



# Rural Community Assistance Partnership



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*“Improving the quality of life in rural communities”*



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Kentucky Office: 101 Burch Court, Frankfort, Kentucky 40601

502.230.8867

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



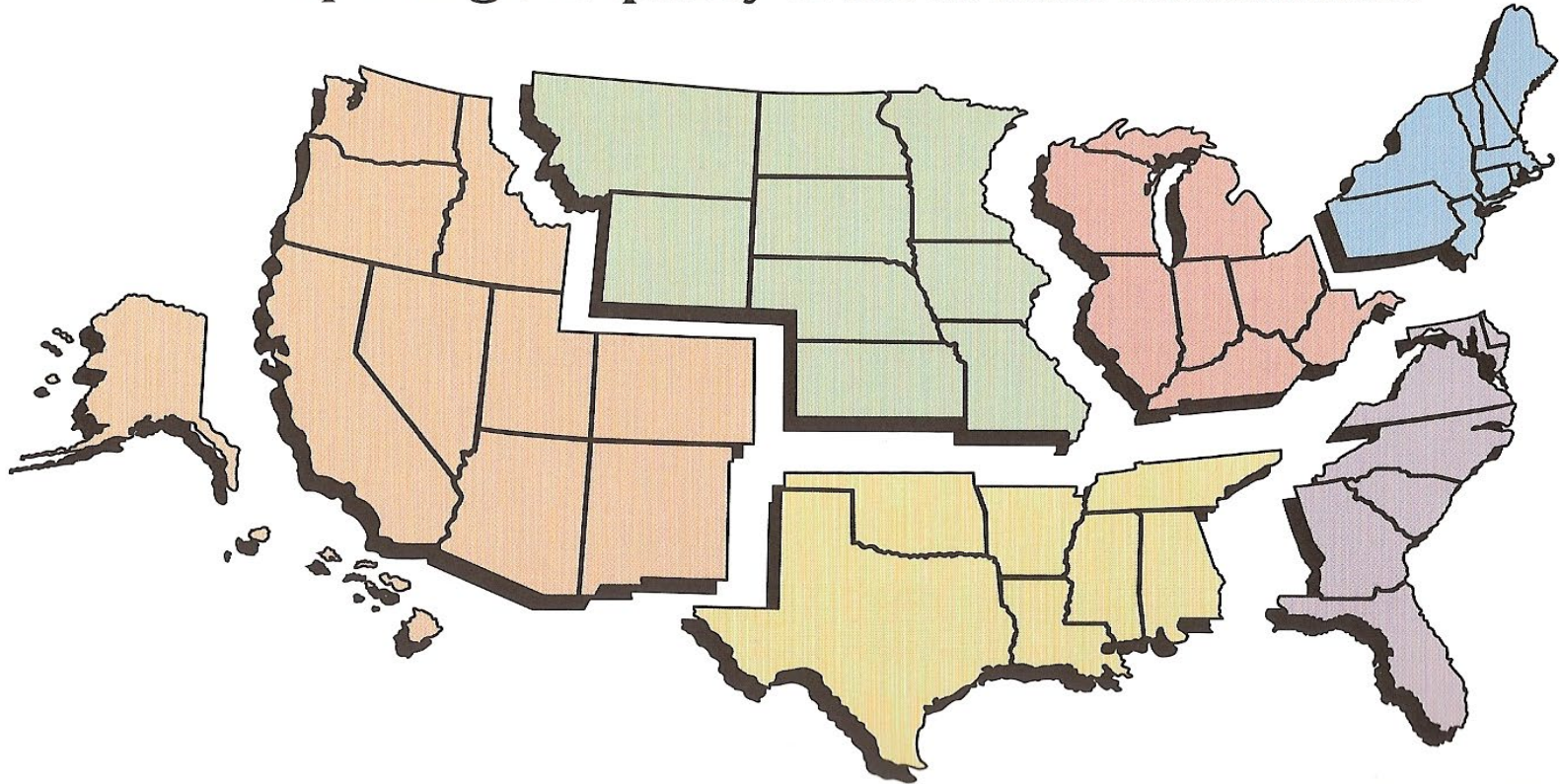
Kimberly Padgett  
khpadgett@capky.org

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# The Rural Community Assistance Partnership

Improving the quality of life in rural communities







Committed to the future of rural communities.

