for PENNVEST funding but to track the entire financing process from start to loan pay-off. Anyone linked to an application must first register for credentials

within the Keystone Login system before they can access the PV Portal.

We use the Keystone login system to authenticate users for our application.

If you've worked with other Commonwealth agencies, you may already have a Keystone login account which you can use to access the PENNVEST application portal. The link on this slide will take you to our **Apply For PENNVEST Funding** webpage that includes all links needed to start an application, including a link to the Keystone Login system where you can log into the PV Portal or register for Keystone Login credentials.

# The PENNVEST Application



Pennsylvania  
Infrastructure Investment  
Authority

[WWW.PA.GOV/PENNVEST](http://WWW.PA.GOV/PENNVEST)  
(877) 787-8137



# How to Start an Application

The screenshot displays the PENNVEST website interface. On the left is a navigation menu with the following items: 'Apply for PENNVEST Funding' (highlighted with a yellow box), 'About Us', 'Contact PENNVEST', 'Notices', 'Programs and Services', 'Resources Tools and Training', 'PENNVEST Newsroom', 'PENNVEST Calendar', and 'PENNVEST Search Hubs'. The main content area is titled 'Steps to Complete Prior to Beginning an Application' and contains four numbered steps: 1. Schedule a Planning Session, 2. Know What to Apply, 3. Create Credentials in Keystone Login, and 4. Understand the Online Funding Request Website. To the right of these steps is a 'Ready to Apply?' section with a 'Login to the PV Portal to Apply for Funding' button. Below this is a 'Resources' section with a link to 'View the Application Documents and Forms webpage for additional resources.'.

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

The most effective way to begin your application is to visit the Apply for PENNVEST Funding webpage.

There are 3 main components on this page.

The first walks you through the pre-application steps that we discussed moments ago.

The next provides you with the link to begin your application.

Lastly, under the resources section, you will find a link to the letter templates we talked about. This webpage provides everything you need to get started.

So let's click on the Login button under the Ready to Apply section to begin an application.

# Keystone Login

Powered by  
**PA KEYSTONE LOGIN**

**Login**

Login:

Password:

[Forgot Keystone Username?](#)

[Forgot Password?](#)

[LOGIN](#)

**Keystone Login Support**

[Register for Keystone Login?](#)

[Having Trouble registering?](#)

[Learn more about Keystone Login?](#)

**Learn more**

[Funding Programs](#)

[Apply On-Line](#)

[Funding Disbursement](#)

[Loan Servicing](#)

**Need Assistance?**

[PENNVEST Contacts](#)

[Regional Assistance](#)

For all questions, concerns and issues with Keystone Login, please contact the Keystone Login Help Desk at (877) 328-0995 or via email at [KeystoneLoginSupport@randstadusa.com](mailto:KeystoneLoginSupport@randstadusa.com).

**Site Requirements** - PENNVEST sites are optimized for **Microsoft Edge** and **Google Chrome**. Older Internet Explorer versions and other browsers may cause the application to not work properly. **Adobe Acrobat Reader Version 10 or greater** is required to view Adobe Acrobat PDF files found in PENNVEST Applications.

Once we click on that button, we are directed to the Keystone Login. As part of our preparation checklist, you should have already secured your credentials with the Keystone Login.

If not, there is a link under the middle Support section that allows you to register for credentials.

If you have credentials already, type your Login and Password and click the Login button to enter the PV Portal.

# 20 Minute Limit



Test Campbell, Test  
Felicia

February 27, 2025 10:55 AM

🕒 19 Minutes Remaining ➡

Before we start, I want to provide a tip.

In the upper right-hand corner of the PV Portal, you will see your login name. Our system is set to time out if you are not moving around in the system within 20 minutes. You may be gathering information once you enter the portal.

As you near the end of the 20-minute timeframe, you will receive a pop-up notice that you will be logged out in X number of minutes.

Make it a practice to save your work regularly because

you may be pulled away at some point and not see the alerts.

As you move around in the system, the time resets back to 20 minutes, so there is no limit to how long you can be in the system. The time limit only pertains to inactivity in the portal.

We included this system setting so the system works efficiently and quickly for applicants and doesn't create a lag when other applicants may forget to close the portal when not in use.

# Project List

**PENNVEST**  
PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY

Project List

New Application

My Workbook

My Notifications (0)

My Subscriptions

My Tools

Get Help

Search

PROJECTS

1 of 1 projects returned by Search

Started

FC Test - Wastewater Treatment Plant Upgrades

ID: GREEN PROJECT: No LOAN: BUSINESS PARTNER NUMBER: RELATED: No RELATED PROJECT:

Board Approval Date: Settlement Date: Approved Loan Amount: \$0.00 Approved Non-Repayment Amount: \$0.00

Borrower: Test Campbell, Test Felicia Legal Entity: PV Region: Southeast and Northeast (PENNVEST Region 4) DEP Region: SERO - Southeast Regional Office (DEP Region 1) County: Chester

APPLICATION	SETTLEMENT	LOAN SERVICING	FUNDS DISBURSEMENT	CONTACTS	DELETE
-------------	------------	----------------	--------------------	----------	--------

Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST (877) 787-8137

Once you have logged in, you'll see all the projects you are linked to.

If you are a first-time applicant, you will see no projects listed.

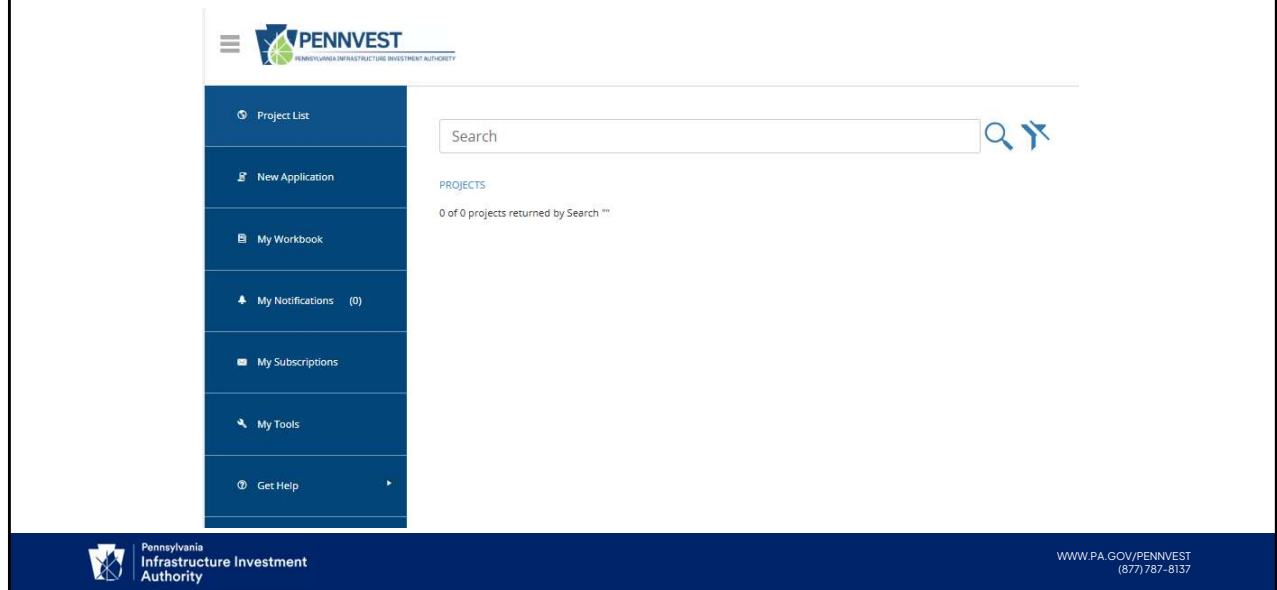
If you have current or previous applications in the system, your project list page will look like this.

We have entities that show many projects in their project list and a green bar will show you what stage each application is in. Prior to board approval of an application, you will see either the Started or Under Review indication.

After board approval, your application may be in the Loan

Closing, Disbursement, Interim, Final Amortization, or Paid in Full stage depending where you are in the construction and loan process for the project.

# Why Are No Projects in My List?



If you know your entity has one or more projects in the PV Portal, but your Project List returns no projects, you were not listed as a contact for the project. Your project list only returns projects which you are linked to.

If this occurs, reach out to the person who created the application to have them include you as a contact. If you don't know who initially created the application, reach out to your project specialist who can link you.

For entities who are return borrowers and may have an extensive Project List, you may want to use the search bar to quickly narrow down your list. Pay attention to spelling

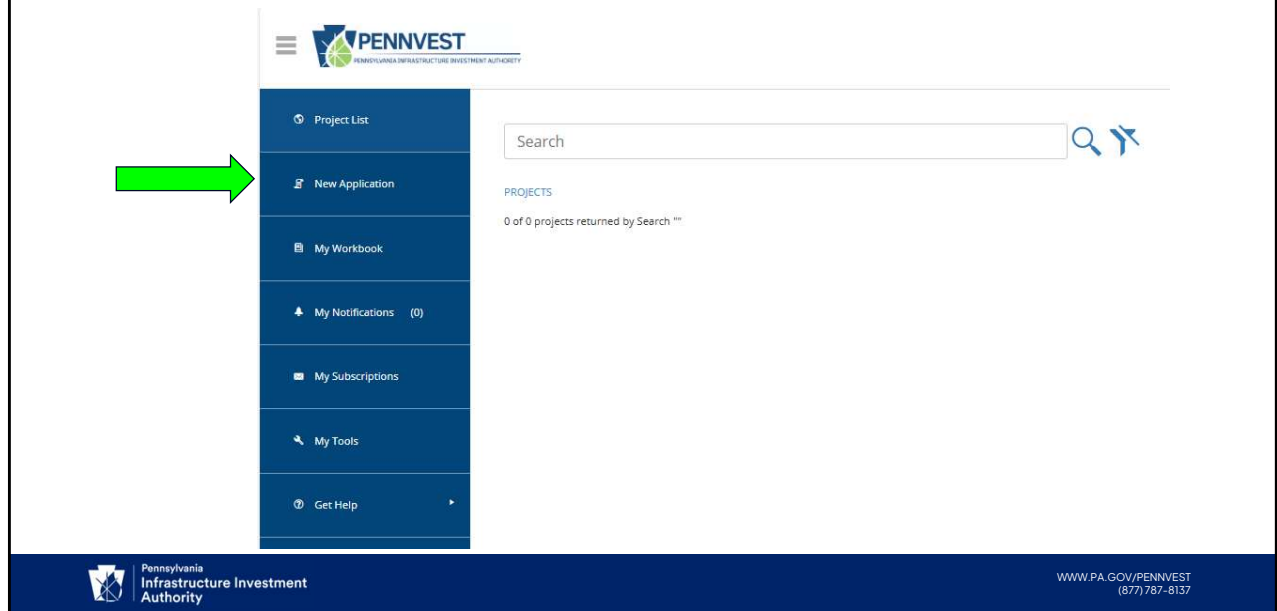
when using the search bar; and also, a good rule of thumb when using the search functionality is “less may be more”.

If you provide too much information in the search, that is not included in the title of the project you are looking for, the search may not return what you are looking for. We'll provide a tip in a few slides to help you manage your search capabilities as you create additional applications.

We will discuss the left-hand navigation panel you see here later in the presentation, but I want to jump into how to start a new application first.



# New Application



To begin, select the New Application button in the left-navigation panel.

# Define Your Entity

**PennVEST**  
Pennsylvania Infrastructure Investment Authority

Test Campbell, Test  
February 27, 2025 10:17 AM  
2025 Infrastructure Investment Authority

**Project List**  
**Dashboard**

Project ID:  
Status:

**Home Owner / Owner / Landlord**  
Seeking to fund a residential project, such as a home renovation, or a new home. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**Land Owner / Farmer**  
Seeking to fund a project, such as a farm, or a project to develop a new project. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**Corporation / Private Entity**  
Seeking to fund a project, such as a business, or a project to develop a new project. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**Municipality / Local Government**  
Seeking to fund a project, such as a city, or a project to develop a new project. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**PennVEST**  
Pennsylvania Infrastructure Investment Authority

Test Campbell, Test  
February 27, 2025 10:17 AM  
2025 Infrastructure Investment Authority

**Project List**  
**Dashboard**

Project ID:  
Status:

**Home Owner / Owner / Landlord**  
Seeking to fund a residential project, such as a home renovation, or a new home. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**Land Owner / Farmer**  
Seeking to fund a project, such as a farm, or a project to develop a new project. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**Corporation / Private Entity**  
Seeking to fund a project, such as a business, or a project to develop a new project. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

**Municipality / Local Government**  
Seeking to fund a project, such as a city, or a project to develop a new project. This option is for individuals or families.  
Attention: Homeowners should contact us to seek funding or by calling 877-877-5466.

