



POTENTIAL INFRASTRUCTURE OPPORTUNITIES NEEDING EXTERNAL EXPENDITURES AND RESOURCES

PIONEER: A Leveraging Program

PPOTENTIAL
INFRASTRUCTURE
OPPORTUNITIES
NEEDING
EXTERNAL
EXPENDITURES AND
RESOURCES



GREENE COUNTY
DEPARTMENT OF PLANNING
& COMMUNITY DEVELOPMENT



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INTRODUCTION

Potential Infrastructure Opportunities Needing External Expenditures and Resources (PIONEER) is a strategic leveraging program created by the Greene County Commissioners using ACT 13 funding and other available funds for Townships, Water and Sewage Authorities, and other eligible service providers that have made a commitment to provide and/or improve infrastructure. The program provides funding for infrastructure, including but not limited to: water, sewer, stormwater and/or transportation. Leveraging is achieved by a commitment from the grantee or through various partnerships in the form of cash, labor, and/or equipment.

The program is administered by the Greene County Planning and Community Development Department (GCPD) and is designed to leverage funding and data, building partnerships that move projects forward.

SECTION I – Eligibility

1. Funding Principle and Objectives

The PIONEER Program was created to: assist infrastructure improvements, close the gap in funding and improve the infrastructure mapping for the County of Greene. These improvements are needed to meet the needs of future growth and County economic revitalization. The program has several strategic principles and objectives. Funding award decisions will be based on the degree to which proposed PIONEER funding project do the following:

- **Partnerships:** Projects should forge new partnerships with local governments, township, authorities, and the private sector to advance community and economic development and delivery of services.
- **Innovation:** Municipalities/Authorities are encouraged to use new approaches and methods, and to change operations and decision-making in order to achieve results that would be otherwise unattainable due to funding gaps.
- **Commitment:** Applications will demonstrate real and long-term commitments to sustain or implement plans funded by PIONEER. Application will leverage and or commit match funds.
- **Results:** Projects should achieve measurable improvements in infrastructure and service; create attractive and livable communities.
- **Competition:** Due to limited resources, the County of Greene will seek to fund the most competitive applications in terms of proposed results, impact, innovation, and level of commitment.
- **Mapping.** Maps are essential to this program. Mapping improves the delivery of safe, clean drinking water and reliable sewer and stormwater services. Eliminating paper forms and data entry improves workflows across the organization and provides a simple way to share information with others. Applicants are required to provide/create shapefiles, CAD Files, or other forms of digital mapping. Creation will be considered either leverage or commitment.





2. Eligible Applicants

- Any municipality –borough, township, or municipal authorities located in Greene County.
- Public or quasi-public organization duly authorized to act on behalf of one or more municipalities.
- For shared services, applications shall involve the entity that serves the area.

3. Eligible Use of Funds

Funds may be used by the applicant to pay for any of the following eligible project costs:

- a. Construction, improvement, expansion, repair, or rehabilitation of all or part of a water supply system, sewage disposal system, and storm water system.
- b. Purchase and installation of fixed equipment or equipment specifically for leak detection or sewage maintenance.
- c. Operation and Maintenance for water and sewer facilities with the caveat that system wide mapping is either created or provided.
- d. Financial planning to include Rate Analysis and/or other Financial Analysis that will assist an authority in developing plans for rehabilitation and/or expansion.
- e. Costs associated with water/sewer utility mapping for service areas that involves Geographic Information Services.
- f. Costs associated with engineering, design, and/or conceptual planning, feasibility studies that are required to complete an eligible project.

4. Program Activities

Construction, improvement, expansion, or rehabilitation of all or part of a water supply, sewage disposal, or storm water system. An eligible project also includes consolidation or regionalization of two or more water supply systems, sewage disposal systems, or storm water systems which are managed or operated as an integrated system regardless of whether the system is physically connected. Transportation improvements to include bridge maintenance.

5. Evaluation Criteria

- a. General – PIONEER-funded projects must address the strategic principles and objectives outlined on Page 2 and indicate how in its application. Award decisions will also consider the following:
 - (i) **Need:** Is there a significant need for the project, problem to be solved, or opportunity to be pursued?
 - (ii) **Overall Quality of the Project:** Does the project appear to be well planned and ready to undertake? Is it a sound, well-thought out, and workable plan for addressing the stated need? Will the project address long-term solutions?
 - (iii) **Local Commitment and Partnerships:** Will applicant municipalities be participating both financially and otherwise in the project? To what extent? What partnerships have been established as part of the project? Does the project reflect a broad community commitment to the proposed activity?
 - (iv) **Funding Adequacy, Source and Timetable:** Is the amount of money applied for and the grantee contribution a reasonable amount to complete the project? Are there alternative means or sources of funding available? Does the project outline an implementation time schedule? Is it a reasonable project within the contractual time frames of the program?





