



**Ohio Rural Community Assistance Program**  
**Ohio RCAP**  
**Overview of Services**  
**Local Government Officials' Conference**  
**April 23, 2016**  
**Columbus, Ohio**




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**Rural Community Assistance Program**

A national non-profit organization incorporated in 1972 that provides technical assistance to help solve water and wastewater problems in rural communities



Real Community Solutions




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**Ohio RCAP**

Part of the Great Lakes RCAP  
 Administered by WSOS CAC, Inc.



Ohio RCAP is funded by



Division of Drinking and Groundwater





- Project Development*
- Management & Finance*
- Energy Audits*
- Rate Analysis*
- Asset Management*
- CMOM Planning*
- Training for Local Officials*
- GIS Data Collection & Mapping*
- Environmental Reports*
- Grant Writing & Administration*
- Community Planning: Land Use, Economic Development, Downtown Revitalization*

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**OUR MISSION**

Provide technical assistance and training services to communities, develop and sustain critical infrastructure and promote economic opportunity.




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### Management and Financial Services

- ▶ **Project Development**
  - Loans & grants and Administration
- ▶ **Energy Audits**
- ▶ **Rate Analysis**
- ▶ **Planning**
  - Capital improvement, Asset Management, CMOM
- ▶ **GIS Data Collection**
- ▶ **Environmental Reports**
- ▶ **Community Planning:**
  - Land Use, Economic Development, Downtown Revitalization Land use
- ▶ **Training for Local Officials**
  - Utility Management
  - Financial Management
  - Asset Management, Budgeting & Rate Setting
  - Applied Asset Management
  - Containing Costs
  - What's Your Water Worth
- ▶ **Rate Setting**
- ▶ **Project Development**
- ▶ **Leadership Training**
- ▶ **GIS**
- ▶ **CMOM**

Technical Assistance

Training




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### RCAP has the right tools to build system capacity.

- ▶ These tools include:
  - Technical Assistance Tools
    - Asset Management
    - Project Development
    - System Compliance
    - Administrative & Management
    - Financial
  - Educational Assistance
    - Board Training
    - Operator Training
  - Restructuring and Facilitation
    - Unbiased Third Party Analysis





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Technical Assistance is our primary capacity development tool.

► Planning

- Assess available financing resources
- Review plans for appropriate content for funding agency requirements
- Provide information on alternative systems
- Conduct income surveys



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Technical Assistance is our primary capacity development tool.

► Planning (cont.)

- Conduct community-wide surveys.
- Assist in procuring other professional services
- Coordination/facilitation among funders, regulators, consultants, community
- Write grant/loan applications for funding of planning
- Prepare Environmental Reports
- Prepare Source Water / Wellhead Protection Plans



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Technical Assistance is our primary capacity development tool.

► Facility Development

- Coordination/facilitation among funders, regulators, consultants, community
- Assist in procuring other professional services
- Write grant / loan applications for funding
- Conduct appropriate public hearing and meetings
- Maintain file depository for required project records
- Package financing for project
- Administration of grants



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Technical Assistance is our primary capacity development tool.

▶ **Management and Finance**

- Assist in procuring other professional services
- Coordination among funders, regulators, consultants, and the community
- Completing financial reports to funding agencies
- Assist with bookkeeping and accounting
- Prepare Ohio EPA Capacity Assurance Plans
- Perform Utility Rate Studies
- Assist with Asset Management Planning



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**Asset Management Planning**

▶ Includes:

- Utility Inventory
- Condition Assessment
- Maintenance Plan
- Capital Improvement Plan with financing strategy
- Long term Finance Plan

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Technical Assistance is our primary capacity development tool.

▶ **Operation and Maintenance**

- Assist in procuring other professional services
- Coordination/facilitation among funders, regulators, consultants and the community
- Assist with the development and implementation of operating policies and procedures
- Assist with development of Computerized Maintenance Management System (CMMS)
- Assist with development of Capacity, Management, Operations, and Maintenance System (CMOM)
- GIS Mapping & Information Management
- Perform Energy Audits (ASHRAE Levels I & II)
- Assist in maintaining compliance



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Technical Assistance is our primary capacity development tool.

▶ Restructuring & Regionalization

- Alternative Analysis
- Facilitated Goals & Solutions
- Unbiased Third Party

Get the right tools not just a bigger hammer.



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Technical Assistance is our primary capacity development tool.

**Some of the keys to a successful system restructuring**

- ▶ Transparency in all activities.
- ▶ Community defines its goals and vision.
- ▶ Complete analysis of the system considering alternatives, financing options, condition of system and community vision.
- ▶ Maintain stakeholder dignity.
- ▶ Maintain an unbiased position.
- ▶ Patience and empathy.
- ▶ Be prepared to walk away.
- ▶ A sense of humor.



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What are typical problems RCAP has fixed?