The first thing you need to do when creating a new application is to define what type of entity you are. For our sample application, we'll select Municipality/Local Government.

# Project Description

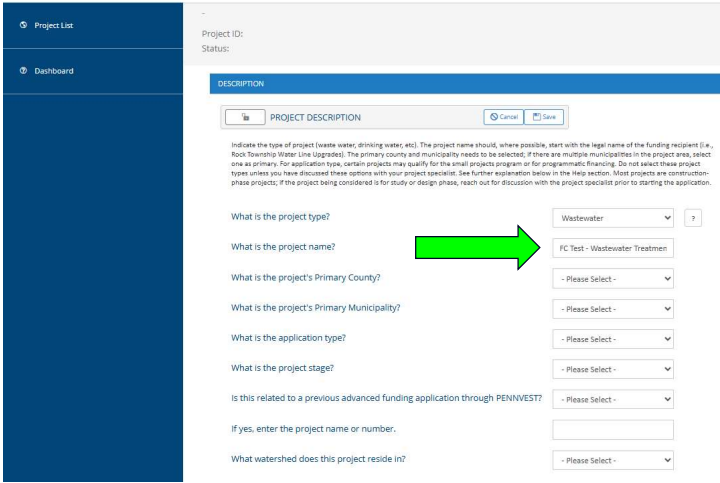
The screenshot shows the PENNVEST web application interface. On the left is a dark blue sidebar with 'Project List' and 'Dashboard' links. The main content area has a header with 'Project ID:' and 'Status:'. Below this is a 'Description' section with a tab labeled 'PROJECT DESCRIPTION' and an 'Edit' button circled in yellow. A detailed instruction paragraph follows, explaining project naming and selection rules. The form contains several dropdown menus: 'What is the project type?' (with 'Wastewater' selected), 'What is the project's Primary County?', 'What is the project's Primary Municipality?', 'What is the application type?', 'What is the project stage?', 'Is this related to a previous advanced funding application through PENNVEST?', and 'What watershed does this project reside in?'. There are also text input fields for 'If yes, enter the project name or number.' and 'Cancel'/'Save' buttons at the bottom.

To begin answering the questions, select the Edit button.

The first question will ask what type of project you are applying for funding for.

We'll select wastewater.

# Project Name



The screenshot shows the PENNVEST web application interface. On the left is a sidebar with 'Project List' and 'Dashboard' links. The main area is titled 'DESCRIPTION' and contains a 'PROJECT DESCRIPTION' form. A green arrow points to the 'What is the project name?' field, which contains the text 'FC Test - Wastewater Treatment'. Other fields include 'What is the project type?' (Wastewater), 'What is the project's Primary County?' (Please Select), 'What is the project's Primary Municipality?' (Please Select), 'What is the application type?' (Please Select), 'What is the project stage?' (Please Select), 'Is this related to a previous advanced funding application through PENNVEST?' (Please Select), 'If yes, enter the project name or number.' (empty), and 'What watershed does this project reside in?' (Please Select).

**BEST PRACTICE TIP:**

Include the name of the entity applying for funding as well as short description of the project.

**Example –**  
**ABC Municipal Authority –**  
**Lead Service Line**  
**Replacement, Phase 1**

Then, you enter the name of the project.

## BEST PRACTICE TIP:

The **Name** of the application should include the name of the entity applying for funding as well as a short description of the project. **Example: ABC Municipal Authority – Lead Service Line Replacement, Phase 1.**

Going back to our project search conversation a few slides ago, once you have completed this application, you can use “Lead” as your search word and only see the projects around lead in your entire project list. By using

this type of nomenclature, it allows you to use one or two search words to weed out your projects around wastewater, PFAS, water tank restoration, etc if you are only searching for a project around lead pipes in your master project list.

# Project Location

Project ID:  
Status:

DESCRIPTION

☐ PROJECT DESCRIPTION

Indicate the type of project (waste water, drinking water, etc). The project name should, where possible, include the location (e.g., Rock Township Water Line Upgrade). The primary county and municipality needs to be selected. If there is only one as primary, for application type, certain projects may qualify for the small projects program or for project types unless you have discussed these options with your project specialist. See further explanation below. phase project. If the project being considered is for study or design phase, reach out for discussion with your project specialist (i.e., your project instruction application).

What is the project type?

What is the project name?

What is the project's Primary County?

What is the project's Primary Municipality?

What is the application type?

What is the project stage?

Is this related to a previous advanced funding application through PENNVEST?

If yes, enter the project name or number.

What watershed does this project reside in?

-- Please Select --  
Chester County  
Atglen Borough  
Avondale Borough  
Birmingham Township  
Cain Township  
Charlestown Township  
Coatesville City  
Downingtown Borough  
East Bradford Township  
East Brandywine Township  
East Caln Township  
East Coventry Township  
East Fallowfield Township  
East Goshen Township  
**East Marlborough Township**  
East Nantmeal Township  
East Nottingham Township  
East Pileland Township  
East Vincent Township  
-- Please Select --


-- Please Select --  
-- Please Select --  
-- Please Select --  
-- Please Select --  
-- Please Select --

Next you will select the County and then the primary municipality for the project. This does not refer to the SYSTEM'S LOCATION...this refers to the physical location of the project itself.

Both sections provide drop down lists to choose from. Once you've selected the County, the municipality list will populate with just the municipalities that apply to the county you selected.


I've selected Chester County and East Marlborough Township for my project.

# Application Type

 PROJECT DESCRIPTION Cancel Save

Indicate the type of project (waste water, drinking water, etc). The project name should, where possible, start with the legal name of the funding recipient (i.e., Rock Township Water Line Upgrades). The primary county and municipality needs to be selected; if there are multiple municipalities in the project area, select one as primary. For application type, certain projects may qualify for the small projects program or for programmatic financing. Do not select these project types unless you have discussed these options with your project specialist. See further explanation below in the Help section. Most projects are construction-phase projects; if the project being considered is for study or design phase, reach out for discussion with the project specialist prior to starting the application.

What is the project type?	Wastewater	?
What is the project name?	FC Test - Wastewater Treatment	
What is the project's Primary County?	Chester	
What is the project's Primary Municipality?	East Marlborough Township	
What is the application type?	- Please Select -	
What is the project stage?	- Please Select - Small Project Programmatic Financing Traditional Construction PFAS Lead Removal	
Is this related to a previous advanced funding application through PENNVEST?		
If yes, enter the project name or number.		
What watershed does this project reside in?	- Please Select -	

 Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

Now we want to define application type.

Are you applying under our Small Project, Programmatic Financing (Pro-Fi), Traditional Construction, PFAS or Lead Removal project types? During the required Planning Consultation with your PENNVEST Project Specialist prior to your application, you will be given some guidance if you aren't sure.

# Project Stage

PROJECT DESCRIPTION

Cancel Save

Indicate the type of project (waste water, drinking water, etc). The project name should, where possible, start with the legal name of the funding recipient (i.e., Rock Township Water Line Upgrades). The primary county and municipality needs to be selected; if there are multiple municipalities in the project area, select one as primary. For application type, certain projects may qualify for the small projects program or for programmatic financing. Do not select these project types unless you have discussed these options with your project specialist. See further explanation below in the Help section. Most projects are construction-phase projects; if the project being considered is for study or design phase, reach out for discussion with the project specialist prior to starting the application.

What is the project type?	Wastewater	?
What is the project name?	FC Test - Wastewater Treatmen	
What is the project's Primary County?	Chester	
What is the project's Primary Municipality?	East Marlborough Township	
What is the application type?	Traditional Construction	
What is the project stage?	- Please Select -	
Is this related to a previous advanced funding application through PENNVEST?	- Please Select - Design or Feasibility Construction	
If yes, enter the project name or number.		
What watershed does this project reside in?	- Please Select -	

\* Last Updated by Test Felicia Test Campbell, weetsa@aol.com on 02/27/25 10:10:29 AM

Cancel

Save

Next, you'll define what stage of the project you are in.

Are you in the design or feasibility stage or ready to begin construction? The only time you will select design/feasibility is if you are applying under the Advance Funding Program.



# Application Relating to Advance Funding?

PROJECT DESCRIPTION

Cancel Save

Indicate the type of project (waste water, drinking water, etc). The project name should, where possible, start with the legal name of the funding recipient (i.e., Rock Township Water Line Upgrades). The primary county and municipality needs to be selected; if there are multiple municipalities in the project area, select one as primary. For application type, certain projects may qualify for the small projects program or for programmatic financing. Do not select these project types unless you have discussed these options with your project specialist. See further explanation below in the Help section. Most projects are construction-phase projects; if the project being considered is for study or design phase, reach out for discussion with the project specialist prior to starting the application.

What is the project type?

Wastewater

?

What is the project name?

FC Test - Wastewater Treatment

What is the project's Primary County?

Chester

What is the project's Primary Municipality?

East Marlborough Townshir

What is the application type?

Traditional Construction

What is the project stage?

Construction

Is this related to a previous advanced funding application through PENNVEST?

- Please Select -

If yes, enter the project name or number.

- Please Select -

Yes

No

What watershed does this project reside in?

\* Last Updated by Test Felicia Test Campbell, weeste@aol.com on 02/27/25 10:10:29 AM

Cancel Save

Now we'll ask if this application is related to a previous advanced funding application through PENNVEST?

Our Advance Funding Program allows entities to borrow funding to help them through the design and engineering planning to get them to the shovel-ready stage.

We ask if the project relates to a prior advance funding application because if a system applies for and closes on PENNVEST construction financing before the end of 60 months of the Advance Funding loan, the balloon payment for the Advance Funding loan is waived, and that loan's term is extended to match the construction loan term. So, this is

important information for us to link the projects and secure that waiver for the applicant.

For our sample application, we are indicating that our application is not related to a prior Advance Funding application. The answer to the majority of applications will be "no" for this question.

Because our project doesn't relate to a prior Advance Funding application, we do not fill in the next section asking for the Advance Funding's project name or number. That field is covered by our drop down Yes and No selections, but you can see that question on the slide.

# Watershed Designation

PROJECT DESCRIPTION

Cancel Save

Indicate the type of project (waste water, drinking water, etc). The project name should, where possible, start with the legal name of the funding recipient (Rock Township Water Line Upgrades). The primary county and municipality needs to be selected; if there are multiple municipalities in the project are one as primary. For application type, certain projects may qualify for the small projects program or for programmatic financing. Do not select these options unless you have discussed these options with your project specialist. See further explanation below in the Help section. Most projects are construction phase projects; if the project being considered is for study or design phase, reach out for discussion with the project specialist prior to starting the app.

What is the project type? 

Wastewater

What is the project name? 

FC Test - Wastewater Treatment

What is the project's Primary County? 

Chester

What is the project's Primary Municipality? 

East Marlborough Township

What is the application type? 

Traditional Construction

What is the project stage? 

Construction

Is this related to a previous advanced funding application through PENNVEST? 

No

If yes, enter the project name or number.

What watershed does this project reside in? 

- Please Select -

\* Last Updated by Test Felicia Test Campbell, wesasa@aol.com on 02/27/26 10:10:29 AM

Cancel Save

COMMENTS

Edit

- Please Select -

Delaware River Basin

Susquehanna River Basin

Ohio River Basin

Potomac River Basin

Lake Erie Basin

Genesee River Basin

In this section, the last required field is to indicate the watershed that this project resides in.

# How to Save Your Progress

The screenshot shows a web form with the title "How to Save Your Progress". Below the title, there is a question: "What watershed does this project reside in?". To the right of this question is a dropdown menu currently displaying "Delaware River Basin". Below the question and dropdown, there are two buttons: "Cancel" and "Save". The "Save" button is circled in yellow. Below these buttons is a "COMMENTS" section, which includes a text input area and an "Edit" button. At the bottom of the form, there is a dark blue footer bar containing the Pennsylvania Infrastructure Investment Authority logo and name on the left, and the website "WWW.PA.GOV/PENNVEST" and phone number "(877) 787-8137" on the right.

Before exiting this screen, click on the Save button to save the answers to the questions section.

