

PENNVEST Lunch and Learn Series

PENNVEST Apply application system - March 30, 2021

Where to Find the PENNVEST Application portal

- ▶ Home Page www.pennvest.pa.gov
- ▶ PV Portal Icon
- ▶ Under “Services” select “Apply Online”

The screenshot shows the PENNVEST website interface. The browser address bar displays pennvest.pa.gov/Pages/default.aspx. The website header includes the PENNVEST logo and a navigation menu with options: About Us, Information, Services, and Tools. The 'Services' menu is expanded, showing a list of options: Services, Apply Online, Documents and Forms, Funds Disbursement, Letter of No-Prejudice, Loan Servicing, and Regional Assistance Map. Below the navigation menu is a large banner image of a city skyline at night. Underneath the banner is a row of social media and utility icons: Facebook, Twitter, Calendar, PV Portal (highlighted with a red box), and YouTube. A red banner below the icons contains the text: "COVID UPDATE: 4.7 Million Doses Of Vaccine Have Been Administered Across PA. See If You Qualify And Find Appointments." At the bottom of the page, there are three columns: SPOTLIGHT, PRESS RELEASES, and ONLINE SERVICES, each with a corresponding image.

Pennvest Portal

- ▶ Requires PA Keystone registration
- ▶ Use PA Keystone Login and Password to log into PV Portal
- ▶ Learn More and Need Assistance links

PENNVEST

Facebook [↗](#) YouTube [↗](#) Calendar [↗](#)

Welcome to the Pennsylvania Infrastructure Investment Authority Login Portal (PV Portal). Access to electronic services are available by registering and logging in below. Types of services include applying for PENNVEST funding, requesting funds disbursements and updating loan service requirements.

Powered by
PA KEYSTONE LOGIN

Login

Login:

Password:

LOGIN

[Forgot Keystone Username](#) [↗](#)

[Forgot Keystone Password](#) [↗](#)

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.

Site Requirements - PENNVEST sites are optimized for **Microsoft Internet Explorer 11** and **Google Chrome**. Older IE 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.

Portal Navigation

- ▶ Project Panel Navigation
- ▶ Project Application Navigation



Henning Jr, David

March 28, 2021 11:17 PM

20 Minutes Remaining

- Project List
- New Application
- My Workbook
- My Notifications (4)
- My Subscriptions
- My Tools

PROJECTS

18 of 18 projects returned by Search ""

Disbursement

▼ Auburn Borough - 2019 Storm Sewer Replacement Project

ID: 54006031903-CF	Related: No	Legal Entity: Auburn Borough
Loan: 58129	Board Approval Date: 7/17/2019	Specialist: Rebecca Kennedy
County: Schuylkill	Business Partner Number: 1	Approved Loan Amount: \$326,098.00
Green Project: No	Settlement Date: 9/16/2020	Related Project:
DEP Region: 2	Approved Grant Amount: \$0.00	Company Name: Auburn Borough
Borrower: Eckert, John		

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



Starting a New Application

🏠 Project List

📊 Dashboard

Project ID:

Status:

Home Owner / On-Lot / Laterals



Seeking On-Lot funding lateral repair, first time lateral connection, or repair of an onlot system. This does not apply to renters or second residents and vacation homes.

Attention: Homeowners should contact PHFA to seek funding or by calling 855-827-3466.

Land Owner / Farmer



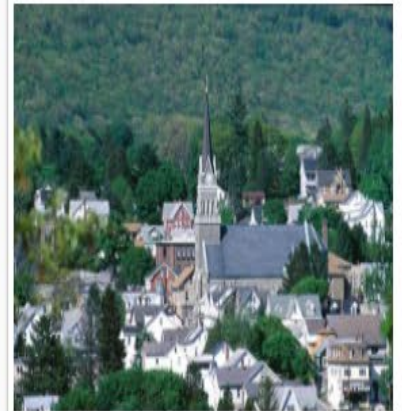
Seeking to install best management practices to address stormwater, non-point source, clean water, or protect a water supply.

Corporation / Private Entity



Seeking to install or upgrade a wastewater treatment system, public water supply, stormwater system, nonpoint source best management practices, brownfield remediation or green infrastructure?

Municipality / Local Government



Seeking to install or upgrade a wastewater treatment system, public water supply, stormwater system, nonpoint source best management practices, brownfield remediation or green infrastructure?