SECTION II – Program Requirements

1. Project Funding

Grants shall not exceed \$50,000.00 per applicant; however, more than one application can be submitted for the same project by multiple applicants. Unless there are multiple applicants a project shall not exceed 100K. Projects with multiple applicants shall not exceed 1M. For example, if two (2) Townships partnered with an authority on one project, a total of three (3) applications could be submitted. This would yield a potential grant in the amount of 150K with a total project cost of 300K, but the individual grant per applicant would be no more than 50K.

2. Leveraged Resources and/or Match Funds

An eligible applicant must either provide matching funds or leverage funds of not less than 50% of the total grant request not to exceed \$50,000. Applications must provide proof of commitment either as match or leveraged funds contributed by outside entities or partners.

In addition to this leverage/match the Applicant must provide project site maps, service area GIS shape files, CAD Files, or other form of mapping already developed or available to the applicant. If digital files must be created these services can be considered in-kind contributions.

Leveraged Resources

- Leveraged resources must represent newly created resources that cover expenditures that would not be incurred if the award were not made.
- Leveraged resources committed on one project may not be used as leverage or match for any other project or program.
- Third party cash or In-kind Contributions offered as leverage require a commitment letter on letterhead signed by an individual who is in a position to commit the in-kind contribution. This may include donated products or services.

Cash Match Requirements:

- Cash match may include general funds of the grantee, any participating municipality(ies), or any other organization that is partner to the project, or funding awards from federal, state, or local government or from private sources such as foundations.

In-kind Contribution:

- In kind Contributions by an applicant includes labor, materials, equipment or rental expenses for equipment will be considered Force Account Labor¹; must be a municipality, authority employee, or employee of a service proved that benefits the service area.
- Value of in-kind contributions must be properly documented.

Contributions that have been made prior to grant award to include labor, materials and/or equipment will be approved on a case-by-case basis. Assuming that the project submitted with the application was part of the larger overall project and the contributions benefited that overall project.

¹ Force Account Labor must be pre-approved and submitted using Attachment A Force Account Labor Form





SECTION III – Application Procedures

1. Application Process

- a. Applications will be accepted via an online submission. Applicants will receive a weblink when guidelines are released and can also request the link by emailing csimmons@co.greene.pa.us
 - a. No paper applications will be accepted.
- b. While not a requirement, the applicant is encouraged to discuss its project with the Planning and Community Development Department prior to submitting the application. Contact Crystal Simmons, Director CDBG/HOME Program at 724-852-5260 or email csimmons@co.greene.pa.us

2. Submission Requirements

- a. Complete an online Jot Form. Provided upon request. The applicant should describe the project and make the case why it should be funded. Additional documents should be attached. Information should include a full and clear description of the project and its component activities. How the proposed project will meet PIONEER funding principles and objectives (page 2), and address evaluation criteria (page 3)
- b. Provide the Program Budget – Engineering Estimate or a Quote from a qualified entity.
- c. Submit a match commitment letter and resolution authorizing the commitment of match².
- d. Applicants must submit the most recent financial audit.

3. Submission Timeframe/Application Review Period

- a. Application Window. Applications will be reviewed in two rounds. Round 1 Applications are due February 28 and Round 2 Application are due March 31.
- b. PIONEER is not a first come first serve grant program. Due to limited resources, the County of Greene will seek to fund the most competitive applications in terms of proposed results, impact, innovation, and level of commitment.

SECTION IV - Process of Accessing Funds

- a. Funding requests will follow PIONEER invoicing procedures.
- b. Proof of expenditures must be provided.
- c. Applicants will assign an authorized signatory to approve project invoices and confirm work is complete.
- d. Final Inspections are required for construction projects and can be included in the cost of the project.

1. Accountability of Use of Funds

Upon approval an award letter and a grant agreement will be electronically issued to the applicant explaining the terms and conditions of the grant. The Grantee must provide the names, titles and e-mail addresses for the authorized individuals to receive and electronically sign the grant agreement. The grant

², Sample Resolution Attachment B Sample commitment letter Attachment C





agreement must be electronically signed and returned to the County within 30 days of the date award or the offer may be withdrawn.