If you have additional comments you'd like to make about the project, there is a comments field under the list of questions. To enter text, select the edit button in that field to open the text box.

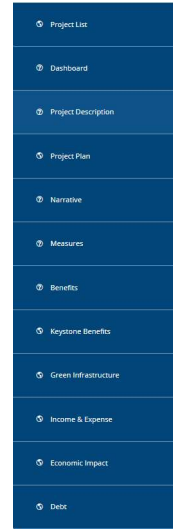
Once you've entered your comments, there is an additional Save button under the comments section to save the text you entered.

# Left Navigation Panel

Left navigation panel prior to saving the initial project description details.

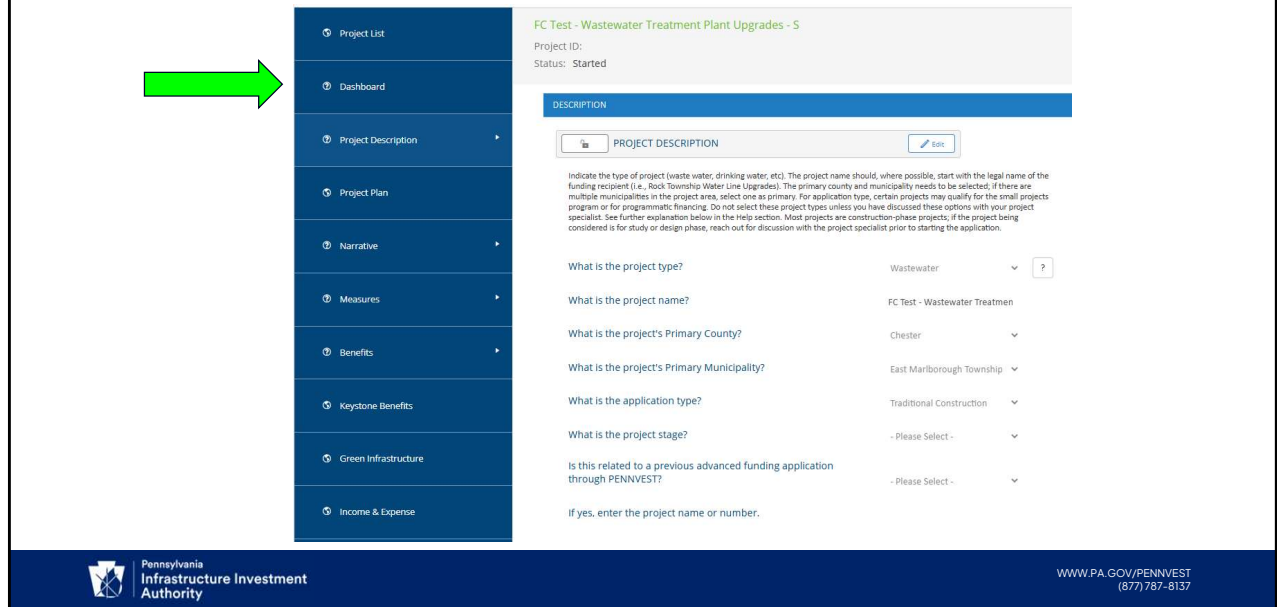


Left navigation panel after saving the initial project description details.



By completing the first page of questions, we have officially created a new application in the PV Portal. Now that this application has been created in the system, your left navigation panel populates with new information needed to complete this application.

# The Dashboard



**Project List**

**Dashboard**

**Project Description**

**Project Plan**

**Narrative**

**Measures**

**Benefits**

**Keystone Benefits**

**Green Infrastructure**

**Income & Expense**

**FC Test - Wastewater Treatment Plant Upgrades - S**

Project ID:

Status: Started

**DESCRIPTION**

**PROJECT DESCRIPTION**

Indicate the type of project (waste water, drinking water, etc). The project name should, where possible, start with the legal name of the funding recipient (i.e., Rock Township Water Line Upgrades). The primary county and municipality needs to be selected; if there are multiple municipalities in the project area, select one as primary. For application type, certain projects may qualify for the small projects program or for programmatic financing. Do not select these project types unless you have discussed these options with your project specialist. See further explanation below in the help section. Most projects are construction-phase projects; if the project being considered is for study or design phase, reach out for discussion with the project specialist prior to starting the application.

What is the project type?

Wastewater

What is the project name?

FC Test - Wastewater Treatment

What is the project's Primary County?

Chester

What is the project's Primary Municipality?

East Marlborough Township

What is the application type?

Traditional Construction

What is the project stage?

- Please Select -

Is this related to a previous advanced funding application through PENNVEST?

- Please Select -

If yes, enter the project name or number.

**Pennsylvania Infrastructure Investment Authority**

**WWW.PA.GOV/PENNVEST**  
(877) 787-8137

The first thing you'll want to do once you've created the new application in the PV Portal, is select the Dashboard.

# Dashboard Overview

**PIIA Project - Pennsylvania Infrastructure Investment Authority - 5**

Project: [Project Name]

**Progress**

Plan (100%) | Planning Consultation (100%) | Application Submission (100%) | Application Review (100%) | Technical Review (100%) | Funding Approval (100%)

**Activities**

**Plan**

Application submitted on PIAA portal to PIAA

To get started with your application, PENNVEST will need to collect some key information about your project:

- Project Description - Construction
  - What is the project?
  - What is the primary location?
  - What is the project's purpose?
  - What is the project's impact?
- Project Description - Funding
  - The amount of funding you are requesting from PENNVEST
  - How will you repay the loan?
- Project Description - Technical Review
  - What is the project's technical description?

You will also need to complete these items for your project:

- Legal Review Assigned
- Document Assigned
- Primary Project Site

**Technical Review**

Most projects require some sort of planning, permitting or environmental documents to construct the project. Working applications are strongly encouraged to contact their regional Pennsylvania Department of Environmental Protection office early in the planning and design process to identify all applicable environmental requirements. Timing of these planning and permit approvals may have an impact on the submission of the PENNVEST application. A representative from the Department will be in attendance at the Planning Consultation meeting.

**Funding Approval**

Under Resources, Document Library tab are forms, templates and a user guide to help the applicant complete the application. The most commonly used forms/templates are the final loan commitment form letters, Letter of Responsibility and Resolution to Apply.

**Contacts**

**Project Manager**

Company Name: [Company Name]  
Phone Number: [Phone Number]  
Business Address: [Business Address]  
City/State: [City/State]  
Zip: [Zip]

**Technical Reviewer**

Company Name: [Company Name]  
Phone Number: [Phone Number]  
Business Address: [Business Address]  
City/State: [City/State]  
Zip: [Zip]

**Funding Reviewer**

Company Name: [Company Name]  
Phone Number: [Phone Number]  
Business Address: [Business Address]  
City/State: [City/State]  
Zip: [Zip]

**Primary Project Site**

Site Name: [Site Name]  
Address: [Address]  
City/State: [City/State]  
Zip: [Zip]

**Progress**

Planning Consultation: 100%  
Application Submission: 100%  
Application Review: 100%  
Technical Review: 100%  
Funding Approval: 100%

The project dashboard provides a visual of where you are in the application process.

The right-hand side of the dashboard is an area you need to populate with information as soon as you create the new application.

We'll start with the Contacts area first.

# Contact List



Contacts		
<a href="#">See All</a>		
	<b>Christian French</b> DEP Project Manager	 <a href="mailto:chfrench@pa.gov">chfrench@pa.gov</a>  (484) 250-5178
	<b>Rebecca Hayden</b> Project Specialist	 <a href="mailto:rhayden@pa.gov">rhayden@pa.gov</a>  (717) 785-4488
	<b>Test Felicia Test Campbell</b> Borrower	 <a href="mailto:weetsa@aol.com">weetsa@aol.com</a> 

The PENNVEST system will automatically populate the contact table with three individuals:

1. The person who created the application, who is assigned the "borrower" permission
2. The PENNVEST project specialist who is assigned to the primary county selected on the initial project application page; and,
3. A Pennsylvania DEP project manager

Your PENNVEST project specialist will typically communicate the specific DEP project manager or managers for your project during or after the planning



**consultation. He or she can then assist you with adding the appropriate DEP contacts to your specific application. Until that occurs, a DEP project manager contact may be randomly assigned to your application and could change.**

However, remember we discussed earlier that only people who are linked to the project can see it in the project list area of the PV Portal. So you must enter any individual's contact information who will need to access the project application and is responsible for uploading documents or requesting funds once the loan is secured.

To add new contacts, select the [See All](#) link to open the full Contact list.

# Adding Contacts

FC Test - Wastewater Treatment Plant Upgrades - 5

Project ID:                      Company:  
Loan No:                      Legal Entity:  
Status: **Started**              Business Partner No:  
Project Specialist: **Rebecca Hayden**              Board Approval Date:

**PROJECT CONTACTS**

**+ Add Contact to Project** **+ Create Contact Record**              Current Filter: Search [ ] [ ] [ ] Export to Excel

		Full Name	Title	Company Name	Permissions	Email Address	Phone Number
		French, Christian			DDP Project Manager	<a href="mailto:cfrench@pa.gov">cfrench@pa.gov</a>	(610) 200-0170
		Hayden, Rebecca			Project Specialist	<a href="mailto:rhayden@pa.gov">rhayden@pa.gov</a>	(717) 783-6688
		Test Campbell, Test Felicia			Borrower	<a href="mailto:fcampbell@pa.gov">fcampbell@pa.gov</a>	

X Remove    100 items per page    1 - 3 of 3 items

Keystone Certified    Expired User    Inactive User

The Contact page provides you a complete view of individuals linked to your project. It is extremely important to keep this list updated and accurate so PENNVEST and PA DEP staff can reach out to you in a timely fashion.

When adding a contact, PENNVEST strongly recommends using the "Add Contact to Project" button. This will allow you to search for a name in the PENNVEST system and add his or her details to your project utilizing their own Keystone Login. Your PENNVEST project specialist can assist you with adding additional contacts.

**At bare minimum, each and every PENNVEST applicant MUST have the following contacts registered to the application using a Keystone Login:**

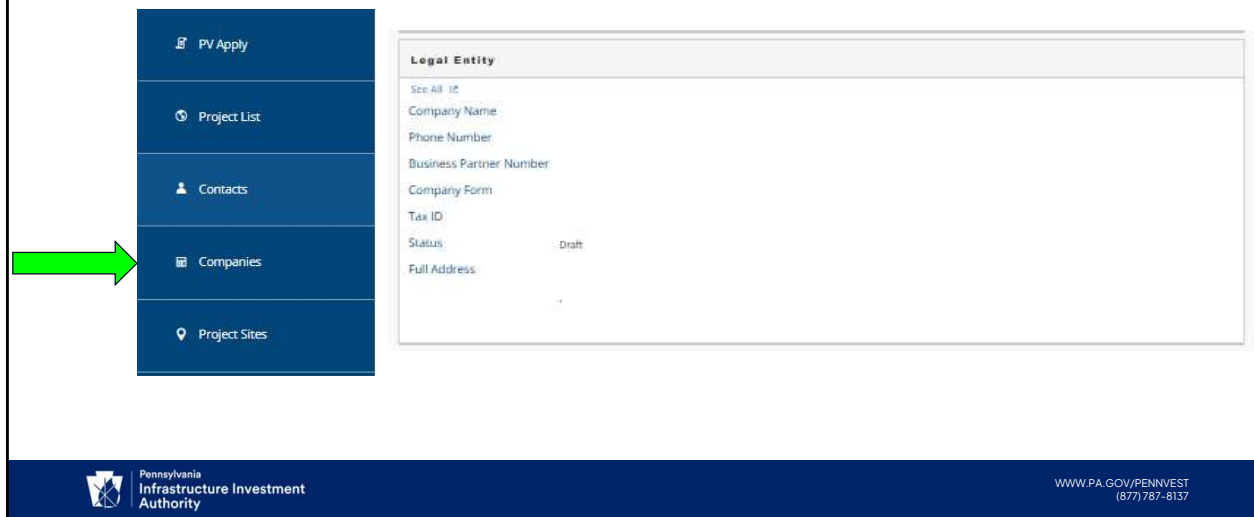
- 1. A "borrower" contact. This individual is typically a secretary, municipal manager, or someone at the applicant's business office we can reach out to during the work day.**
- 2. The applicant's engineer. The engineer must be licensed in the Commonwealth of Pennsylvania and will be asked to provide their license number.**
- 3. The applicant's solicitor or attorney, who also must be licensed to practice law in Pennsylvania.**

**Beyond the above, PENNVEST's system allows applicants to designate additional staff such as financial staff, administrative staff, and several other categories. As long as each and every person listed in the Contact list has their own Keystone Login, they will be able to access the system through their assigned permissions.**

**We strongly discourage use of the "Create Contact Record" button. This option allows manual entry of contact information, but it does not allow access to the PENNVEST system. To avoid technical issues and save time, we highly recommend getting all users configured right from the beginning with a Keystone Login.**

**If you have questions about this, your PENNVEST regional project specialist can assist during or after your planning consultation.**

# Companies / Legal Entity



The screenshot displays the PV Portal interface. On the left is a dark blue navigation panel with the following items: 'PV Apply', 'Project List', 'Contacts', 'Companies' (highlighted with a green arrow), and 'Project Sites'. To the right of the navigation panel is the 'Legal Entity' form. The form has a title bar 'Legal Entity' and a 'See All' link. The form fields are: 'Company Name', 'Phone Number', 'Business Partner Number', 'Company Form', 'Tax ID', 'Status' (with a dropdown menu showing 'Draft'), and 'Full Address'.