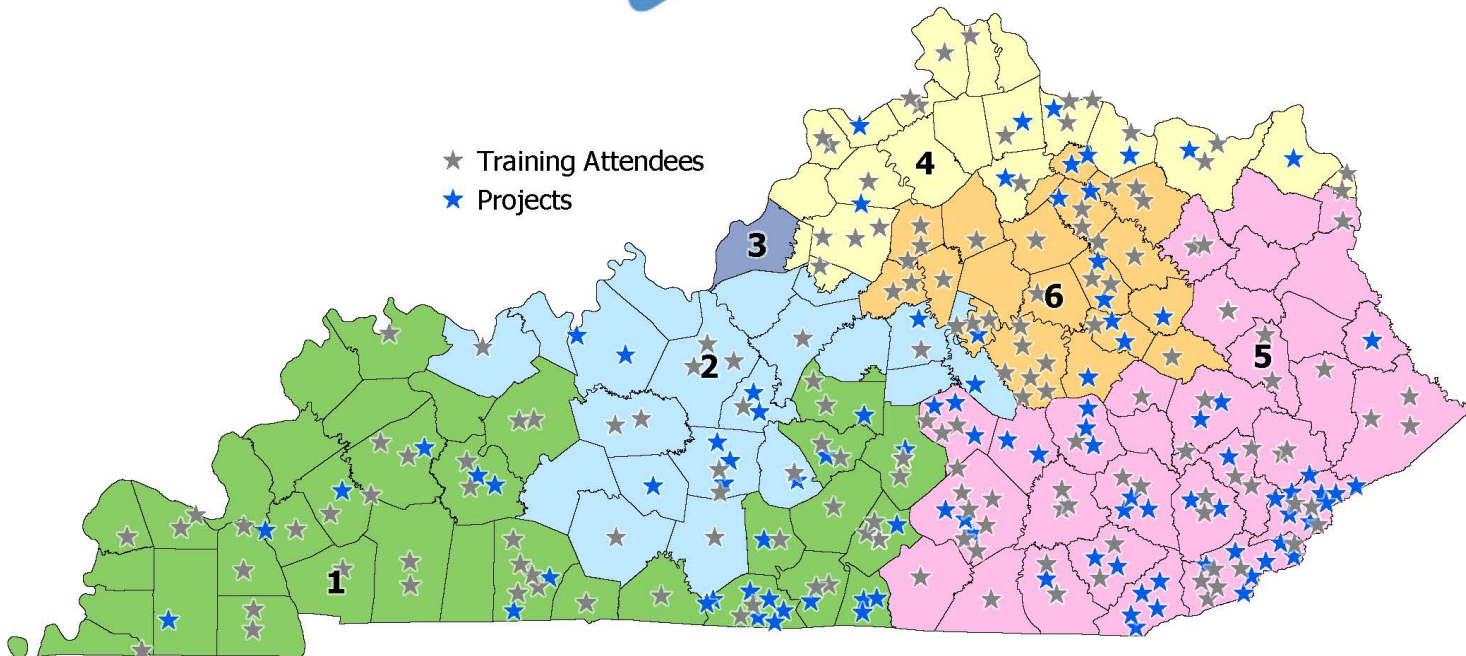


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# Kentucky Projects 2019



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# RCAP's Focus

- DW/CW/CD
- Sustainability
  - Technical
  - Managerial
  - Financial
- Help communities finance facilities and maintain operations once facilities have been constructed.

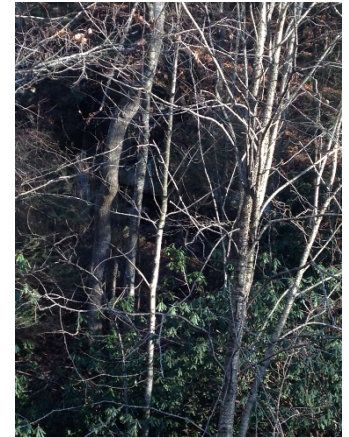


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# Technical

- Vulnerability Assessments
- Emergency Response Plans
- Energy/Water Audits
- Consumer Confidence Reports
- Operator Certification
- Cross Connection Control
- Sample Collection
- O & M Manuals
- Locate Alternate &/or Additional Water Sources
- Asset Management/Preventative Maintenance



# Vulnerability Assessments & Emergency Response Plans



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# Energy Audits

## City of Livingston now saving \$500 a month after energy audit grant

**By: Doug Ponder**  
The City of Livingston is saving more than \$500 a month, after receiving an energy audit grant from the USDA Rural Community Development Initiative, which helped them discover they had been overpaying KU for energy used at their wastewater treatment plant.

The city of Livingston discovered they could save around \$500 a month on their wastewater treatment plant electric bill after engineers performed tests in a comedy show is this Friday at MVES

Rockcastle Regional Hospital will host a family comedy show at the Mt. Vernon Elementary School on Friday, March 22nd at 5 p.m.

The comedy show will feature local comedian Drew Davidson. Davidson is a 2007 RCHS graduate and a 2011 Northern Kentucky University graduate with a bachelor's degree in acting performance.

He has recently performed stand-up comedy routines at numerous prominent comedy clubs such as the Go Bananas Comedy Club in Cincinnati, Ohio Funny Bone Comedy Club in Newport and Comedy Off Broadway in Lexington.

Tickets purchased before the event are \$2 each for students (ages 4-17) and \$4 each for adults. Tickets purchased at the event are \$3 each for students and \$5 each for adults. Children who are three years old and under will be admitted free.

Advance tickets will be available through Thursday and can be purchased from Arelle Estes at Rockcastle Regional Hospital or Melinda Kincer at Mt. Vernon Elementary.

Proceeds will go to the

February to identify energy conservation opportunities. The RCDA grant paid all expenses for the Rural Communities Assistance Program to perform an energy audit at the plant.

## Land Sale to White House Clinic held up

At a special called meeting of the Rockcastle Industrial Development Board representatives of White House Clinic were told the price of land they want to buy in Rockcastle Business Park South had gone from \$75,000 to \$87,825, as a result of a survey completed by Kentucky Surveyors. The survey added 513 acres to the site and \$12,825 to the cost.

Stephanie Moore, a White House Clinic representative, asked the board to consider selling the 3,513 acres for \$75,000, which would adjust the per acre price to \$21,349.27, or have the property resurveyed to omit the easements that total 506 acres.

The board decided to go into closed session at that point to discuss the proposals. Later, in open session, the board told Moore that they had opted to keep the

## Free haircuts for Kids is Saturday

Rockcastle Regional Hospital has partnered with local hair stylists for "Free Haircuts for Kids" on Saturday from 2 to 3 p.m.

Participating stylists for the event are Bootsie's Wild Kuts, A Cut Above, New Vision, Bradley's Barber Shop, and Sylvia's Cut & Curl.

No appointments are necessary and walk-ins are

During the energy audit, RCAP discovered that the city was paying Kentucky Utilities more than they should for their allotted electric usage. Since 2009, the city has been paying a

## Monday havoc in

"power service rate" for electric at the plant. The PS rate plan is offered by KU to customers who use over 50 KW a month and do not exceed 250 KW.

However, the audit revealed that the city had only been using an average of 8.5 KW a month at the plant since 2009.

Mayor Jason Medley said he contacted KU when he first learned of the audit and switched their wastewater account over to a better rate. He said they now pay based off a general service rate that KU offers for customers who use under 50 KW a month.

"When I first saw the results of the audit, I called KU and switched our account from the PS rate to the GS rate," Medley said. "No one would disagree to something that would offer us the same service and save the city more than \$500 on their monthly electric bill."

Although the wastewater plant used nowhere near 50 KW, Medley said KU still charged the city a cheaper

arrest for fleeing as he did not have a would be arrested at the hospital.

