**PLANNING CONSULTATION MEETING NOTES**

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| Applicant: |
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| Date: |
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| Project Location: |
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| Municipality (Borough, Township, City): |
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| County: |
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| **Attendee Log (Attached)** |
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| 1. PROJECT INFORMATION |
| (What problems does the Applicant expect to alleviate with the project? What is the scope of the project? When does the Applicant expect to implement the project?) |
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| 1. FUNDING INFORMATION |
| (Electronic application process at [www.pennvest.pa.gov](http://www.pennvest.pa.gov); cutoff dates, terms, funding limits, refinancing, Letter of No Prejudice, Pre-Closing letter, tap fees, and non-restrictive procurement). |
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| 1. ELIGIBLE AND INELIGIBLE COSTS |
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| 1. PLANNING APPROVAL |
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| 1. PERMITS REQUIRED   (DEP will not recommend a project for PENNVEST funding unless all planning and DEP permitting requirements are satisfied by the cutoff date). |
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| 1. OTHER PENNVEST REQUIREMENTS   (Local planning agency, the county (or regional) planning agency, the county agricultural preservation office (or Conservation District), sizing of facilities, cost-effectiveness, final inspection and nutrient credits). |
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| 1. FEDERAL REQUIREMENTS   (UER Process, DBE, Davis-Bacon) |
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| 1. FUNDING PRIORITIES   (Ranking criteria) |
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| 1. OTHER ISSUES DISCUSSED AND ACTIONS TO BE TAKEN: |
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