The next section we want to fill out, if you remember from the Dashboard, is the Legal Entity information.

A great thing about the PV Portal is it understands what you need to do next so you don't have to back up to find the Dashboard again.

Looking at the navigation panel to the left, you there is a Companies selection. By clicking on that button, you will be taken to the Legal Entity screen.

# Adding Companies / Legal Entity

The screenshot displays the 'COMPANIES' section of the PENNVEST system. At the top, there are two buttons: '+ Add Company to Project' (highlighted with a green circle) and '+ Create Company Record'. Below these buttons is a search bar labeled 'Company Name' with the text 'marlborough' entered (highlighted with a yellow circle). To the right of the search bar is a search icon (highlighted with a yellow circle). Below the search bar, there is a list of companies, with 'East Marlborough Township' visible (highlighted with a yellow circle). The bottom of the screen features the Pennsylvania Infrastructure Investment Authority logo and the website URL 'WWW.PA.GOV/PENNVEST' along with the phone number '(877) 787-8137'.

Just as we saw for the contact record, we have two choices...

Pulling in an existing company we've previously added for an earlier application or creating a new record.

**You will want to select Add Company to Project. By using this button, you will see a list of entities already in the PENNVEST system to import into your application as the legal entity contact.**

**To see the list, begin typing into the search bar and click on the search looking glass icon to see a list of**



**potential entities will appear.**

## **When you find the correct entity, select the Add Company button to the left**

In some case their may be multiple Legal Entities with similar names. When importing the one you believe to match your entity, click on the entity once it populates into your application's company list to ensure the one you selected matches your legal name, tax identification number and entity type.

**Only when they are sure there isn't an existing legal entity registration already in our system should you use the Create a Company Record.**

# Editing Company Information

COMPANY		ADDRESS	
	<div>Company Name</div> <div>East Marlborough Township</div> <div><small>* Required Field</small></div>		<div>721 Unionville Road</div> <div><small>* Required Field</small></div>
<div>Email Address</div> <div>fecampbell@pa.gov</div>		<div>Address 2</div> <div></div>	
<div>Phone Number</div> <div>(717) 783-4273</div> <div><small>* Required Field</small></div>		<div>Kennett Square</div> <div><small>* Required Field</small></div>	<div>PA</div> <div><small>* Required Field</small></div>
<div>Ext.</div> <div></div>		<div>19348</div> <div><small>* Required Field</small></div>	<div>1530</div> <div><small>* Required Field</small></div>
		<div>Chester</div> <div><small>* Required Field</small></div>	

If your legal entity isn't found by searching the PV system and you need to create a company record manually, you can edit information you've created to include more detail if needed.

By selecting the Edit button for each section, you can add the information for the Company and Address sections.




# Editing Legal Entity Information

LEGAL ENTITY

CancelSave

\* This information is required for Legal Entities. For all other companies it is optional.



Company Form

-- Select Company Form --

-- Select Company Form --

Municipality (M)

Municipal Authority (MA)

Private Investor Owner (PIO)

Private Non Investor Owner (PNIO)

Tax ID

Incorporated Year

DUNS Number

Fiscal Year End

Federal Vendor ID

Business Partner Number

PUC Regulated

☐ No


Submitted

☐ Draft

Approved

☐ Review

\* Required Field

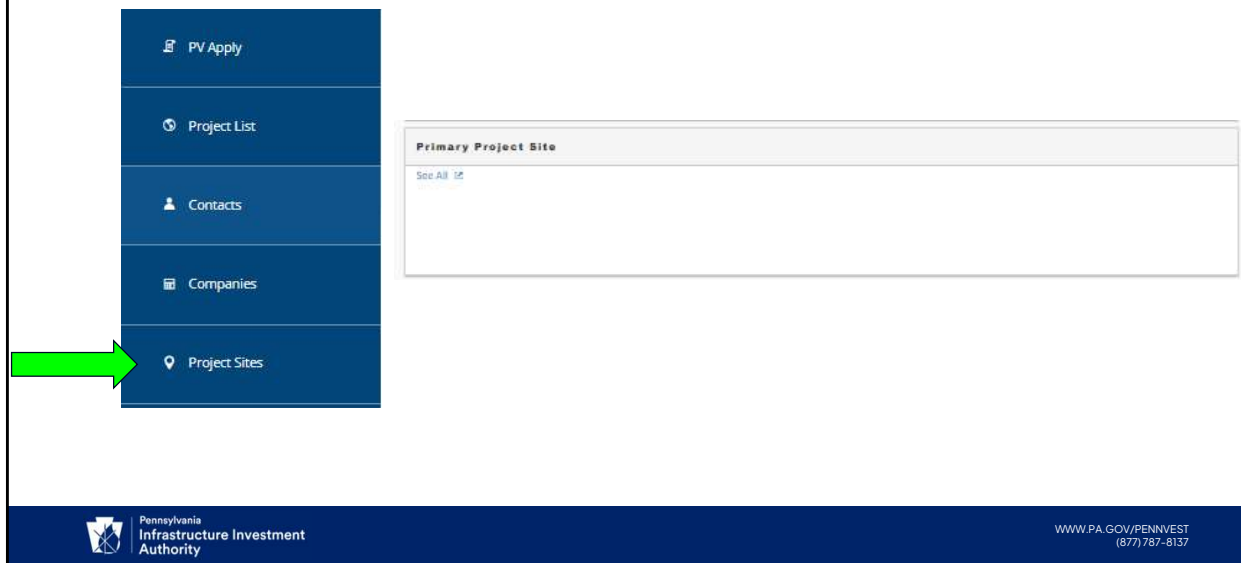
 Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

The first question under the Legal Entity section is a drop down of selections including Municipality, Municipal Authority, Private Investor Owner, or Private Non-Investor Owner.

Again, I want to stress that editing the Company, Address and Legal Entity sections we just looked at should not need to happen if you are able to import a record that already exists within the PV Portal.

# Project Sites



Once again, we'll use the left-navigation panel to take us to the next area – the Primary Project Site information. Under this section, you will need to identify the primary project site using a street address and/or a latitude and longitude. This should be where the actual work is being performed – not the address of the municipality or authority's business offices.

If your project has multiple work locations, such as multiple wastewater pump stations which are being replaced under the same PENNVEST project, you will also need to designate secondary project sites. This will populate a list of all work sites under your project for reporting purposes.

Please note that you will not be able to submit your PENNVEST application until at least one project site is identified.

# Application Tab

The screenshot displays the PENNVEST web application interface. On the left is a dark blue sidebar with a menu containing: Project List, New Application, My Workbook, My Notifications (0), My Subscriptions, My Tools, and Get Help. The main content area features a search bar at the top, followed by a 'PROJECTS' section indicating '1 of 1 projects returned by Search'. A project titled 'FC Test - Wastewater Treatment Plant Upgrades' is listed with a 'Started' status. Below the project details, a table of tabs is shown: APPLICATION, SETTLEMENT, LOAN SERVICING, FUNDS DISBURSEMENT, CONTACTS, and DELETE. A green arrow points to the 'APPLICATION' tab. The footer includes the Pennsylvania Infrastructure Investment Authority logo and contact information.

**PENNVEST**  
PENNSYLVANIA INFRASTRUCTURE INVESTMENT AUTHORITY

Project List  
New Application  
My Workbook  
My Notifications (0)  
My Subscriptions  
My Tools  
Get Help

Search

PROJECTS

1 of 1 projects returned by Search

Started

FC Test - Wastewater Treatment Plant Upgrades

ID: GREEN PROJECT: No LOAN: BUSINESS PARTNER NUMBER: RELATED: No RELATED PROJECT:

Board Approval Date: Approved Loan Amount: \$0.00  
Settlement Date: Approved Non-Repayment Amount: \$0.00

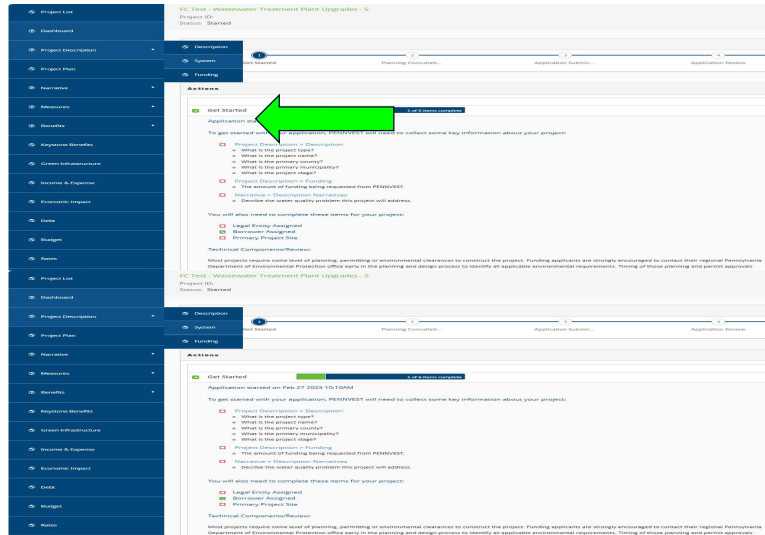
Borrower: Test Campbell, Test Felicia Legal Entity:  
Specialist: Rebecca Hayden PV Region: Southeast and Northeast (PENNVEST Region 4)  
County: Chester DEP Region: SERO - Southeast Regional Office (DEP Region 1)

APPLICATION	SETTLEMENT	LOAN SERVICING	FUNDS DISBURSEMENT	CONTACTS	DELETE
-------------	------------	----------------	--------------------	----------	--------

Pennsylvania Infrastructure Investment Authority  
WWW.PA.GOV/PENNVEST  
(877) 787-8137

When you are back to your project list, we can use the Application Tab at the bottom of our project to return to our project's application.

# Project Description / System



This will return us to the Dashboard of our project.

Using the left-navigation panel, we want to continue adding details of our project into our application, so the next step is hover over the Project Description button which will create a 3-choice pop-out.

The very first thing we did when we created our application was we completed the “Description” section, so our next step is to add information in the “System” section. So we select System.

# System Description

**SYSTEM DESCRIPTION**

Select whether the funding applicant owns, operates, maintains and/or constructs the system. This section requests information on other potential funding scenarios affecting the system such as capital contribution requirements, inter-municipal agreements, and other instruments.

What type of system is this?

What is your NPDES number?

What is your PWSID number?

Do you own the system?

If no, explain

Do you operate the system?

If no, explain

Do you maintain the system?

If no, explain

Will you construct the system?

If no, explain

Does this project include costs associated with the purchase of system capacity from another entity (i.e. capital contribution)?

If yes, explain

Does this project include costs associated with the construction of capacity in your system for use and/or purchase by other entity (ies) (i.e. capital contribution)?

If yes, explain

Is, or does the Applicant intend to be, a party to any inter-municipal agreements which affect this project or your system?

If yes, upload copies of all inter-municipal agreements

Has the applicant issued debt or borrowed money, or does the applicant intend to issue debt or borrow money, under a trust indenture (i.e. Bonds)?

We're going to stop on this slide a moment and we'll discuss the questions instead of showing each one on separate slides.

Reminder that to add your data into this screen, you need to select the Edit button, and when you are done adding data, select the Save button.

This screen is asking specific questions about the system the project will affect, in the case of our application, the wastewater system we are upgrading.