- a. Expenditures of leveraged funds or resources are permitted only for eligible activities and allowable costs. Expenditures must be necessary and reasonable for proper and efficient accomplishments of project or program objectives.
- b. Leveraged resources committed on one project may not be used as leverage or match for any other project or program.
- c. Third-party cash or in-kind contributions offered as leverage require a commitment letter on company letterhead signed by an individual who is in a position to commit the in-kind contribution.
- d. Funding escrow will be available to those entities partnering with an applicant that will be providing cash match. The funds can be issued to the County and managed along side the PIONEER Funds which all will follow the financial management procedures.
- e. To be eligible for reimbursement, project costs must be incurred within the time frame established by the grant agreement.

SECTION V – Program Inquires

Program inquiries should be directed to:

The County of Greene
Planning and Community Development Department
PIONEER Program
93 E. High Street, Suite 217
Waynesburg PA 15370

Telephone: (724) 852-5260
Fax (724) 852-5372
E-mail: csimmons@co.greene.pa.us

These guidelines can also be accessed online at <https://www.co.greene.pa.us/GCDPCD>





Attachment A– Force Account Certification

PIONEER2022-1.13



PIONEER FORCE ACCOUNT CERTIFICATION

1. APPLICANT:	2. CONTACT: PERSON COMPLETING
3. TOWNSHIP:	

Applicant must complete the Force Account form and include it with its PIONEER application submission prior to using Force Account for a project. Approval will be the approved application unless otherwise notified. For modifications and revisions, this form must be submitted with the formal request and approval will be the approved modification or revision unless otherwise notified.

1. DESCRIPTION OF THE CONSTRUCTION ACTIVITIES TO BE COMPLETED BY FORCE ACCOUNT:																																																					
2. JUSTIFICATION FOR DOING THE WORK BY FORCE ACCOUNT:																																																					
3. DETAILS OF THE APPLICANTS EXPERIENCE WITH PROJECTS OF LIKE OR SIMILAR NATURE:																																																					
4. INFORMATION ON WORKLOAD AS IT MAY AFFECT CAPACITY TO DO THE WORK WITHIN TIME FRAME OR WORK SCHEDULE:																																																					
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5B. LIST OF MATERIAL AND SUPPLIES OWNED OR TO BE PURCHASED BY THE APPLICANT:																																																					
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5C. LIST OF EQUIPMENT OWNED BY THE APPLICANT AND/OR EQUIPMENT THAT MUST BE RENTED (EVIDENCE OF OWNERSHIP MUST BE SUBMITTED WITH THIS FORM).

EQUIPMENT	REIMBURSEMENT TYPE	EST WORK HRS.	HOURLY RATE**	SUBTOTAL COST
ESTIMATE TOTAL MATERIAL COSTS:				

ESTIMATE TOTAL FORCE ACCOUNT COSTS:	
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6. LIST THE NAMES AND QUALIFICATIONS OF PERSONNEL PERFORMING SPECIALIZED WORK, SUCH AS INSPECTION, TESTING, ELECTRICAL WORK, ETC.

EMPLOYEE NAME	SPECIALIZED WORK TO BE DONE	QUALIFICATIONS

* UOM is defined as a Unit of Measure

** **Equipment Rates** – Applicants will follow the following guidance when requesting reimbursement for equipment. This guidance follows PEMA's *Public Assistance Applicant Handbook*.

FEMA Rates. FEMA publishes a schedule of equipment rates that is applicable on a national basis. If a piece of equipment used by an applicant is not on the FEMA schedule, documentation to justify the requested rate must be submitted to the County for approval. If an entity has established rates for use in its normal day-to-day operations, the criteria listed below under State and local rates apply. If an entity does not have established rates, FEMA rates will be used.

State Rates. An applicant may claim reasonable rates that were developed using State guidelines up to \$75 per hour. Rates over \$75 per hour must be approved by the County on a case-by-case basis. A State guideline would be an equipment cost methodology used by a State agency, such as PennDOT, to account for the costs of using its own equipment. Care must be taken before adopting a rate schedule to insure labor costs are not included in the calculations.

Local Rates. Rates developed, or adopted, by a local government can be used. Where local rates have been established and used prior to the declared disaster, reimbursement will be based on the local rates or FEMA rates, whichever is lower. If the local rate is lower and the applicant certifies that the rates do not reflect all actual costs, the higher FEMA rates may be used; however, the applicant may be requested to provide documentation of the basis for the rates. If the applicant wants to use a rate that exceeds the FEMA rate, the basis for that rate must be justified and submitted thru County for approval.