Dashboard

- ▶ Progress Bar
- ▶ Actions
- ▶ Contacts
- ▶ Legal Entity
- ▶ Primary Project Site

Status: Started

Progress

1 Get Started 2 Planning Consultati... 3 Application Submis... 4 Application Review 5 Technical Review 6 Funding Approval

Actions

▶ Get Started	<div style="width: 33%;"></div>	2 of 6 items complete
▶ Planning Consultation	<div style="width: 0%;"></div>	0 of 2 items complete
▶ Application Submission	<div style="width: 0%;"></div>	0 of 1 items complete
▶ Application Review	<div style="width: 0%;"></div>	0 of 3 items complete
▶ Technical Review	<div style="width: 0%;"></div>	0 of 1 items complete
▶ Funding Approval	<div style="width: 0%;"></div>	0 of 1 items complete

Contacts

See All

Thomas Filip DEP Project Manager - PA DEP	tfilip@pa.gov (717) 705-4941
David Henning Jr Borrower - Trouble Shooting Account	david_h92@yahoo.com
Tesra Schlupp Project Specialist	tschlupp@pa.gov (717) 783-8618

Legal Entity

See All

Company Name

Phone Number

Business Partner Number

Company Form

Tax ID

Status Draft

Full Address

Primary Project Site

See All

Action Panel

- ▶ Major milestones are broken down into required elements
- ▶ “Get Started” - collects key information about the project
- ▶ “Planning Consultation” - set a date, share project information and meeting notes
- ▶ “Application Submission” - either the funding recipient or authorized agent can submit the application
- ▶ “Technical Review” - the user identifies planning, permitting, plans and specs and other approvals required for the project, and when submitted to DEP

Get Started

Get Started

4 of 6 items complete

Application started on Feb 12 2021 11:45AM

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

- [Project Description > Description](#)
 - What is the project type?
 - What is the project name?
 - What is the primary county?
 - What is the primary municipality?
 - What is the project stage?
- [Project Description > Funding](#)
 - The amount of funding being requested from PENNVEST.
- [Narrative > Description Narratives](#)
 - Describe the water quality problem this project will address.

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

- Legal Entity Assigned
- Borrower Assigned
- Primary Project Site

Technical Components/Review:

Most projects require some level of planning, permitting or environmental clearances 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 all applicable environmental requirements. Timing of those planning and permit approvals may have an impact on the readiness of the PENNVEST application. A representative from the Department will be in attendance at the Planning Consultation meeting.



Required Application Documents/Document Library:

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 land use concurrence form letters, Letter of Responsibility and Resolution to Apply.

Planning Consultation

▶ Get Started 4 of 6 items complete

☑ Planning Consultation 0 of 2 items complete

 PLANNING CONSULTATION  Edit

Planning Consultation

All applicants for PENNVEST funding must have a planning consultation meeting. At the meeting, DEP Regional and PENNVEST staff will identify eligibility and application components relevant to your project. An application may be started but cannot be submitted until the Project Consultation Meeting has been completed and the PENNVEST Project Specialist completes the data fields below.

Schedule a Meeting

Contact your assigned PENNVEST Project Specialist(see Contacts panel) or our website for Regional Assistance.

Meeting Date

Confirmation No

Documents  (1)

You can only upload PDF, JPG, HTM, TXT, DOC, DOCX, XLS, XLSX, and CSV files.

Comments/Notes

Application submission

▶ Get Started	6 of 6 items complete
▶ Planning Consultation	2 of 2 items complete
☑ Application Submission	0 of 1 items complete

APPLICATION SUBMISSION

Application Submission

Before submitting the application the applicant is strongly encouraged to review each section in the navigation panel for completeness. Confirm that all the required and supporting documents are uploaded in the appropriate areas of the application. In the Technical Review section identify all the Pennsylvania Department of Environmental Protection (DEP) planning, environmental clearances and permit applications required for the project. Include the date when those items were submitted to DEP. A Print Application feature is available under the Resources tab.

These Action Items must be complete to Submit your project application:

- Get Started
- Planning Consultation

Original Submission Date

Submit

Submit

Technical Review

Technical Review 0 of 1 items complete

[TECHNICAL REVIEW](#) [Edit](#)

Technical Review

Identify the project's technical components by inserting a submission date to DEP. If an item does not apply, leave the field blank. The DEP Project Manager will be responsible for providing the status and approval/issue date.

Technical Review Completed Date

Applicant Comments

DEP Comments

DEP Comments

CONTENT

Part I (NPDES) Permit

Typically associated with wastewater projects, DEP will need to review a National Pollution Discharge Elimination System permit on a new or modified system that discharges wastewater. Consult with DEP to determine if the proposed project needs this approval. Please enter the date when this item was submitted to DEP.