**You will need to provide information on:**

- What type of system is it
  - New
  - Existing
  - Consolidated
- What is the NPDES number?
- What is the PWSID number?
- Do you own, operate, maintain the system?
- Will you construct the system? I want to explain this question a little as applicants sometimes misunderstand this one...what this is asking is are YOU (as the funding recipient) planning to hire a contractor to construct the project? For example, if you are applying for PENNVEST funding as a Municipal Authority for a Wastewater Treatment Plant Expansion project, but are hiring contractors for construction of the project, you would answer “Yes” to this question.
- Do the project costs involve a capital contribution either through purchase of system capacity from another entity or construction of capacity for use and/or purchase by another entity?
- Do any existing or upcoming inter-municipal agreements affect this project?
- Has the entity issued debt or borrowed money, or have plans to do so, under a trust indenture?
- Do you charge residential or commercial user fees?

This page of questions is extremely important to the potential of funding through PENNVEST. Ensure that you are providing correct and current information around owning/operating/maintaining the system, inter-municipal agreements and trust indentures!

# Project Description / Funding

FC Title - Wastewater Treatment Plant Upgrades - 6  
Project ID: [blank]  
Status: Started

System

Start Started

Application started on Feb 27 2025 10:10:00

To get started with your application, PENNVEST will need to collect some key information about your project:

- Project Description in Funding
  - What is the project name?
  - What is the project location?
  - What is the project purpose?
  - What is the project impact?
  - What is the project budget?
  - What is the project timeline?
  - What is the project status?
  - What is the project owner?
  - What is the project sponsor?
  - What is the project manager?
  - What is the project contact?

You will also need to complete these items for your project:

- Legal Entity Assigned
- Revenue Assigned
- Primary Project Site

Technical Components/Review:

Most projects require some level of planning, permitting or environmental clearance to construct the project. Funding applicants are strongly encouraged to contact their regional Pennsylvania Department of Environmental Protection office early in the planning and design process to identify any applicable environmental requirements. Timing of those planning and permit approvals.

Once the System information is complete, we'll select "Funding" under "Project Description" in the left-nav panel.

# Funding

**FUNDING**

in REQUESTED PENNVEST AMOUNT edit

Indicate the amount requested from PENNVEST. Show all committed other sources in the Committed Other Sources of Funds table. Do not enter any other source of funds which has been applied for but is not yet committed. Project costs at application are based upon engineering cost estimates.

This is your requested PENNVEST amount: \$0.00

edit

in COMMITTED OTHER SOURCES OF FUNDS

+ Click to Enter Other Committed Other Sources of Funds

Source Type	Source Name	Source Amount	Funding Comments
<b>Total:</b>		<b>\$0.00</b>	

ESTIMATED TOTAL PROJECT COST

This is your estimated total project cost: \$0.00

For the other sources identified, please explain any match requirements or funding limitations of which PENNVEST should be aware in the comments below.

in COMMENTS edit



The first section under Funding asks how much funding you seek to request from PENNVEST. This should be the total amount of funding inclusive of all expected and eligible engineering, design, legal, construction, and contingency costs.

The second section is labeled "Committed Other Sources of Funds." If you wish to contribute other sources of funding to the project, you can list this information here. Examples of other funds that can be listed here are grants from the Pennsylvania Department of Community and Economic Development (PA DCED), the Commonwealth

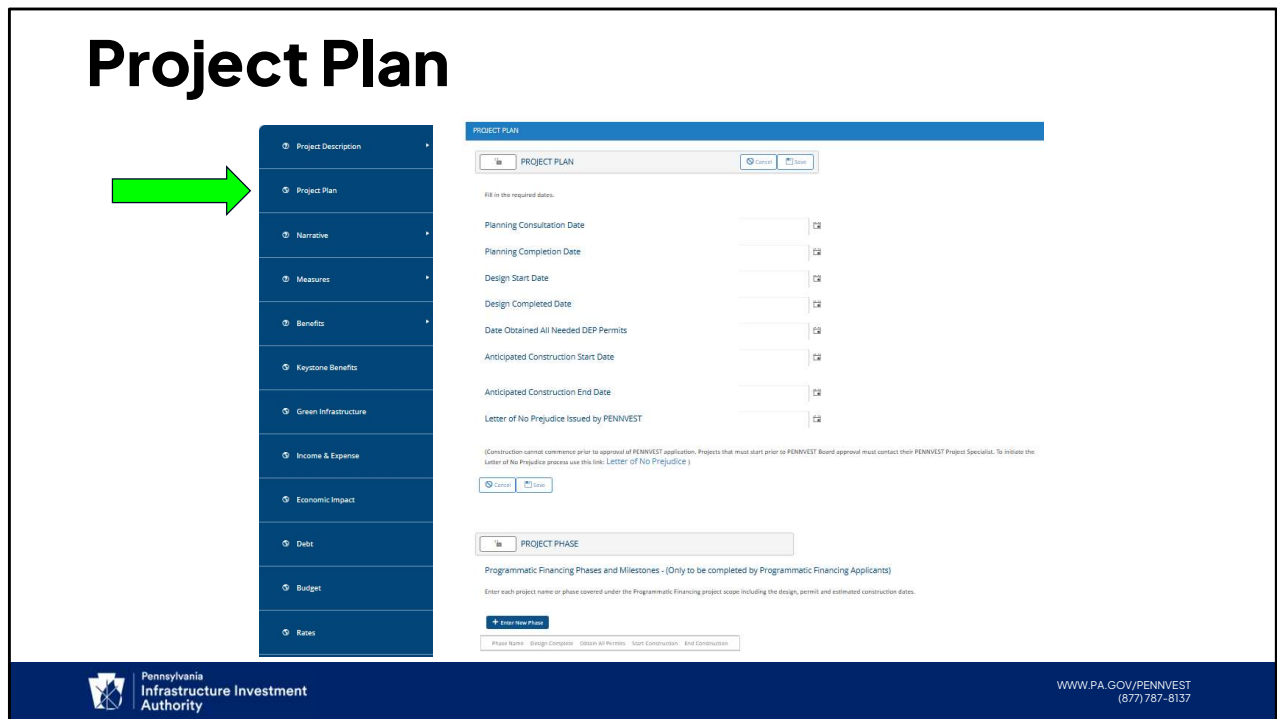


**Financing Authority (CFA), Act 13 monies, or local contributions. Please note that you must identify whether the funding is from a federal, state, or other source, as well as the name and amount of that funding. Your PENNVEST project specialist will work with you to collect additional details such as match requirements or other pertinent limitations.**

**Remember that any other source funding listed on the application MUST be fully committed. If you have simply applied for a grant or other funding but have not received those funds, you should not list them here.**

**The system will automatically calculate the Estimated Total Project Cost based on the funding you have requested from PENNVEST plus the other committed sources of funding you provided.**

# Project Plan



**PROJECT PLAN**

Fill in the required dates.

Planning Consultation Date		CA
Planning Completion Date		CA
Design Start Date		CA
Design Completed Date		CA
Date Obtained All Needed DEP Permits		CA
Anticipated Construction Start Date		CA
Anticipated Construction End Date		CA
Letter of No Prejudice Issued by PENNVEST		CA

(Construction cannot commence prior to approval of PENNVEST application. Projects that must start prior to PENNVEST Board approval must contact their PENNVEST Project Specialist. To initiate the Letter of No Prejudice process use this link: [Letter of No Prejudice](#))

Cancel Save

**PROJECT PHASE**

Programmatic Financing Phases and Milestones - (Only to be completed by Programmatic Financing Applicants)

Enter each project name or phase covered under the Programmatic Financing project scope including the design, permit, and estimated construction dates.

+ Enter New Phase

Phase Name	Design Complete	Obtain All Permits	Start Construction	End Construction
------------	-----------------	--------------------	--------------------	------------------

Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

Next you need to enter your Project Plan, including dates for:

- The planning consultation
- Planning completion
- Design start
- Design completed
- Date all needed DEP permits need to be in hand
- Anticipated construction
- Anticipated construction completion
- Issue date of a Letter of No Prejudice Letter by PENNVEST

Let's talk briefly about the Letter of No Prejudice for a

moment. Entities who look to PENNVEST for funding of a project CANNOT start construction on the project until the board has approved funding award and the loan has completed Settlement. In emergency cases, a project may not be able to wait until those requirements are completed. In those cases, the applicant must reach out to PENNVEST to request the LONP. There is a link to initiate that request on this page.

If no LONP is needed for the project, the applicant can leave the date field blank for the that question.

The last section, Project Phase, only needs to be completed if you selected “Programmatic Financing” as the application type in the general questions of the Project Description.

# Narrative / Narrative Descriptions

**Project List**

**Dashboard**

**Project Description**

**Project Plan**

**Narrative**

**Measures**

**Benefits**

**KeyStone Benefits**

**Green Infrastructure**

**Income & Expense**

**Economic Impact**

**Debt**

**Budget**

**Rates**

**NARRATIVE DESCRIPTIONS**

Describe the problem that this project will correct or resolve. Please be specific and include such discussion points as the cause and impact of the problem, permit exceedances or compliance related problems, if any and/or any additional operational issues caused or contributed by the identified problem(s).

**Description Narratives**

**Drinking Water**

**Wastewater**

**Stormwater/HQS**

Describe the scope of the project. List in quantitative terms what is planned to be constructed, rehabilitated and decommissioned. For example: The 12,000 feet of 8-inch waterline will be replaced, one 200,000 gallon standpipe will be constructed, the current Market Street Pump Station will be decommissioned, a new 250 gallon per minute duplex pump station will be constructed on Leisure Street, 44 hydrants will be replaced...

Describe the cost effectiveness of this project. List physical and administrative alternatives and selected alternatives and justify proposed alternative. Include all issues discussed in Planning Consultation related to cost effectiveness.

**COMMENTS**

Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST (877) 787-8137

The Narrative section is at least a 2-part section.

Every applicant must fill out the **Description Narratives** section. This page will have you expand on 3 topics:

- The problem that this project will correct or resolve
- The scope of the project
- The cost effectiveness of the project

At the end of each of the 3 topics, we provide guidance of the type of information that is most effective to answer each question. We often see a very long narrative about the entity overall with very little detail about the project itself, and this narrative is copied and used throughout

the application in lieu of the concise information that provides **real** data.

Next every applicant will need to select the type of project to include additional details for the narrative. For our example today, because we are applying for funding for wastewater treatment plant upgrades, we will select Wastewater under Narrative to add details there.

For any applicant seeking funding for **stormwater or non-point source projects**, they would need to add additional details for their project under the Stormwater (or NPS) section.

# Narrative / Supporting Project Info

**NARRATIVE: WASTEWATER SUPPORTING PROJECT INFORMATION**

This section must be completed by all Wastewater Applicants. For all other application types, this section is optional. Consult your Project Specialist before completing this section.

**WASTEWATER SUPPORTING PROJECT INFORMATION**

Identify the major components of the project and indicate the quantities to be installed, rehabilitated or capacity added. Use the "Other" Category/Subcategory for any components not listed in the dropdown box.