- ▶ Developed and completed projects that brought systems into compliance (Source, Distribution & Treatment projects).
- ▶ Developed rates that make the small system more sustainable.
- ▶ Implemented procedures for the small systems to maintain compliance and manage the utility.
- ▶ Increased security, VA's and ERPS and contingency plans.
- ▶ Worked with systems to follow the rules.
- ▶ Improved local buy-in and stakeholder relations.
- ▶ Increased local public involvement increasing trust and transparency.
- ▶ Restructured small systems that were not sustainable.



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**Training Activities**

- ▶ Utility Management for Local Officials
  - Utility Management
  - Financial Management
  - Asset Management, Budgeting, & Rate Setting
  - Applied Asset Management Using CUPSS
  - CMOM
- ▶ Independent Short Courses
  - Project Development
  - Rate setting
  - Asset Management
  - Leadership



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**Training Activities**

**Online courses at:**

<http://www.OhioRCAP.org>

Utility Management for Local Officials

- Utility Management
- Financial Management

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**Training Activities**

Online Tool Kit

- Technical Section
- Financial Section
- Managerial Section



<http://www.OhioRCAP.org>

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## Training Activities

- ▶ Community Training with Guides
  - Completed on site



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## Ohio RCAP Publications



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## Consulting Services



Technical assistance for communities who do not qualify for traditional RCAP assistance because of an ineligible project type, large population or high MHI income.



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## Direct Contracting

- Loan and Grant Writing Services for > 10,000 population
- NEPA Environmental Reports
- CDBG Administration
- Source Water Protection Planning
- Energy (Operational) Audits
- Asset Management Planning
- Rate & Structure Analysis
- Comprehensive Community Development



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## NEPA Environmental Reports

- Over 15 years experience
- Reports Prepared for:
  - USDA
  - HUD/CDBG
  - Ohio EPA
  - USEPA
  - US Army Corps of Engineer



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## CDBG Administration



- Over fifty years of combined experience:
  - Formula
  - Water and Sewer
  - Economic Development
  - Downtown



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## Source Water Protection Planning

**Benefits Include:**

- Risk of contamination reduced
- Consumer confidence increase
- Additional funding points
- Potential cost savings



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## Energy Audits

Ohio RCAP not only looks at the energy use, but also analyzes the opportunities to conserve energy through changes, modifications, or upgrades to both equipment and operations.



The end result is often significant energy and budget cost reduction opportunities. Every facility is different, and RCAP has seen potential savings ranging from 6% to 60%, with just over 25% being the average.



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## Asset Management



- Minimize lifecycle cost through improved preventative maintenance and timely asset rehabilitation



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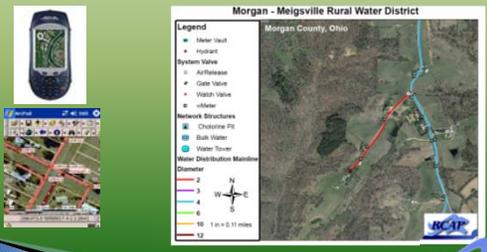
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## GIS Development Services

*RCAP is pleased to now offer GPS Data Collection*



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## Utility Rate & Structure Analysis

- Evaluation of Expenses and Revenues
- Development of Budgets and Projections
- Review of Fund Balances and Projections for Reserve
- Recommendations for Rate Change
- Evaluation of Rate Affordability
- Short Course Board Training

*RCAP Wrote the Book!*



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## Loan and Grant Writing

(for communities >10,000 population)

- Grant and loan writing for water and wastewater projects
- Loan writing for USDA Community Facility and B&I Guarantee Loans



\*Note: No charge for communities <10,000 in population



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### Community Development



The RCAP goal is to help fill the gaps in local services with affordable, effective, results-oriented assistance and to bring to the local community the specific services or planning products and processes that are most needed.



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### Planning and Development Services

RCAP staff can work with your community to develop a variety of custom planning documents or join your community development team to help stake out and work for the future you desire!



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### Downtown Revitalization

- We deliver a far-reaching blueprint for downtown organization, promotion, economic restructuring, and design.
- We involve the stakeholders - it's your plan!
- We meet requirements for CDBG "Tier 2" funding.



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### Comprehensive Planning

- RCAP involves the people via community meetings, stakeholder groups, surveys...
- RCAP has written plans at the County, Municipal, and Township level.
- RCAP can partner with others to provide a local dimension to the process and mapping and GIS assistance.



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### Economic Development

- Comprehensive Economic Development Strategies for EDA funding
- Revolving Loan Fund administration
- Economic Development CDBG applications and administration
- Teaming with local development practitioners to seek and apply for resources to make projects happen!



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### Comprehensive Community Services

- Grant and resource searches
- Grant administration
- Meeting facilitation
- Visioning and goal setting
- Leadership programs
- Business financial consultation
- Community needs surveys
- Community attitude surveys
- Rural transportation planning



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**OHIO RCAP**  
Rural Community Assistance Program

**Staff**  
www.ohiorcap.org

**RCAP**

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**Thank You**

**Questions?**

[www.ohiorcap.org](http://www.ohiorcap.org)

**RCAP**

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