Monday havoc in

A severe storm day, bringing severe winds to the count The storm system and businesses in outage as a result. Trailer Park on Da According to C struck a transform Trailer Park, causing nately, he said the utes preventing an in the trailer park. Kentucky Utili

Renfro its 201

Renfro Valley son March 1st. R Old Opry in its lo The season ha Denis Sanders as January. "I look forwardl team and le ers said. "I have 2013 season."

(Cont. to pg. A10)

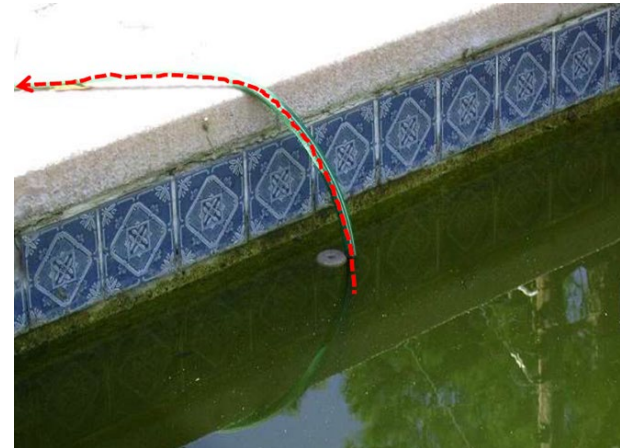


Mt. Vernon Fire and Rescue and Mt. Vernon Police Department responded at the intersection of Williams Street and West Main S



# Cross Connection Control

Any actual or potential connection between the public water supply *and* a source of contamination or pollution.





# Cross Connection Control

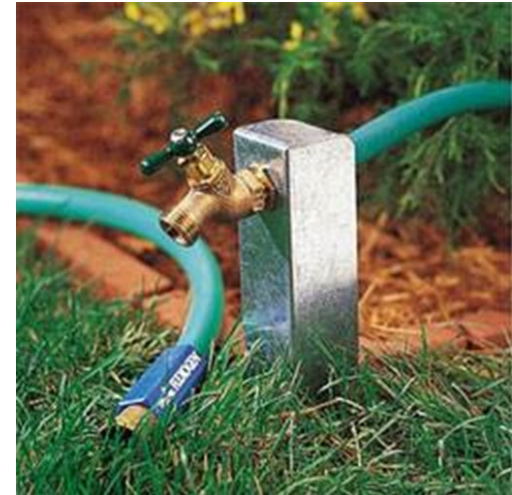
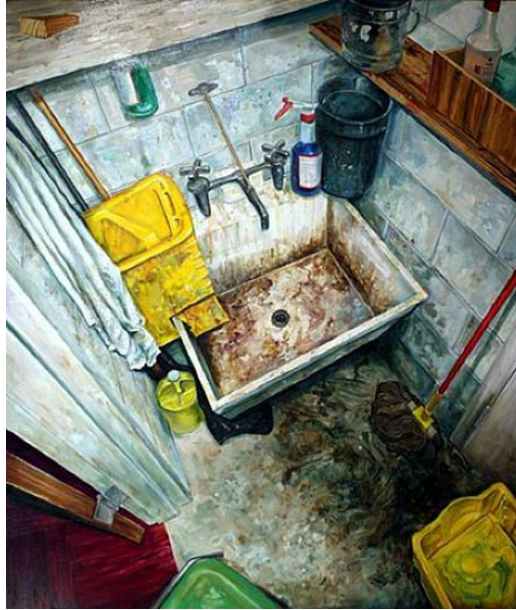
## PROGRAM Records to Maintain:

- 💧 Ordinance/Tariff
- 💧 Surveys
- 💧 Backflow Prevention
  - 💧 Device Test Reports
- 💧 Public educational activities
  - 💧 Bill Inserts
  - 💧 Brochures
  - 💧 Static Displays



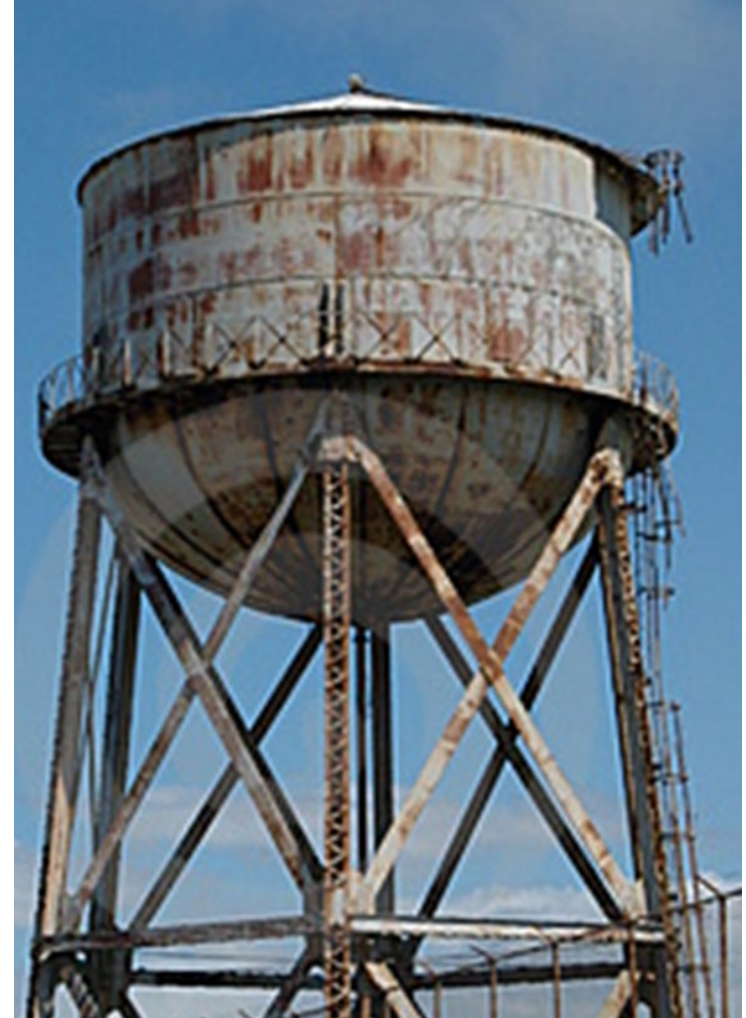
# Sample Collection

- Know correct sampling techniques.
- Able to select appropriate taps for sampling.
- Avoid faulty practices.