Click to Enter Narrative Wastewater Supporting Project Information

Category/Subcategory	Total
Sanitary Sewer Lines / New Interceptor Lines (Feet)	
Sanitary Sewer Lines / New Gravity Lines (Feet)	
Sanitary Sewer Lines / New Force Main Lines (Feet)	
Sanitary Sewer Lines / Rehab/Replace Lines (Feet)	
Sanitary Sewer Lines / Eliminate Combined Sewer Overflows (Number)	
Treatment / New Plant (Capacity in GPD)	
Treatment / Plant Renovations (Capacity in GPD)	
Treatment / New Treatment Process (Capacity in GPD)	

**COMMENTS**



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

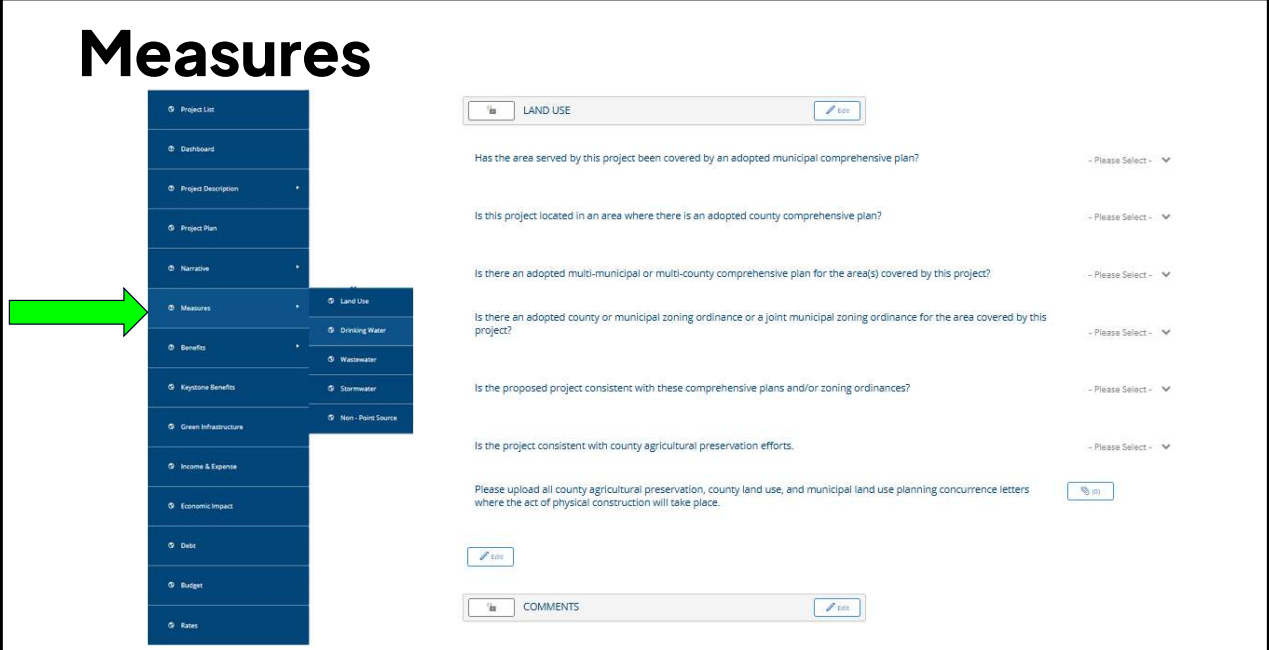
The additional information under the wastewater section is asking for a list of major components of the project including the quantities to be installed, rehabilitated, or capacity added.

Once you select the blue Click to Enter Narrative: Wastewater Supporting Project Information button, you will be provided with a drop-down list of components and a field to add the quantity (or total) of each component that will be included in the project. Continue building the list until all the components and quantities for the project are included in the list.

Think of this as building the project's "shopping list".

Work with your Project Specialist to determine if you need to fill out information for an additional project type under the Narrative section. Again, you will need to fill out at least the general Narrative section and the project type that that relates to your project.

# Measures



The screenshot displays the 'Measures' section of the Pennsylvania Infrastructure Investment Authority portal. A green arrow points to the 'Measures' menu item in the left sidebar. The main content area shows the 'LAND USE' section with several questions and a file upload area.

**Measures**

- Project List
- Dashboard
- Project Description
- Project Plan
- Narrative
- Measures**
  - Land Use
  - Drinking Water
  - Wastewater
  - Stormwater
  - Non-Point Source
- Benefits
- Keystone Benefits
- Green Infrastructure
- Income & Expense
- Economic Impact
- Debt
- Budget
- Rates

**LAND USE**

Has the area served by this project been covered by an adopted municipal comprehensive plan? - Please Select -


Is this project located in an area where there is an adopted county comprehensive plan? - Please Select -

Is there an adopted multi-municipal or multi-county comprehensive plan for the area(s) covered by this project? - Please Select -

Is there an adopted county or municipal zoning ordinance or a joint municipal zoning ordinance for the area covered by this project? - Please Select -

Is the proposed project consistent with these comprehensive plans and/or zoning ordinances? - Please Select -

Is the project consistent with county agricultural preservation efforts. - Please Select -

Please upload all county agricultural preservation, county land use, and municipal land use planning concurrence letters where the act of physical construction will take place. 

**COMMENTS**

Next in the process is filling out the Measures area.

Like within the Narrative area, every applicant will fill out the Land Use section and the area for the project type they are applying for. Again, work with your Project Specialist to determine if you need to fill out information for an additional project type under Measures.

All questions under the Land Use section are Yes or No questions regarding municipal and county comprehensive plans, zoning ordinances, and agricultural preservation efforts.



To complete this section, the applicant must upload all county agricultural preservation, county land use, and municipal land use planning concurrence letters where the act of physical construction will take place. These letters are part of the preparation checklist we discussed early in the presentation, so by the time you apply, you should already have these in hand.

The county & municipal land use concurrence letters and ag preservation letters are required to be uploaded on this page.

# Measures / Wastewater

**WASTEWATER COST BREAKDOWN**

Allocate the overall project cost using the listed wastewater components.

Secondary Treatment:	\$0.00	0.00%
Advanced Treatment:	\$0.00	0.00%
Treatment Greater Than Secondary:	\$0.00	0.00%
Infiltration/Inflow Reduction:	\$0.00	0.00%
Sanitary Sewer Replacement/Rehabilitation:	\$0.00	0.00%

**WASTEWATER COMPLIANCE**

Please answer the Yes or No questions and provide answers to the text fields. If there isn't any elimination or approved stream then mark those text fields as N/A.

New Collection Sewers:

New Interceptors:

Elimination/Correction of Co

Storm Sewers:

Recycled Water Distribution:

TOTAL:

Will this project bring a wastewater facility into compliance with public health and water quality standards?

Will this project install best management practices (BMPs) for a non-point source project?

Will this project reclaim a brownfield site?

If this project eliminates Combined Sewer Overflow(CSO) discharge points, how many?

If this project improves the water quality in a stream or streams, how many?

If this project eliminates malfunctioning on-lots septic systems, how many?

If this project eliminates raw sewage discharges from wildcat systems, how many?

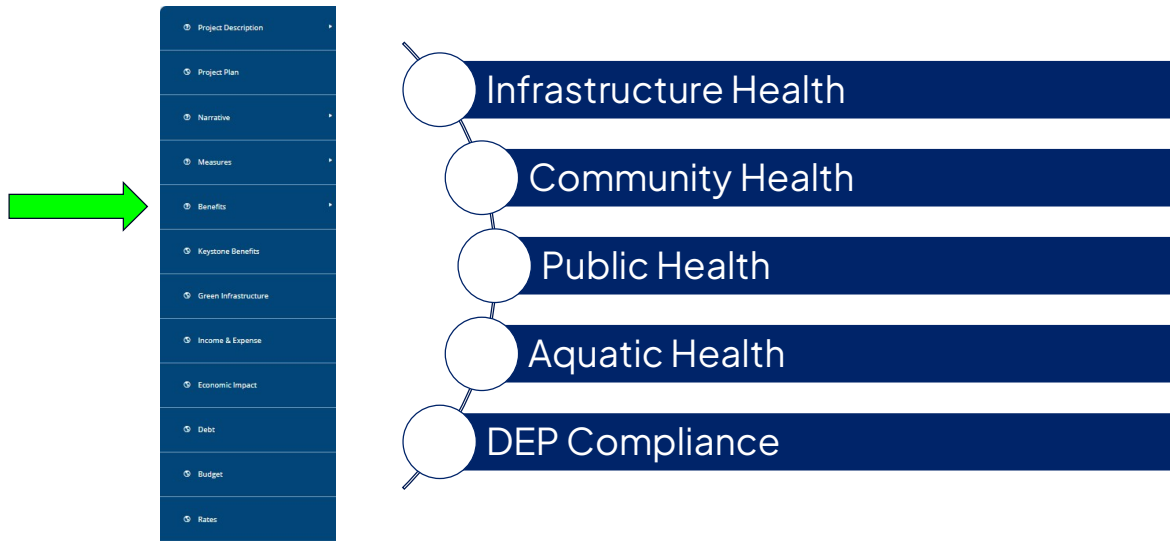
Under the Wastewater section of the Measures area, there are two sections of questions.

The first is a wastewater cost breakdown. Much like we equated the components and quantities list under the Narrative area as your Shopping List, think of this cost breakdown as the Shopping Budget for your components by component category. How much of your total components cost equates to specific component categories?

The second section asks questions around Wastewater Compliance. These questions either require a Yes or No

answer or a numerical answer.

# Benefits



An applicant need only fill out one area under Benefits. By hovering over Benefits, you can select the questions for Drinking Water, Wastewater, Stormwater, or Non-point Source. We'll select the Wastewater Questions.

There are 5 sections to the wastewater questions regarding infrastructure health, community health, public health, aquatic health, and DEP compliance. This area is where you can clearly define the value of the project to the community.

Because this page has numerous sections, I want to remind you to click on the appropriate Save button after

completing each section.

# Gain Ranking Point Opportunities



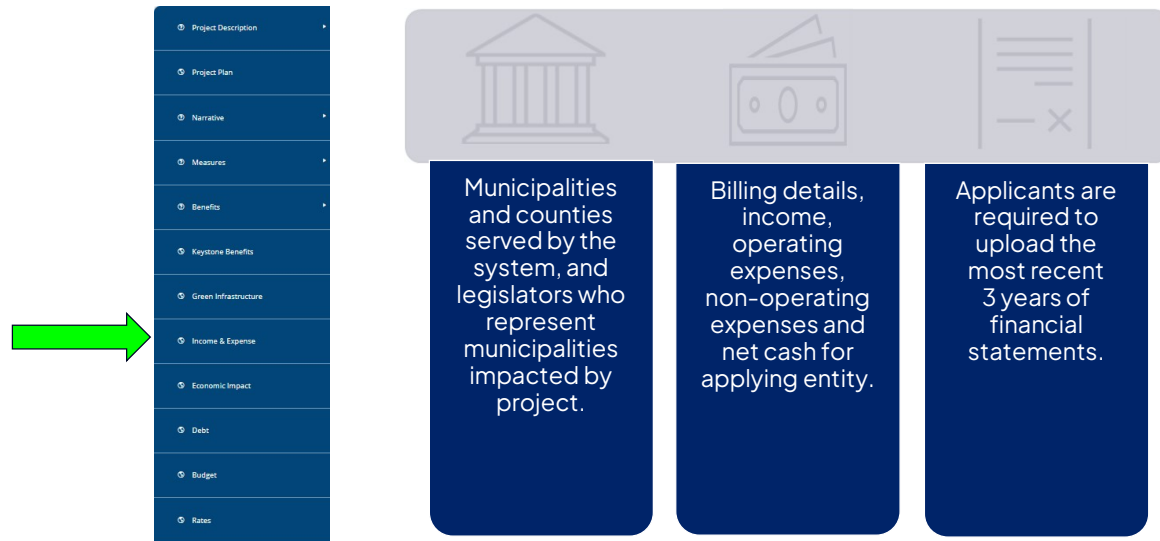
Answers you provide in the Keystone Benefits and Green Infrastructure sections may allow for the award additional ranking priority points.

Keystone Benefit questions involve supporting communities that have been granted special economic designation by DCED or the Governor's Action Team, have been designated as distressed under the Municipalities Financial Recovery Act 47 of 1987, serves a DEP-recognized Brownfield site, or serves a city, borough, or 1<sup>st</sup> Class Township.

Questions under the Green Infrastructure relate to

innovative water and energy saving technologies and methods.

# Income & Expense



Under income and expense, we require information regarding municipalities and counties impacted by the project as well as the legislators who represent those municipalities.

We also ask for financial information such as information regarding billing, income details, operating expenses, additional expenses outside of operations, and net cash.

At the very bottom of the Income & Expenses page, we require the applicants upload financial statements for the most recent 3 years.



## **I want to share this tip with you:**

When completing the Income & Expense section, much of this section is asking for financial information from the last completed audited year versus the first full year after the project is completed for both income and expenses. Think about how each of these numbers will change between the two time periods. For example, in the last audited year you may have received a \$100,000 grant from the federal government, but it is unlikely that the grant will be extended again the year after project completion. Use your historical knowledge and financial predictions to complete both income and expenses here.

# Economic Impact



Moving on to the Economic Impact area...

Here is another opportunity to acquire additional ranking points.

This section allows you to demonstrate how your project may create or retain jobs, impact private investment decisions, and support regional and state economic and investment strategies.

There are two sections in this area: Company and Industry.

In the Company section, you would enter a list of companies directly impacted by the project and we provide an area to upload letters of support from those companies affected.

In the Industry section, you would enter a list of industries or business parks that the project will affect.