Technical Component	Date to DEP	Review Status	Date Issued/Approved
Edit Act 537 Plan Approval	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Part I (NPDES) Permit	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	

Technical Component	Date to DEP	Review Status	Date Issued/Approved
Edit Act 537 Plan Approval	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Part I (NPDES) Permit	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Part II (Construction, WQM) Permit	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Plan and Specs	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Public Water Supply Permit	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Stormwater Ordinance	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Water Allocation Permit	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Categorical Exclusion Publication	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	
Edit Environmental Assessment Approval	?	<input type="radio"/> Approve <input type="radio"/> Incomplete <input checked="" type="radio"/> N/A	

Contacts, Legal Entity and Primary Project Sites

- ▶ A “Borrower” (contact for funding recipient) must be linked to the application and be PA Keystone Registered. Search for existing contact or able to create new one.
- ▶ Legal Entity in most cases should be the Funding Recipient. Please do not list engineering or legal firms.
- ▶ If the Legal Entity is not already approved by PENNVEST then one can be created. Please include a copy of the Funding Recipient’s W-9 statement that has the correct legal name and tax identification number.
- ▶ Primary Project Site is the site where construction will take place. Multiple sites can be listed but one has to be designated as the primary site

Contacts

- ▶ By clicking on “See All” the Contacts panel opens up under a separate window.
- ▶ Search for Contact by using the “+ Add Contact to Project” button using name or email address.
- ▶ Select a Role for your Contact
- ▶ If a Contact is not found, create one by using “+Create Contact Record” button.
- ▶ Remember! The Funding Recipient must have someone registered and linked in the “Borrower” role within Contacts in order to submit the application.
- ▶ Common problems: Not PA Keystone registered, multiple accounts, PA Keystone account not activated with PENNVEST

Contacts

Contacts

[See All](#)

	David Henning Project Specialist • PENNVEST	dahenning@pa.gov (717) 783-4490
	Star Henning Engineer PE • Retired Account	henning282@verizon.n...
	Kimmy Henning Borrower Legal	Khenning@comcast.net (814) 364-1063
	David Henning Jr Borrower • Trouble Shooting Account	david_h92@yahoo.com
	Samantha Mielo DEP Project Manager	samielo@pa.gov (412) 442-4211

Full Name Title Company Name Permissions

ADD EXISTING CONTACT TO PROJECT

	Ruppert, Tim	c-truppert@state.pa.us
	Arunachalam, Kannan	karunachal@state.pa.us
	Foster, James	jfoster@dns.tiu.k12.pa.us

PROJECT CONTACTS

[+ Add Contact to Project](#) [+ Create Contact Record](#)

Not PA Kestone Registered

	Full Name	Title	Company Name	Permissions	Email Address	Phone Number
	Henning, David		PENNVEST	Project Specialist	dahenning@pa.gov	(717) 783-4490
	Henning, Star		Retired Account	Engineer PE	henning282@verizon.net	
	Henning, Kimmy			Borrower Legal	Khenning@comcast.net	(814) 364-1063
	Henning Jr, David		Trouble Shooting Account	Borrower	david_h92@yahoo.com	
	Mielo, Samantha			DEP Project Manager	samielo@pa.gov	(412) 442-4211

= Keystone Certified
 = Expired User
 = Inactive User

PA Keystone registered

Legal Entity

ADD EXISTING COMPANY TO PROJECT

<input type="button" value="+ Add Company"/>	PENNVEST
<input type="button" value="+ Add Company"/>	PENNVEST - HISTORICAL PROJECT 220000001 - Municipal Authority(MA)

COMPANY CLASSIFICATION ASSIGNMENT

Legal Entity - This company is the company that will get the money. (Project Management Review and Approval is required)

Legal Entity Physical Location - This is the physical location of the Legal Entity, it may not include a PO Box. (May be the same as the Legal Entity mailing address)

CEF Trustee or Bank - This is the CEF Trustee or Banking Company's mailing address.

Financial Invoicing - This is the Legal Entity company's financial mailing address.