# Asset Management



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# Preventative Maintenance



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# Managerial

- SAM Registration
- Nonrevenue Water/Water Audits
- Resolutions for Tap on Bans, Agreed Orders, NOVs
- Record Keeping
  - ~ Office Operation & Procedure Records
    - Job Descriptions
    - Governing Board/Owners
    - Cash Flow Policy
    - Work Orders
    - Customer Service Policy



# Nonrevenue Water/Water Loss



How much is  
your water  
system losing on  
a monthly basis?

# Non-Revenue Water Examples



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# Managerial

## ■ Record Keeping (cont.)

### ~ Financial Records

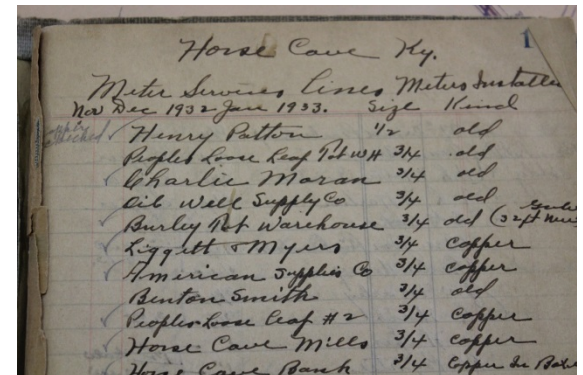
- Monthly Report to Owner/Board
- Customer Account Record
- Copies of Annual Audits
- Copies of Annual Financial Reports
- Invoices

### ~ Local Ordinances

### ~ Tariffs

### ~ SPGE Requirements

### ~ Capital Improvement Plans



# Financial

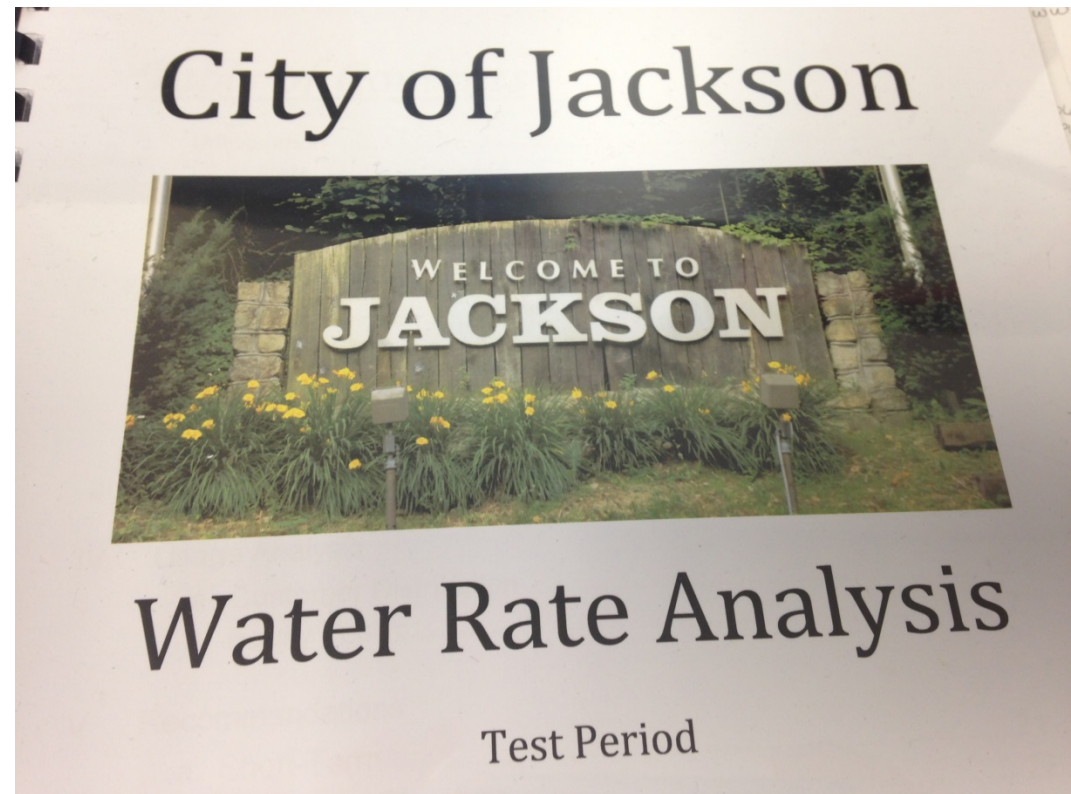
- Rate Studies/Reviews
- Budgets
- Billing
- Forecast Income;  
Revenue  
Requirements
- Financial Reports





# Rate Studies

- Municipal
- Tariff Filing
- Alternative Rate Adjustment
- Purchase Water Adjustment
- Non-recurring charges



# Budget



Form RD 442-2  
(Rev. 9-97)