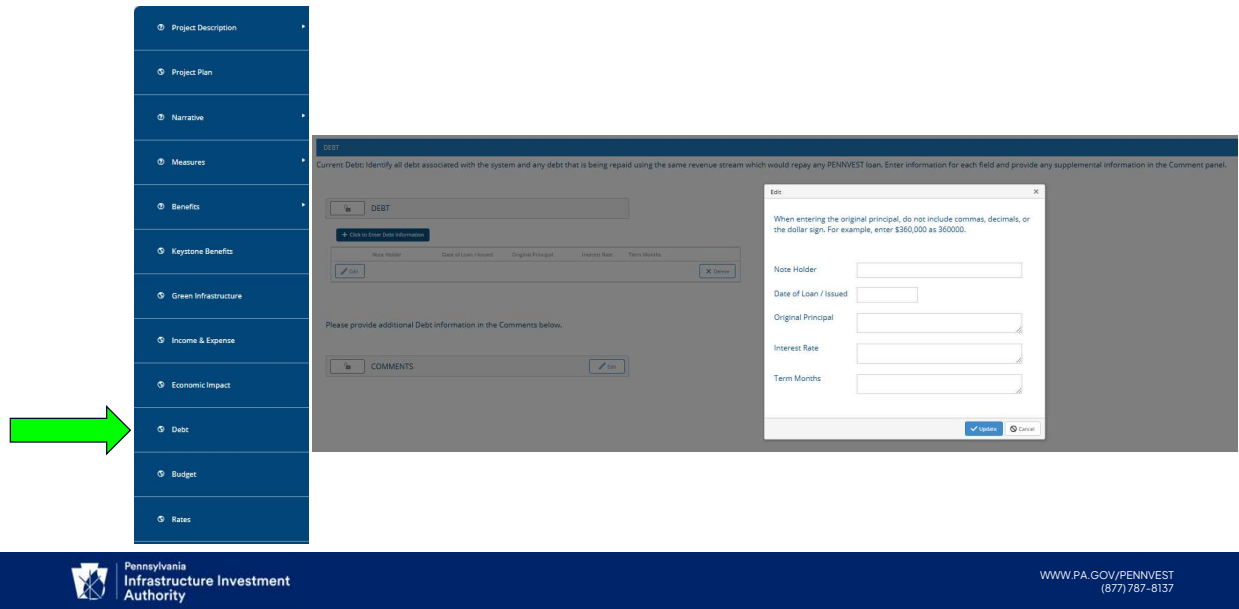
I want to share that in the past, these points have made all the difference in funding award for some funding applications. **No job creation or retention is too small.** So, work with your community to see what businesses would be positively affected by your project to help you gain extra points.

One of our favorite examples of this was a past application for a new public sewer. In

speaking with businesses in the area, the applicant found out that a Dairy Queen was limited to seasonal, counter-only service because existing on-lot sewage issues prevented them from offering seating in the building. The public sewer project would allow them to offer restroom facilities which is a requirement for in-restaurant dining. This expansion would allow them to extend their business year-round, potentially build their product offering, and would require at least one additional staff member.

The need for just ONE additional staff member propelled the project from the status of a low to a medium job creation opportunity which in turn equated to the award of 5 additional ranking points.

# Debt



**DEBT**

Current Debt: Identify all debt associated with the system and any debt that is being repaid using the same revenue stream which would repay any PENNVEST loan. Enter information for each field and provide any supplemental information in the Comment panel.

**DEBT**

**Click to Enter Debt Information**

Note Holder	Date of Loan / Issued	Original Principal	Interest Rate	Term Months

Please provide additional Debt information in the Comments below.

**COMMENTS**

**Edit**

When entering the original principal, do not include commas, decimals, or the dollar sign. For example, enter \$365,000 as 365000.

Note Holder:

Date of Loan / Issued:

Original Principal:

Interest Rate:

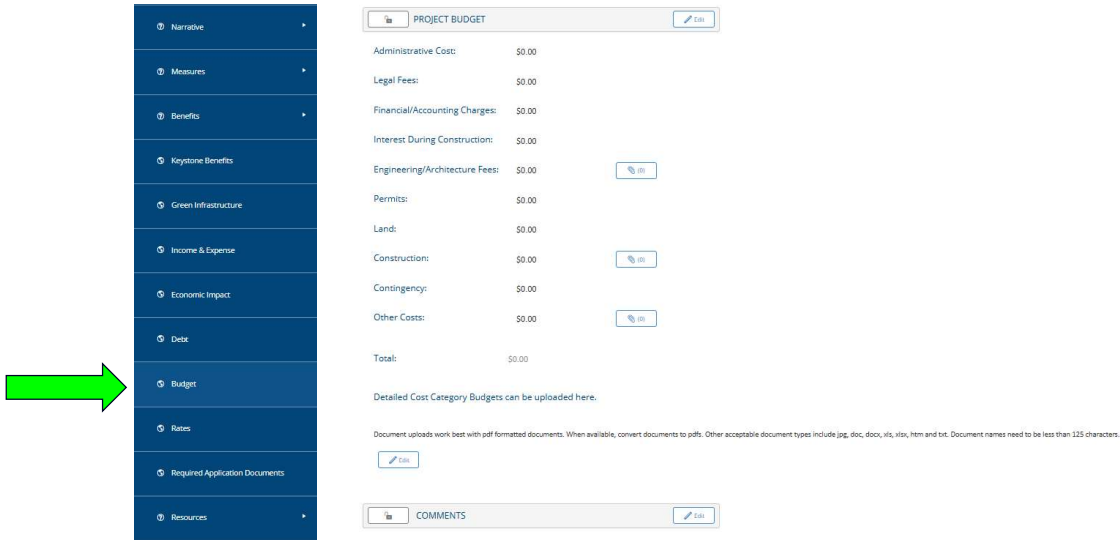
Term Months:

Under the Debt area, we ask applicants to provide a list of all debt associated with the system and any debt that is being repayed using the same revenue stream which would be used to repay the PENNVEST loan.

We ask for each entry of debt that you include the:

- Note Holder
- Date of Loan Issued
- Original Principal
- Interest Rate
- Term Months

# Budget



The screenshot displays the 'Budget' section of the Pennsylvania Infrastructure Investment Authority's online portal. On the left, a vertical sidebar contains navigation links: Narrative, Measures, Benefits, Keystone Benefits, Green Infrastructure, Income & Expense, Economic Impact, Debt, Budget (highlighted with a green arrow), Rates, Required Application Documents, and Resources. The main content area is titled 'PROJECT BUDGET' and features a table of cost categories. Each category has a corresponding value of '\$0.00' and a small 'Edit' button. Below the table, there is a section for uploading detailed cost category budgets, with a note that document uploads work best with pdf formatted documents and a list of acceptable file types (jpg, doc, docx, xls, xlsx, htm, and txt). The bottom of the page features the Pennsylvania Infrastructure Investment Authority logo and contact information.

Category	Value	Action
Administrative Cost:	\$0.00	
Legal Fees:	\$0.00	
Financial/Accounting Charges:	\$0.00	
Interest During Construction:	\$0.00	
Engineering/Architecture Fees:	\$0.00	<a href="#">Edit</a>
Permits:	\$0.00	
Land:	\$0.00	
Construction:	\$0.00	<a href="#">Edit</a>
Contingency:	\$0.00	
Other Costs:	\$0.00	<a href="#">Edit</a>
Total:	\$0.00	

Detailed Cost Category Budgets can be uploaded here.

Document uploads work best with pdf formatted documents. When available, convert documents to pdfs. Other acceptable document types include jpg, doc, docx, xls, xlsx, htm and txt. Document names need to be less than 128 characters.

[Edit](#)

COMMENTS

Many slides ago, we discussed your components shopping list vs. your components budget – which pertains to the hard-goods of the project's budget...

This budget section compiles estimated costs for the overall

project – hard goods plus services, fees, contingency, etc....

Here, applicants will provide a breakdown of the project costs including any pre-design, design and construction components of the project.

These figures may be estimates, based upon consulting services and engineering design specifications.

At the bottom of the page is an area where additional detail on Engineering, Construction, Other Cost, or Detailed Cost Category Budgets may be uploaded as supporting documentation.

# Rates

- Project Description
- Project Plan
- Narrative
- Measures
- Benefits
- Keystone Benefits
- Green Infrastructure
- Income & Expense
- Economic Impact
- Debt
- Budget
- Rates

RATES

Cancel

Save

Metered: 

- Please Select -

Flat: 

- Please Select -

Other: 

- Please Select -

Explain special rate structure or agreement. Indicate if no rates apply for this project.


Please provide any additional notes in the comments below.

Cancel

Save

COMMENTS

Edit

 Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137


Within the Rates section, you will select the rate structures and billing frequency from the drop-down lists.

Under Metered, Flat or Other, you can select from Monthly, Quarterly, Other, or N/A (not applicable).

There is an area to enter text to explain any special rate structures or agreements or if no rates apply for the project. Also, there is an additional area where you can include general notes that you may want to include about rates.



# Required Application Documents



The screenshot shows a web interface for uploading application documents. On the left is a dark blue sidebar with white text links: Green Infrastructure, Income & Expense, Economic Impact, Debt, Budget, Rates, Required Application Documents (highlighted with a green arrow), and Resources. The main content area has a light gray header 'Required Application Documents'. Below it are four sections, each with an upload button (a blue circle with a white document icon): 'Letter of Responsibility', 'Resolution to Apply', 'Project Photos' (with a note: 'Upload pictures of the problem(s) to be solved with the requested funding. You can only upload PDF, JPG files.'), and 'Miscellaneous Documents' (with a note: 'Uploads to Miscellaneous Documents should be limited to supplemental materials that do not fit into any other application category. Financial Statements, Land Use Concurrence Letters, and project budgets should be uploaded to the appropriate sections of the application.'). At the bottom of the miscellaneous section is a note: 'Document uploads work best with pdf formatted documents. When available, convert documents to pdfs. Other acceptable document types include jpg, doc, docx, xls, xlsx, htm and txt. Document names need to be less than 125 characters.'

Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

Next, under Required Application Documents, you will upload some of the required documentation we discussed early in presentation such as the:

- Letter of Responsibility
- Resolution to Apply
- Project Photos
- And miscellaneous documents that are

**supplemental materials that do not fit into any other application category.**

Miscellaneous documents could include Articles of Incorporation, Form 147 C from the IRS or other items that support the application.

PDF documents should be used whenever possible. When conversion to a PDF is not possible, you can upload jpg, doc, docx, xls, xlsx, htm and txt file types. Document names need to be less than 125 characters.

# Resources

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Page	Type	File Name	File Size
Project Description > System	Inter Municipal Agreements	<a href="#">Intermunicipal Agreements.pdf</a>	9,029 KB
Project Description > System	Original Trust Indentures	<a href="#">Series of 2017 2.pdf</a>	2,096 KB
Project Description > System	Original Trust Indentures	<a href="#">Series of 2019 2.pdf</a>	2,103 KB
Project Description > System	Original Trust Indentures	<a href="#">Series of 2019 2.pdf</a>	2,489 KB
Planning Consultation	Planning Consultation	<a href="#">Dam Photographs.docx</a>	497,422 KB
Required Application Documents	Photos and Videos	<a href="#">Screenshot 20210806 124758.jpg</a>	144,832 KB
Required Application Documents	Correspondence	<a href="#">Northfork Pennvest Plan Submission 12823.pdf</a>	14,104 KB
Required Application Documents	Correspondence	<a href="#">Specification Certification.pdf</a>	396,336 KB
Measures > Land Use	Land Use	<a href="#">Somerset Township Pennvest letter.pdf</a>	205,709 KB
Measures > Land Use	Land Use	<a href="#">Somerset A-2 Preservation Board.pdf</a>	470,797 KB
Measures > Land Use	Land Use	<a href="#">Somerset County Planning Commission.pdf</a>	469,215 KB
Income & Expense	Financial Statements	<a href="#">Audit GWA 2023.pdf</a>	1,703 KB
Income & Expense	Financial Statements	<a href="#">GWA Dec 2022 2021 Audit.pdf</a>	1,898 KB
Income & Expense	Financial Statements	<a href="#">2021 231 Financial Stmt.pdf</a>	1,078 KB
Budget	Detailed Cost Category Budget	<a href="#">NF UPDATED PROJECT COSTS 124436.pdf</a>	94,254 KB
Required Application Documents	Letter Of Responsibility	<a href="#">Letter of Responsibility Pennvest N Fork Dam Fundrise.pdf</a>	174,778 KB
Required Application Documents	Resolution To Apply	<a href="#">Resolution to Apply.pdf</a>	44,288 KB

Document Library Print Application

Pennsylvania Infrastructure Investment Authority

WWW.PA.GOV/PENNVEST (877) 787-8137

The last selection in the left-side panel is the Resources section.