Should have the correct legal name of the funding recipient, tax identification number and the W-9

COMPANIES

Search

Company Name	Company Form	Company Classification	Email Address	Phone Number
PENNVEST - HISTORICAL PROJECT <input checked="" type="checkbox"/>	Municipal Authority	Legal Entity		(717) 705-4478

10 items per page 1 - 1 of 1 items

= Submitted for Legal Entity Review = Approved as Legal Entity

Primary Project Sites

Primary Project Site

[See All](#)

APPLICATION PROJECT SITES

* Please list all relevant project sites where construct

[+ Create Project Site](#)

0 1 2 3 4 5 6 7

10 items per page

= Primary Project Site

[+ Create Project Site](#)

[X Remove](#)



Site Name

PENNVEST

Site Description

PENNVEST Pumping Station

Latitude, Longitude

40.2604057,-76.8793984

1 10 items per page

= Primary Project Site

Project Specialist: David Henning Board Approval Date:

PROJECT SITE

PROJECT SITE INFO

[Edit](#)



Project Site Name

Primary Project Site

No

Project Site Description

* Required Field

PROJECT SITE ADDRESS

[Edit](#)



Address 1

Address 2

City

State

Zip

Plus 4

County Name

OR

Latitude

Longitude

E.g. 40.2614566 -76.8797046

* Required Field

[Directions](#)

Search

Navigation within the Application Page Functionality

The screenshot displays a web application interface. On the left is a dark blue sidebar with a navigation menu containing 17 items: Project List, Dashboard, Project Description, Project Plan, Narrative, Measures, Benefits, Keystone Benefits, Green Infrastructure, Income & Expense, Economic Impact, Debt, Budget, Rates, Required Application Documents, and Resources. The 'Narrative' item is expanded, and a red circle highlights a sub-menu with four items: Description Narratives, Drinking Water, Wastewater, and Stormwater/NPS. The main content area shows a 'Progress' bar with three steps: 1. Get Started (active), 2. Planning Consultati..., and 3. Application Submis... Below the progress bar is a green progress indicator showing '4 of 6 items complete'. The main content area also displays a list of tasks with checkboxes and a 'Technical Components/Review' section.

- ▶ Application is broken into 13 sections
- ▶ The working section is highlighted
- ▶ Five (5) sections have a slide out. Only the Project Description section the applicant has to complete all slide out pages.
- ▶ Slides out for the Narrative and Measures section have a general page. The remaining slide outs are specific to the type of project you are applying for.
- ▶ Resources is the section of the application where you will find link to our Documents and Forms, Document Library and Print Application function

Page Functionality



- Project List
- Dashboard
- Project Description
- Project Plan
- Narrative
- Measures
- Benefits
- Keystone Benefits
- Green Infrastructure
- Income & Expense
- Economic Impact
- Debt
- Budget
- Rates
- Required Application Documents
- Resources

Dave Test Wastewater Application 3 - F

Project ID:
Status: Started

Session will expire in 4 minutes. Select this message or the Clock to reset session. Session times are 20 minutes long and unsaved information is lost.

Session will expire in 5 minutes. Select this message or the Clock to reset session. Session times are 20 minutes long and unsaved information is lost.

5 minute warning message

4 Minutes Remaining

DESCRIPTION

PROJECT DESCRIPTION Edit

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?

Storm Water

?

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

If yes, enter the project name or number.

* Last Updated by David Henning, dahenning@pa.gov on 03/11/21 2:56:29 PM

COMMENTS Edit

HELP features can be found next to specific questions, or general HELP can be found at the bottom of the page.

DESCRIPTION: HELP

Traditional Construction Program – This is PENNVEST's default financing type. All applications will be considered for low interest loan funding at the County CAP interest rates; however, a funding recipient may qualify for reduced interest rates, grant funds or adjustments to the loan term.

Programmatic Financing Program – This type of financing is available for systems with approved Capital Improvement Plans. A system selects upfront the projects from the approved plan which can reasonably be under construction within a 3-year window. Projects are funded with loan money only at the County CAP Interest rate and are typically funded with federal funds.

Small Projects Program is for small communities of up to 12,000 people, or projects having hookups of a 1,000 connections or fewer. PENNVEST funding is capped at \$500,000 and the total project cost cannot exceed \$1,000,000. All projects are funded as loans with state funds. Small projects applications are normally processed within several weeks of application, and application may be made at any time.

Page Functionality

 DRINKING WATER COMPLIANCE  

Answer the questions related to drinking water compliance. If yes, provide the percentage of the project that will address the related compliance issue.

Does the project help to bring the facility back into compliance with existing or future State or Federal regulatory requirements?

If yes, enter what percentage of the project meets that criteria:

Does the project help the facility to maintain current compliance?