Position 3

FORM APPROVED  
OMB NO. 0575-0015  
OMB NO. 0572-0137

UNITED STATES DEPARTMENT OF AGRICULTURE  
**STATEMENT OF BUDGET, INCOME AND EQUITY**

Schedule 1

Name \_\_\_\_\_ Address \_\_\_\_\_

	PRIOR YEAR Actual (2)	ANNUAL BUDGET		CURRENT YEAR		Actual YTD (Over Under Budget Col. 3 + 5 = 6 (6)
		BEG _____	END _____	Actual Data		
		(1)	(1)	Current Quarter (4)	Year To Date (5)	
(1) <b>OPERATING INCOME</b>						
1. _____						0
2. _____						0
3. _____						0
4. _____						0
5. Miscellaneous						0
6. Less: Allowances and Deductions						0
7. Total Operating Income (Add lines 1 through 6)	0	0	0	0	0	0
<b>OPERATING EXPENSES</b>						
8. _____						0
9. _____						0
10. _____						0
11. _____						0
12. _____						0
13. _____						0
14. _____						0
15. Interest						0
16. Depreciation						0
17. Total Operating Expense (Add Lines 8 through 16)	0	0	0	0	0	0
18. NET OPERATING INCOME (LOSS) (Line 7 less 17)	0	0	0	0	0	0
<b>NONOPERATING INCOME</b>						
19. _____						0
20. _____						0
21. Total Nonoperating Income (Add 19 and 20)	0	0	0	0	0	0
22. NET INCOME (LOSS) (Add lines 18 and 21)	0	0	0	0	0	0
23. Equity Beginning of Period						0
24. _____						0
25. _____						0
26. Equity End of Period (Add lines 23 through 25)	0	0	0	0	0	0

Budget and Annual Report Approved by Governing Body \_\_\_\_\_ Quarterly Reports Certified Correct \_\_\_\_\_  
Secretary \_\_\_\_\_ Date \_\_\_\_\_ Appropriate Official \_\_\_\_\_ Date \_\_\_\_\_

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0572-0137. The time required to complete this information collection is estimated to average 2 (2) hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

**SUPPLEMENTAL DATA**

The Following Data Should Be Supplied Where Applicable

Schedule 1  
Page 2

**1. ALL BORROWERS** Circle One

a. Are deposited funds in institutions insured by the Federal Government? Yes No

b. Are you exempt from Federal Income Tax? Yes No

c. Are Local, State and Federal Taxes paid current? Yes No

d. Is corporate status in good standing with State? Yes No

e. List kinds and amounts of insurance and fidelity bond: Complete Only when submitting annual budget information:

Insurance Coverage and Policy Number	Insurance Company and Address	Amount of Coverage	Expiration Date of Policy
Property Insurance			
Policy # _____			
Liability			
Policy # _____			
Fidelity			
Policy # _____			

**2. RECREATION AND GRAZING ASSOCIATION BORROWERS ONLY** Current Quarter Year to Date

a. Number of Members \_\_\_\_\_

**3. WATER AND/OR SEWER UTILITY BORROWERS ONLY**

a. Water purchased or produced (CU FT - GAL) gal. gal.

b. Water sold (CU FT - GAL) gal. gal.

c. Treated waste (CU FT - GAL) gal. gal.

d. Number of users - water \_\_\_\_\_

e. Number of users - sewer \_\_\_\_\_

**4. OTHER UTILITIES**

a. Number of users \_\_\_\_\_

b. Product purchased \_\_\_\_\_

c. Product sold \_\_\_\_\_

**5. HEALTH CARE BORROWERS ONLY**

a. Number of beds \_\_\_\_\_

b. Patient days of care \_\_\_\_\_

c. Percentage of occupancy -2147483648 %

d. Number of outpatient visits -2147483648 %

**6. DISTRIBUTION OF ALL CASH AND INVESTMENTS\***

Indicate balances in the following accounts:

	Construction	Revenue	Debt Service	Operation & Maintenance	Reserve	All Others	Grand Total
Cash - \$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0
Savings and Investments - \$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0
Total \$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

**7. AGE ACCOUNTS RECEIVABLE AS FOLLOWS:**

	Days			*Total
	0-30	31-60	61-90	91 and Older
Dollar Values \$ _____	\$ _____	\$ _____	\$ _____	\$ 0
Number of Accounts _____	_____	_____	_____	0

\*Totals must agree with those on Balance Sheet.



# Budget



KY AN No. 12(1780 & 1942-A)

(ATTACHMENT 4)  
(FOR CF & RUS Borrowers)

(This form may be used in lieu of "Supplemental Data," Schedule 1, Page 2, of Form RD-442-2, to provide evidence of insurance and bond coverage.)

I certify that the insurance and bond coverage shown below is currently in effect and that copies of the insurance policies are on file with our office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Chairperson/Mayor/Secretary/Clerk

## EVIDENCE OF INSURANCE

### Liability Insurance:

Policy #	Insurance Co. & Address	Amount of Coverage	Expiration Date

### Workman's Compensation:

Policy #	Insurance Co. & Address	Amount of Coverage	Expiration Date

### Floodplain Insurance:

Policy #	Insurance Co. & Address	Amount of Coverage	Expiration Date

### Property Insurance:

Property Description	Policy #	Insurance Co. & Address	Amount of Coverage	Expiration Date

### Fidelity Bond Coverage:

Position Bonded	Policy #	Insurance Co. & Address	Amount of Coverage	Expiration Date

KY AN No.12(1780 & 1942-A)

(ATTACHMENT 5)  
(FOR CF & RUS Borrowers)

## ADDITIONAL INFORMATION SHEET (Revised 2/1/05)

Name of RD Borrower: \_\_\_\_\_

Name of Current Contact Person & Telephone Number:  
\_\_\_\_\_

### Governing Body:

Name	Address & Telephone No.	Expiration/Term of Office
President/Chairman/Mayor:		
Secretary/Clerk:		

Number of Full-Time Employees (n/a for WWD): \_\_\_\_\_

Total Number of Members (recreation loans only): \_\_\_\_\_

### BREAKDOWN OF FAMILIES/USERS IN THE PRIMARY SERVICE AREA: (breakdown only the system (or systems) in which RD funds are involved)