By selecting Document Library under Resources, you will see a list of all documents you have uploaded within your application. This list can be exported as an excel or PDF document.

By selecting Print Application, the application can be downloaded for easy viewing and to save in your project files.

# 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

The PENNVEST online application is designed to walk you through each step of the application process and provide details of what should be included in each section.

However, we wanted to offer some best practices to help you provide the most valuable detail to aid our team, DEP and DCED in the application review process and help you achieve the status of what is an “administratively complete” application.

- The **Name** of the application should include the name of the entity applying for funding as well as a

short description of the project. **Example: ABC Municipal Authority – Lead Service Line Replacement, Phase 1**

- **Committed Funding** - Other Sources of funding you've received for the project must be included in the application.
- An anticipated **timeline** for the design and construction of the project is required
- The **Narrative** should include the problem being experienced and construction components **necessary to solve those problems**.
  - Many applicants will provide a long history of the system with little description of the project and the problem being addressed. A system history is fine to include, but when discussing the problem, the main focus in the narrative should include:
    - the problem being addressed by the funding requested
    - The cause of the problem
    - How many people or households are impacted by the problem
    - What permit exceedances or compliance problems have occurred because of the problem
    - What operational issues caused or contributed to the problem
    - What actions, components and equipment is

planned to correct the problem

# 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

**Read Each Application Page for Special Notes of Help...**

**Do not open two applications at the same time under separate windows.**

- A **cost-effective analysis** is required for every project, indicating alternate solutions you explored and an explanation as to why the solution decided on is the most cost-effective. This information is coordinated with your DEP coordinator.
- Detailed anticipated **cost breakdown/budget** is required. We understand this information can change as the formal bidding process takes place.
- ALL **yes or no** questions must be answered.
- Read each application page...your answer may be provided in the Help area of a page.

- Do not open two applications at the same time under separate windows. When you do this, a condition called “cross scripting” can occur and may result in the loss of data. We recently had 2 applicants who thought they completed a section and saved it but found out after the submission deadline that they lost the data they entered. If you have two applications to enter, it is best that you copy and paste information into to a Word document and then paste that information into the second application.



# Special Help Notes

**BUDGET DESCRIPTION**  
Provide a breakdown of the project costs including any pre-design, design and construction components of the project. These figures may be estimates, based upon consulting services and are based on Engineering, Construction, Other Costs, or Detailed Cost Category Budgets.

PROJECT BUDGET	
Administrative Costs:	\$0.00
Legal Fees:	\$0.00
Financial/Accounting Charges:	\$0.00
Interest During Construction:	\$0.00
Engineering/Architecture Fees:	\$0.00 <input type="button" value="0.00"/>
Permits:	\$0.00
Land:	\$0.00
Construction:	\$0.00 <input type="button" value="0.00"/>
Contingency:	\$0.00
Other Costs:	\$0.00 <input type="button" value="0.00"/>
Total:	\$0.00

Detailed Cost Category Budgets can be uploaded here.

Document uploads work best with pdf formatted documents. When available, convert documents to pdfs. Other acceptable document types include jpg, doc, docx, xls, xlsx, ppt, pptx, and txt. Document names need to be less than 128 characters.

COMMENTS	
<input type="text"/>	

BUDGET HELP



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

At the top of each page, under the first blue bar, you will usually find a description of what the page is asking you to provide and often includes special notes that give additional context to the information needed.

The bottom of each page has another blue bar – the HELP bar for that page. At the end of the bar, you will see an expansion carrot. On some of the pages, if you expand that section you will find detailed information providing additional help notes.

Let's expand the help section within the Budget

category...

# Special Help Notes

## BUDGET HELP

PENNVEST staff may require additional information to ensure costs are eligible in accordance with Chapter 963.11 Pennsylvania Infrastructure Investment Authority Assistance – Eligible Costs. Below are some commonly encountered project costs listed under the appropriate cost category.

1. Administration Costs – these costs may include, but are not limited to: costs to administer the PENNVEST financing, office supplies, computer, printer, advertising, legal notices and force account work.
2. Legal Fees – these fees may include, but are not limited to: legal fees associated with the PENNVEST funding, contract and construction review, agreements necessary for project implementation, local government unit debt act proceedings, easement and land acquisition.
3. Financial/Accounting – costs may include, but are not limited to: interim financing costs, project accounting costs and bank account fees.
4. Interest During Construction – costs may include, but are not limited to: interest expense incurred from PENNVEST and other project related interim financing.
5. Engineering and Architecture Fees – costs may include, but are not limited to: planning (exception cannot fund ACT 537 Plannings), predesign, surveys, permit engineering, bidding, contract administration, construction oversight services and start up assistance.
6. Permits – costs may include, but are not limited to: permit application fees, permit inspection fees and those costs related to obtaining the needed permit.
7. Land – costs may include, but are not limited to: recording fees, title insurance, real property rights and land acquisition costs.
8. Construction – equipment, materials and labor need to construct the project.
9. Other – would include, but not limited to: utility relocation fees, capital contributions and all other project related costs not described above, but necessary for the project.
10. Contingency – At the time of application the contingency is typically not more than 10% of the estimated construction amount. During settlement, once construction bids are in hand, the contingency is typically refined to 5% of the construction contracts.
11. Ineligible project costs are otherwise noted in Chapter 963.12 Pennsylvania Infrastructure Investment Authority – Ineligible Costs.



Pennsylvania  
Infrastructure Investment  
Authority

WWW.PA.GOV/PENNVEST  
(877) 787-8137

Once expanding the Budget Help area, you see a list of each of the project budget line items that you find in the Budget section of the application, but it also provides a listing of examples of eligible costs that can be factored into each cost category on this page.

For example, within the Administrative Fees cost category, you can include costs incurred around the administration of PENNVEST financing, office supplies, computer, printer, advertising, legal notices and force account work.

The expandable help section is not available on every page.

# PV Portal Role in Finance Process

The screenshot displays the PENNVEST PV Portal interface. On the left is a dark blue navigation sidebar with the following menu items: Project List, New Application, My Workbook, My Notifications (0), My Subscriptions, My Tools, and Get Help. The main content area features a search bar at the top. Below it, a section titled 'PROJECTS' shows '1 of 1 projects returned by Search'. A green 'Started' tab is active. The project details for 'FC Test - Wastewater Treatment Plant Upgrades' are displayed, including ID, GREEN PROJECT: No, LOAN: BUSINESS PARTNER NUMBER, and RELATED: No RELATED PROJECT. Below this, a table of project details is shown:

Board Approval Date:	Approved Loan Amount: \$0.00
Settlement Date:	Approved Non-Repayment Amount: \$0.00
Borrower: Test Campbell, Test Felicia	Legal Entity:
Specialist: Rebecca Hayden	PV Region: Southeast and Northeast (PENNVEST Region 4)
County: Chester	DEP Region: SERO - Southeast Regional Office (DEP Region 1)

At the bottom of the project details, a horizontal navigation bar contains the following tabs: APPLICATION, SETTLEMENT, LOAN SERVICING, FUNDS DISBURSEMENT, CONTACTS, and DELETE. These tabs are circled in yellow.

The footer of the page includes the Pennsylvania Infrastructure Investment Authority logo and the website address WWW.PA.GOV/PENNVEST (877) 787-8137.

The PV Portal is not just the platform that you use to submit a funding application. This platform is what you'll use through the life of your PENNVEST financing. Remember, when you first enter the portal, you will see the list of projects that you are listed as a contact under.

Each project will include the items circled in yellow on the slide at the bottom.

If you want to view all components that you entered in your application, you can select the Application tab and the left navigation panel will change to align with the

items we went over during the application demo.

Back to the yellow circled area, you can also add additional contact information using the Contacts tab. Remember, if someone is not listed as a contact within the project, they cannot see the project in their PV Portal list.

What we'll focus on briefly now is the Settlement, Loan Servicing and Funds Disbursement tabs.

# Settlement and Loan Closing

## Settlement

- Settlement Checklist
- Settlement Date
- Amortization Calculator

## Loan Servicing

- Continuing Education Plan
- Financial Summary Report

The settlement area will provide you will a

- checklist of what you'll need for settlement
- The settlement date
- And also an amortization calculator

The amortization calculator provides monthly payment estimates for a loan. Project management uses this to do rankings after cut-off dates. This is NOT the official amortization schedule produced by the Office of the Budget once a project is in disbursement or final amortization status. the official amortization schedule has to be requested via the Business Partner Portal.

Under Loan Servicing section, you will find

- The Continuing Education Plan (if your project is related to drinking or wastewater)

- The Financial Summary Report

You will need to do nothing under loan servicing or settlement areas prior to application submission. These sections will be more useful around and after settlement.



# Funds Disbursement



Because the application we created together hasn't gone through settlement, we can't see our Funds Disbursement, so we took a snip from another entity's financing to show you.

This provides an overview of the money you have already received from PENNVEST vs. the money still available for disbursement.

PENNVEST is a reimbursement lender and what that means is, as your construction project moves forward you incur costs and pay those expenses. Each month, you




will fill out a payment request for the sum of money that equals the invoices you upload for that month to be reimbursed for the costs you have already paid to your contractors.

I also want to point out, as you can see, because we entered the Disbursement section of our project, the left navigation panel options have changed to align with the categories and actions within the Disbursement part of the PV Portal.

We aren't going to focus on each step of Disbursement as this will be covered by our staff when you enter Settlement.

# PENNVEST Regional Contacts



 [www.pa.gov/pennvest](http://www.pa.gov/pennvest)  
 [facebook.com/pennvest](https://facebook.com/pennvest)  
 [linkedin.com/company/pennvest](https://linkedin.com/company/pennvest)

**BRENDAN LINTON**  
blinton@pa.gov (717) 783-6799

**JAMIE ESTEP**  
jestep@pa.gov (717) 317-5034

**TESRA SCHLUPP**  
tschlupp@pa.gov (717) 783-8618

**LESLIE COTÉ**  
lecote@pa.gov (717) 783-4489

**REBECCA HAYDEN**  
rhayden@pa.gov (717) 783-4488

As you heard throughout the presentation today, your first step in securing funding through PENNVEST is to speak to your PENNVEST project specialist.

Here is a list of all the PENNVEST project specialist names, e-mail addresses and phone numbers, as well as the counties that they serve across the Commonwealth.

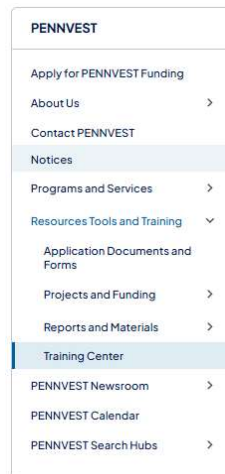
If you have questions, feel free to reach out to your region's specialist. They are eager to help and look forward to working with you to finance your clean water project.

# Training Center

[www.pa.gov/pennvest](http://www.pa.gov/pennvest) >  
Resources Tools and Training >  
Training Center

Scroll down to the Training Tutorials section.

Select the tutorial named **“Preparing for a PENNVEST Application”** to view the recording.



As I promised at the beginning of today’s session, I want to quickly show you where to find the PENNVEST Training Center within [www.pa.gov/pennvest](http://www.pa.gov/pennvest).

On the left navigation panel, expand the Resources Tools and Training section to select the Training Center.

Our Training Tutorials are located at the bottom of the Training Center. We recommend you view the recording of the “Preparing for a PENNVEST Application” session if you have not already.

A recording of today’s session will also be available in the Training Tutorials area soon.

# **PENNVEST Information Exchange**

## **“The PENNVEST Application Process”**



Pennsylvania  
Infrastructure Investment  
Authority

JOSH SHAPIRO, GOVERNOR  
BRIAN REGLI, PH.D., CHAIRMAN  
ROBERT H. BOOS, EXECUTIVE DIRECTOR

We thank you for joining us for this session on the PENNVEST Application Process. We hope you found the information presented today valuable.

Again, we are here to help, so do not hesitate to reach out to us at any time should you have questions.

Before we wrap up today, though, I want to open the floor to any questions you may have right now...