

# OHIO RCAP

## SCOPE OF SERVICES

### ☞ Program Planning (Initial concern to design phase)

- Assess available financing resources
- Review plans for appropriate content for funding agency requirements
- Provide information on alternative systems
- Conduct income surveys
- Conduct community wide surveys on environmental issues
- Assist in procuring other professional services
- Coordination/facilitation among funders, regulators, consultants, community
- Write grant/loan applications for funding of planning
- Prepare Environmental Reports \*

### ☞ Facility Development (from the design phase onward)

- 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 all required project records
- Package financing for project
- Administration of grants \*

### ☞ Operation and Maintenance (after construction, during operation, treatment technologies)

- Assist in meeting NPDES requirements
- Coordination/facilitation among funders, regulators, consultants, community
- Developing and implementing compliance action plans
- Developing system policies and procedures
- Assist in procuring other professional services

### ☞ Management and Finance (financial management of the system)

- Perform rate studies
- Assist in procuring other professional services
- Completing financial reports to funder
- Assist with bookkeeping and accounting
- Coordination/facilitation among funders, regulators, consultants, community

### ☞ Source Water/Wellhead Protection Planning \*

- Complete Potential Contaminant Source Inventory (PCSI)
- Assist and train community volunteers to complete PCSI
- Facilitate and coordinate wellhead protection planning stake holder's committee
- Assist in the development and delivery of public involvement strategies
- Prepare public education materials
- Present public education information
- Complete the management plan
- Coordinate activities with OEPA, consultants, community, funders
- Assist in procuring other professional services

Services are provided at no cost unless indicated by \*