#### DATE VERIFIED:

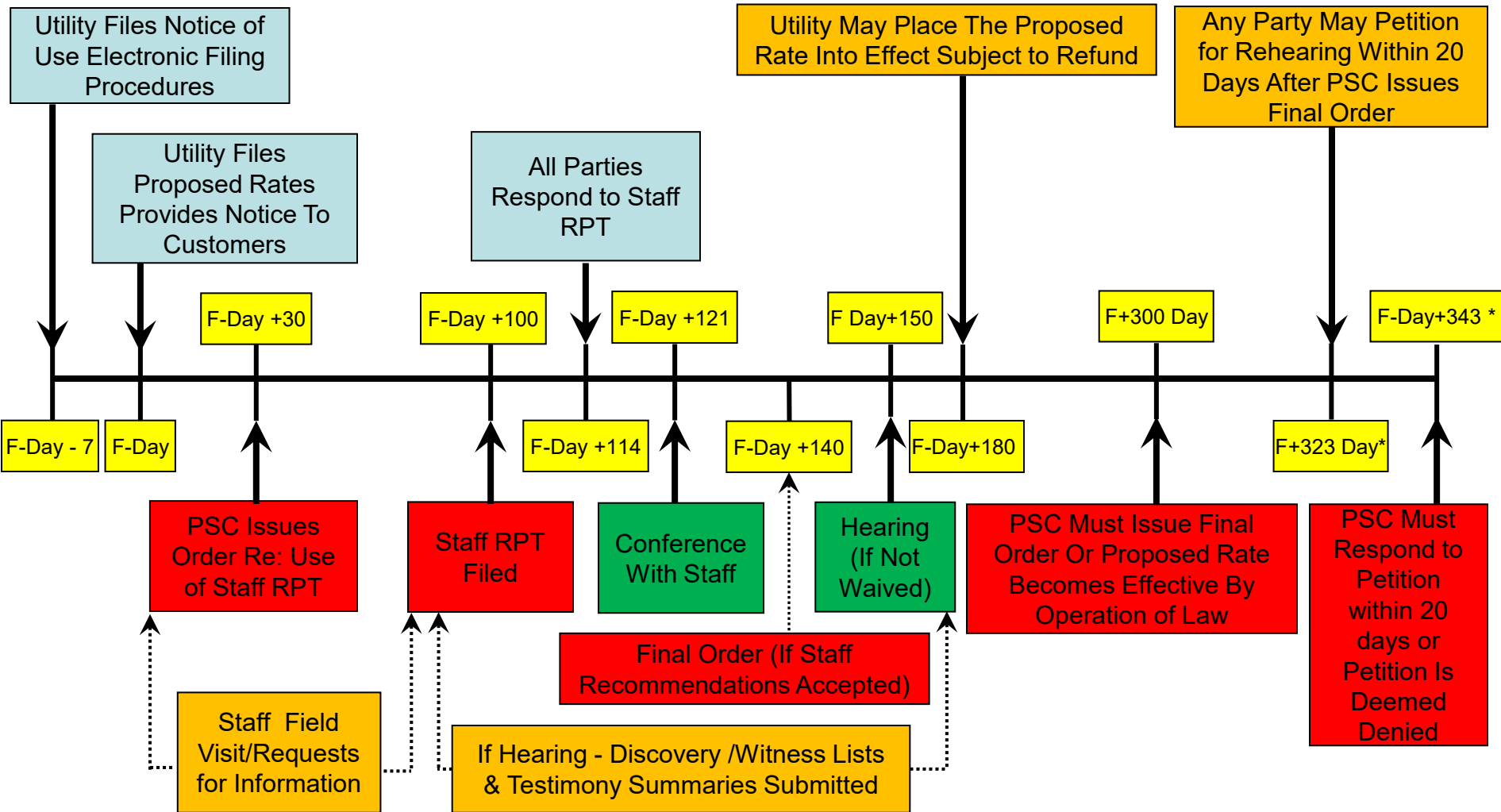
Number of Users: (WATER)	Number of Users: (WASTE)	FAMILIES: (CF)
Res: _____	Res: N/A	Res: N/A
Non-Res: _____	Non-Res: N/A	Non-Res: N/A

#### DATE VERIFIED:

RACIAL CATEGORIES:	Number of:	ETHNIC CATEGORIES:	Number of:
White	_____	Hispanic/Latino	_____
Black/African American	_____	Not Hispanic/Latino	_____
American Indian/Alaskan Native	_____		
Native Hawaiian/Pacific Islander	_____		
Asian	_____		
Multiple	_____		
Other	_____		

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# TIMELINE FOR ALTERNATIVE RATE ADJUSTMENT FILING PROCEEDING



\* 20-day period for Rehearing Will Not Begin Until Service of Final Order Order Is Presumed To Have Been Served 3 Days After Mailed/E-mailed

# Non-Recurring Charge Cost Justification



**NONRECURRING CHARGE COST JUSTIFICATION**

Type of Charge: \_\_\_\_\_

1. Field Expense:

A. Materials (Itemize)		\$ _____
_____		_____
_____		_____
B. Labor (Time and Wage)		_____
_____		_____
<b>Total Field Expense</b>		<b>\$ _____</b>

2. Clerical and Office Expense

A. Supplies		\$ _____
B. Labor		_____
<b>Total Clerical and Office Expense</b>		<b>\$ _____</b>

3. Miscellaneous Expense

A. Transportation		\$ _____
B. Other (Itemize)		_____
_____		_____
_____		_____
<b>Total Miscellaneous Expense</b>		<b>\$ _____</b>

**Total Nonrecurring Charge Expense** \$ \_\_\_\_\_

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# Purchase Water Adjustment

Purchased Water Adjustment Form 1  
July 2013

PURCHASED WATER ADJUSTMENT FOR WATER DISTRICTS AND WATER ASSOCIATIONS (807 KAR 5:068)		
Name of Utility		
Date		
Address		
City, State, Zip		
Telephone Number		
1.a. Name of all wholesale suppliers and the base (current) rate and changed rate of each. In the event the water purchased is billed by the supplier on a rate that is not a flat rate schedule, the entire rate schedule must be shown. Attach additional sheets if necessary.		
Supplier(s)	Base Rate	Changed Rate
1.b. A copy of the supplier's notice of the changed rate showing the effective date of the increase is attached as Exhibit		
2. Twelve-month period upon which the purchased water adjustment is based. (This twelve-month period must end within 90 days of this filing).		
From	through	
(month and year)	(month and year)	
3. Statement of water purchases. Where water is purchased from more than one supplier, purchases from each supplier must be shown separately. If water is purchased through a declining block rate schedule, purchases for each month must be shown. Attach an additional sheet if necessary.		