FORCE ACCOUNT CERTIFICATION

<p>7. I certify the following:</p> <ul style="list-style-type: none">a. That the persons performing force account work are W-2 form registered employees, (and not 1099 form contractors) of the Applicant; andb. If temporary workers are hired, that they will be W-2 form registered employees (and not 1099 form contractors), and that the employer's policies for temporary employees will be followed.	
Signature of Applicant _____	_____ Date
Printed Name _____	_____ Title
COUNTY USE ONLY	
Greene County Approval _____	_____ Date
COUNTY COMMENTS:	





Attachment B – Sample Resolution

If the application is for a multi-municipal project, each municipality must submit a resolution. One municipality would serve as the applicant. The executed resolution must be attached the online application.

**RESOLUTION AUTHORIZING AN APPLICATION TO THE
POTENTIAL INFRASTRUCTURE OPPORTUNITIES NEEDING EXTRA EXPENDITURES AND
RESOURCES (PIONEER) PROGRAM**

RESOLUTION NO. _____

(NAME OF MUNICIPALITY, COG, OR OTHER ELIGIBLE APPLICANT)

WHEREAS, (name of municipality or municipalities, Authority) will be undertaking a project to (brief description); and

WHEREAS, the County of Greene makes available grants-in-aid to such projects through the Potential Infrastructure Opportunities Needing Extra Expenditures and Resources (PIONEER) Program

NOW THEREFORE BE IT RESOLVED that the (governing body) of (name of applicant or participating municipality) hereby authorizes submission of an application to the PIONEER Program; and

BE IT FURTHER RESOLVED that the (governing body) of (name of applicant or participating municipality) hereby commits municipal resources in the amount of (amount of local share) as match for said project. Adopted by the (governing body) of (name of applicant or participating municipality) this ____ day of _____, 20__.

ATTEST: (NAME OF APPLICANT
OR PARTICIPATING MUNICIPALITY)

(Title of secretary or other signer)

(Title of chief official)





Attachment C- Sample Letter of Certification

A signed letter on letterhead must be attached to the online application.

Delete Grey Instructions before printing

DATE

Name, Position

Department or Place of employment

Address

City, State Zip Code

RE: *Year* PIONEER Program

Leveraged Funds *Township - Project*

Ms. Simmons.,

I am writing this letter on behalf of (*entity, Authority, Township*) regarding the (*Describe Project*)

The PIONEER funds will allow EXPLAIN)

Entity will provide services, materials, what is levered

Please attend the public meeting or contact me at () xxx-xxxx between or email *email address*.

AGENCY/ENTITY

Name, Title,

CC: *File or CC list*





Attachment D- PIONEER Project Request Form

A copy of the attached form must be attached to the online application, a separate copy will be provided.

PIONEER PROJECT REQUEST FORM

Potential Infrastructure Opportunities Needing External Expenditures and Resources (PIONEER)

This form must be attached to the online application

Name of Applicant _____

Name of Person making the Request _____

Address, City, State, ZIP _____

Phone number(s) _____

Email address _____

ACTIVITY DESCRIPTION

Describe the activity sufficiently to demonstrate that it is an eligible activity, and that its scope is adequate to meet the identified needs of intended beneficiaries.

Identify the problem and location of the problem.

Identify the location of the project by street name(s) if applicable.

How will the problem be corrected? Specify type and quantity of materials to be used to correct the problem.





PROJECT COMPLETION TIMETABLE

Beginning with the application submission date, outline below a reasonable timetable for project completion. Include all significant milestones, emphasizing those related to environmental clearance, procurement of third-party services, plans, permits, bids, contracts, financing, acquisition of property, construction, and completion.

Here are sample tasks. If your tasks differ, please write them in. Use additional sheets if necessary.

Task	Completion Date
Submit PIONEER Application	February 28 2022
Sign and Return Grant Agreement	April 1-8 ,2022
Complete Project Design	April 30, 2022
Obtain Construction Permits	
Pre-Bid Meeting	
Receive Sealed Bids for Construction	
Award Construction Contract(s)	
Hold Pre-construction Conference	
Start of Construction/Notice to Proceed	
Complete Construction	
Submit final invoice	
Funds are drawn down	Per Grant Agreement

PROJECT BUDGET Must follow entities procurement procedures

Construction Costs.....\$ _____

Design/Engineering.....\$ _____

Materials.....\$ _____

Other.....\$ _____

TOTAL\$ _____

