



Community Service Agreement (CSA)
RCAP Solutions and the Town of Ulysses, New York

RCAP Mission

RCAP Solutions, Inc. (RCAP) is the northeast affiliate of the Rural Community Assistance Partnership, a national network of regional nonprofit organizations that provide comprehensive, on-site technical assistance and training to help small, rural communities address their drinking water, wastewater, and other community development needs. The ability of RCAP to aid communities free of charge is dependent on grants received from our federal funders. We are pleased to convey that for this program year, we have funding which allows for our services to be provided at no charge to your community.

Project Summary

The Town of Ulysses, New York is responsible for the operation and maintenance of four water districts constructed in the early 2000's serving approximately 300 total connections throughout the Town. Water is sourced, treated, and sold to the Town through the Southern Cayuga Lake Intermunicipal Water Commission. Equipment and maintenance records have not been consistently kept and filed over the years and the Town has begun the process of developing updated and accurate Standard Operating Procedures, and equipment maintenance schedules. RCAP assistance was requested by the Town to assist in completion of the Standard Operating Procedures as part of a long-term strategy for the operational and financial sustainability of the water districts.

Technical Assistance Description

RCAP Solutions Responsibilities:

1. Prepare a technical, managerial, and financial (TMF) assessment of the water system.
2. Maintain communication with the Town through email and/or telephone.
3. Review available documents and data including system equipment and maintenance records, maps, inspection reports, and existing operation and maintenance plans.
4. In coordination with the water operator(s) and other Town staff and officials, revise and update Standard Operating Procedures for the water system, using the Small System Template as a guide.

Town Responsibilities:

1. Designate a representative to serve as primary contact for the project.
2. Maintain communication with RCAP Solutions through email and/or telephone.
3. Provide RCAP with access to the available water system documents and data described above.



NOTE: RCAP is required by our funders to report leveraged funding (community loan and grant awards) related to our technical assistance. As a condition of this CSA for RCAP no-fee technical assistance the Town of Ulysses will notify RCAP of all project funding awards subsequent to the signing of this agreement, even if the awards notifications take place after the end of this CSA period. This will include funder name, grant amount if applicable, and loan amount and terms if applicable.

Anticipated Technical Assistance Service Period

November 2025 – April 2026 (this may be adjusted during the project, as necessary)

Hold Harmless

It is expressly understood and agreed that RCAP is acting solely in an advisory capacity and is not a decision maker, nor an agent, of the Town. Any decisions made by the Town are solely the responsibility of the Town, and RCAP shall not be held liable for any consequences or outcomes resulting from such decisions.

Agreement

Upon signing by both parties, this document will serve as a Community Service Agreement and Work Plan guiding the provision of technical assistance to the community. If for any reason, either party is unable or unwilling to continue with this project, they agree to promptly notify the other party and to provide an explanation of why the project is not being continued.

RCAP Solutions Signatory (Print)

Community Signatory (Print)

RCAP Solutions Signatory (Signature)

Community Signatory (Signature)

RCAP Solutions Signatory Title

Community Signatory Title

Date: _____

Date: _____