Purchased Water Adjustment Form 1  
July 2013

Supplier(s)	Gallons Purchased during 12 month period
TOTAL PURCHASES	
4. Total gallons sold for the 12 month period	
5. Increased water cost	
The increased water cost is the cost difference between purchases at base (current rate) and purchases at new rate.	
6. Purchased water adjustment factor	
The purchased water adjustment factor is obtained by dividing the increased cost of water by the total gallons sold.	
Note: The purchased water adjustment factor is added to each thousand gallons sold. If the minimum usage is 2,000 gallons then the purchased water adjustment factor would be added to the minimum bill twice. Revised tariff sheets must be attached showing the rate to be charged by the utility and the effective date of the increased rates.	
7. Proposed effective date	
Signature of Utility Officer	
Title	

00 in

# Other Services

- Project Development
  - Grant/Loan Application Writing
  - Surveying: Income, Water, or Clean Water (Wastewater)
  - RD Checklist Items/LOCs
  - Certified Grant Administrators
- Environmental Reviews
- Easement Acquisition
- GIS Mapping



# GIS Mapping



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# GIS Mapping



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# GIS Mapping



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# Other Services

- USDA-EPA Workshop in a Box/TMF Trainings for Boards or Operators
- Equal Opportunity Compliance Issues
- Procuring Services
  - ~ Professional:  
Engineering, Legal,  
Auditors
  - ~ Contractors
  - ~ Equipment





# Trainings

- RCAP
- ADDs
- PSC
- KWWOA
- AWWA
- DOW
- DCA
- ASDWA
- UK
- On Site



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# Solid Waste



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# Solid Waste- Community Education & Public Relations



## ■ Public Schools

- KDE Requirements
- Materials suitable for grade levels
- Classroom presentations
- Competitions



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# Solid Waste

- Community Outreach
  - Local civic groups, Community Action Agencies
  - Earth Day, Founder's Day, and America Recycles Day
  - Countywide Clean up-event
  - Media



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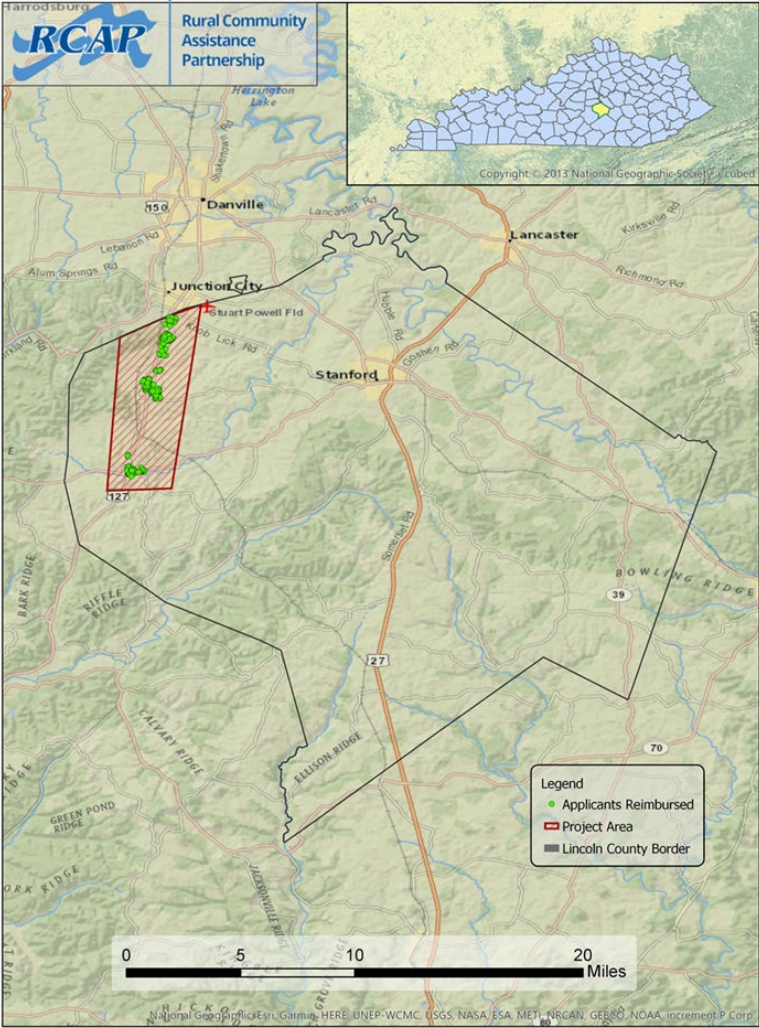




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# Lincoln County



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# Lincoln County

- Formed a sanitation district
- Procured engineering services
- Actively sought and received funding to construct sanitary sewer collection system.
  - USDA RD Loan      \$ 350,000
  - USDA RD Grant    \$ 1,663,500
  - SRF Loan            \$ 2,000,000
  - ARC Grant          \$ 500,000

# Lincoln County Sanitation District-Phase I

- 535 residential
- 50 non-residential
- 223 failing septic systems
- 101 raw water sewage disposals
- 2 package treatment plants





Creation

of the

# Lincoln County Homeowners Assistance Program



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# Eligibility Requirements...



- Provide proof of ownership within the project area
- Within 200 feet of the new sanitary sewer, can receive a 20% cost coverage not to exceed \$400.00.
- Within a certain household income may qualify for up to a 90% cost coverage.
- A metal or plastic septic tank may be eligible for a 100% cost coverage for decommissioning the septic tank in place, not to exceed \$1,000.00.



# Lincoln County Homeowners Assistance Program

1. Submit an application with proof of ownership and income.
2. Receive an approval letter from RCAP.
3. Contract with a licensed plumber or begin work.
4. Submit documentation to RCAP.
  - ❖ State Plumbing Permit
  - ❖ Certificate of Completion from Sanitation District
  - ❖ Invoice from licensed plumber.