If yes, enter what percentage of the project meets that criteria:

Does the project help the facility to achieve compliance with upcoming requirements?

If yes, enter what percentage of the project meets that criteria:

Does the project assist the facility with other non-compliance related activities?

If yes, enter what percentage of the project meets that criteria:

Make sure you click "Save" above before moving to next panel below)!




 DRINKING WATER ENHANCEMENT 




Answer the questions related to drinking water system enhancement. If yes, indicate if the enhancement is either impacted directly or indirectly. Example: A Source Water Protection Plan would have an indirect impact well capacity protection; whereas, replacing well casing would be a direct impact.

Does the project help enhance well capacity? (source development/upgrade)

BUDGET INFORMATION

Provide a breakdown of the project costs including any pre-design, design and construction components of the project. The upload feature is available to provide additional detail on Engineering, Construction, Other Cost, or Detailed Cost Category



 PROJECT BUDGET  

Administrative Cost:	<input type="text" value="\$0.00"/>	
Legal Fees:	<input type="text" value="\$0.00"/>	
Financial/Accounting Charges:	<input type="text" value="\$0.00"/>	
Interest During Construction:	<input type="text" value="\$0.00"/>	
Engineering/Architecture Fees:	<input type="text" value="\$0.00"/>	 (0)
Permits:	<input type="text" value="\$0.00"/>	
Land:	<input type="text" value="\$0.00"/>	
Construction:	<input type="text" value="\$0.00"/>	 (0)
Contingency:	<input type="text" value="\$0.00"/>	
Other Costs:	<input type="text" value="\$0.00"/>	 (0)
Total:	<input type="text" value="\$0.00"/>	

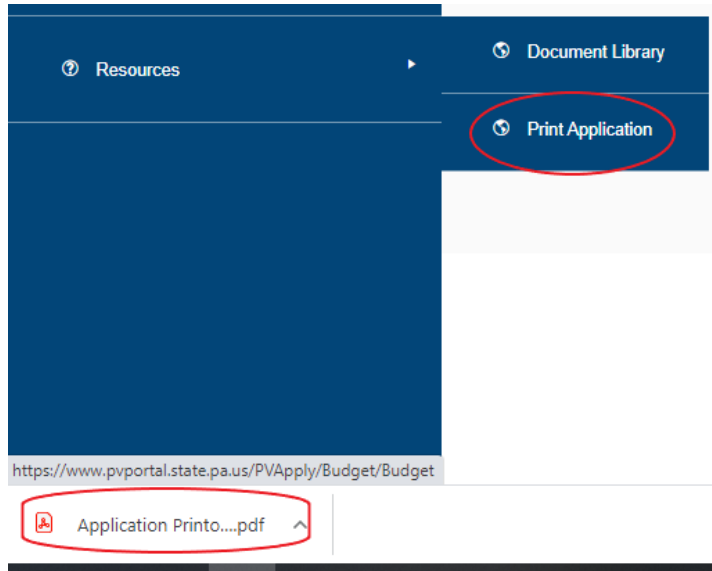
Upload Feature

Detailed Cost Category Budgets can be uploaded here.  (0)

Every page has a comment field

 COMMENTS 

Page Functionality



DOCUMENT LIBRARY

Document Library

Edit

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	Chlorine Booster Station Change Order (1).pdf	1.074 MB
Project Description > System	Original Trust Indentures	2020.07.30 City approves funding for engineering of WWTP.pdf	31.231 KB

REQUIRED APPLICATION DOCUMENTS

Use the template for the Letter of Responsibility and Resolution to Apply in the Document Library within the Resources section. Once executed, upload each document under the appropriate upload feature.

Required Application Documents

Letter of Responsibility

(0)

Resolution to Apply

(0)

Project Photos

Upload pictures of the problem(s) to be solved with the requested funding.
You can only upload PDF, JPG files.

(0)

Miscellaneous Documents

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.

(0)



Thank you for sharing your lunch with us

- ▶ Catch our next Lunch and Learn Session on PENNVEST Eligibility - Tuesday, April 6th from noon to 1 pm
- ▶ Contact our talented staff with any questions concerning your infrastructure financing needs.

PENNVEST CONTACTS

Region 1 – Northwest PA



Ken Anderson
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kenanderso@pa.gov

Region 2 – Southwest PA



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Region 3 – Southcentral PA



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Region 4 – Northeast and Southeast PA



Rebecca Kennedy
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Region 5 – Northcentral PA



Leslie Cote
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lecote@pa.gov