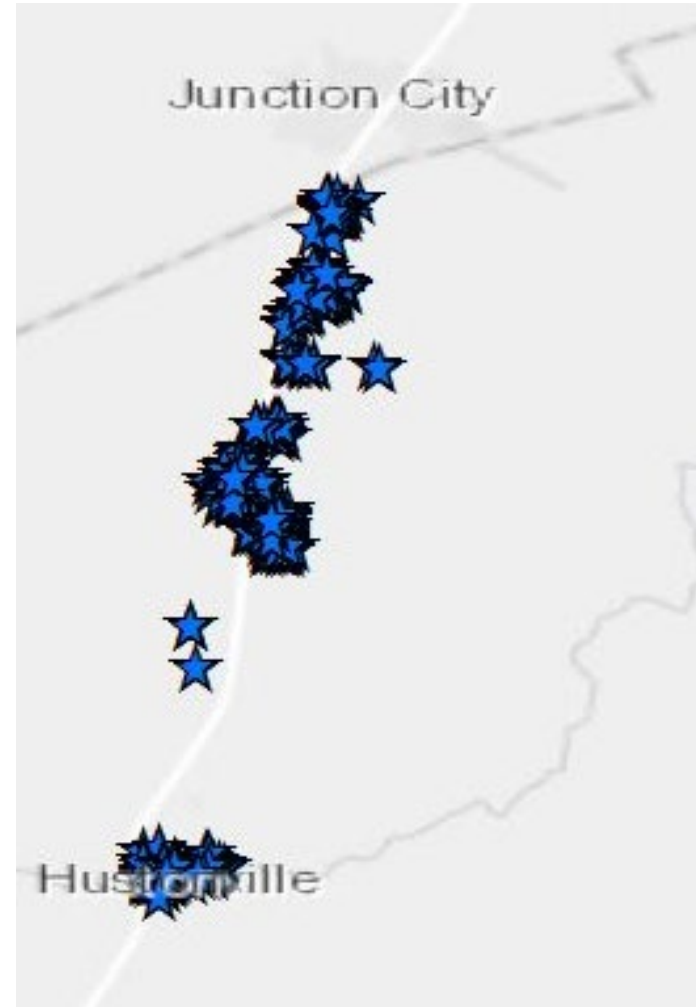


# Success

359 Applications

346 Approved

289 Reimbursed



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# RCAP Project Partners for HAP

- Lincoln County Sanitation District
- County Judge Executive
- DOW
- UK
- New Hope Baptist Church
- Lincoln County Health Department
- State Plumbing Inspector
- AGE Engineering





## News Releases from Region 04

# Lincoln County Sanitation District in Kentucky Recognized by EPA for Excellence and Innovation in Clean Water Infrastructure

11/09/2018

### Contact Information:

Jason McDonald ([mcdonald.jason@epa.gov](mailto:mcdonald.jason@epa.gov))

404-562-9203, 404-562-8400

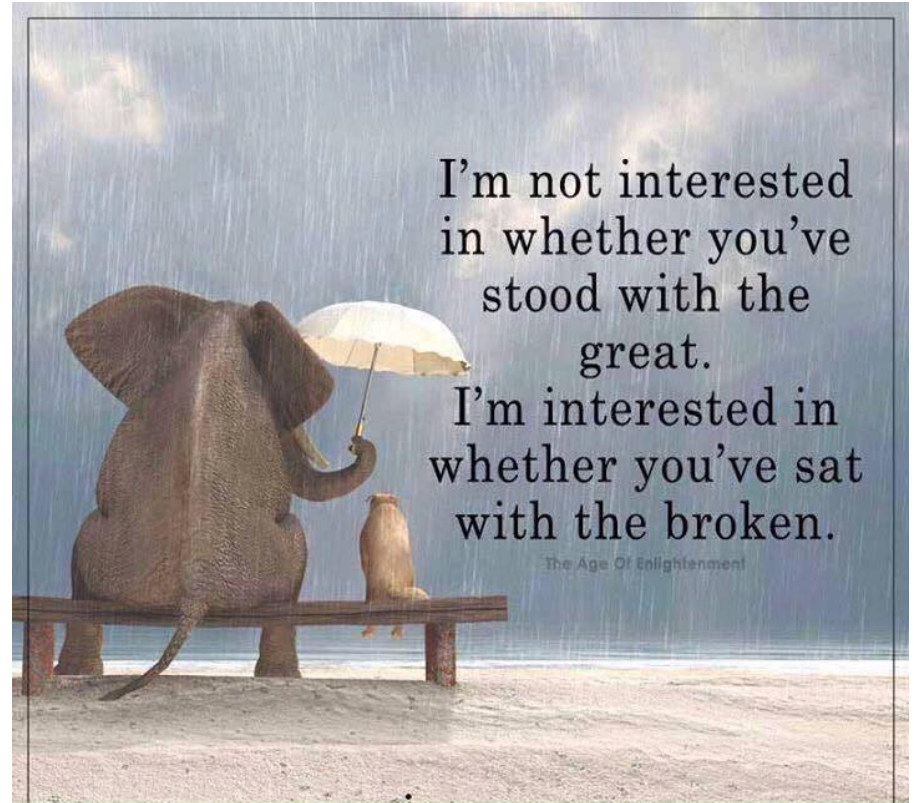
**ATLANTA (November 9, 2018)** – On Wednesday, November 7, 2018, the U.S. Environmental Protection Agency (EPA) recognized the Junction City to Hustonville sewer project in Lincoln County, Ky. as one of 30 clean water infrastructure projects for excellence and innovation within the Clean Water State Revolving Fund (CWSRF) program. Honored projects include large wastewater infrastructure projects to small decentralized and agriculture projects.

“The Clean Water State Revolving Fund plays an integral role in advancing the President’s infrastructure agenda, providing communities with low-interest loans so that they can modernize aging infrastructure, create good jobs, and better protect public health and the environment,” said EPA Office of Water Assistant Administrator Dave Ross. “The scale and complexity of the 2018 PISCES recognized projects represent the determination, coordination, and creativity our partners put forth to achieve their water quality goals.”

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