

John O'Meara, P.E.
Executive Director



Working together, restoring the river

DRAFT AGENDA EXECUTIVE COMMITTEE MEETING

November 18, 2024, 1:00 p.m., Livonia DPW offices

1. Welcome – Doug Moore, Chair
2. Roll Call of Members (Newsome) and record of others present

<i>Alliance of Rouge Communities - Executive Committee</i>		
Officers		
Chair	Doug Moore	Livonia
Vice-Chair	Charles Markus	Birmingham
Treasurer	Rebecca Runkel	Novi
Past Chair	Brandy Siedlaczek	Southfield
Counties		
Oakland Co. – Rep.	Jim Nash	OCWRC
Oakland Co. – Alt.	Jacy Garrison	OCWRC
Washtenaw Co.- Rep.	Evan Pratt	WCWRC
Washtenaw Co.- Alt.	Heather Rice	WCWRC
Wayne Co. - Rep.	Patrick Cullen	WCDPS
Wayne Co. - Alt.	Vacant	WCDPS
SWAGs		
Main 1 & 2 - Rep.	Brandy Siedlaczek	Southfield
Main 1 & 2 - Alt.	Vacant	
Main 3 & 4 - Rep.	Tom Rowland	Redford Twp.
Main 3 & 4 - Alt.	Vacant	
Upper - Rep.	Tyler Sonoga	Farmington Hills
Upper - Alt.	Trisha Gabriel	Livonia
Middle 1 - Rep.	Bob Belair	Northville Twp.
Middle 1 - Alt.	Rebecca Runkel	Novi
Middle 3 - Rep.	Ramzi El-Gharib	Westland
Middle 3 - Alt.	vacant	
Lower 1 - Rep.	John Selmi	Canton Twp.
Lower 1 - Alt.	Vacant	
Lower 2 - Rep.	Kirk Malcomson	Wayne
Lower 2 - Alt.	Jerome Bivins	Inkster
Lower 2 – Alt.	Don Straub	Romulus

Cooperating Partners:

Cranbrook Institute of Science
Friends of the Rouge
Great Lakes Water Authority
Rouge River Advisory Council
SEMCOG
Southeastern Oakland
County Water Authority
The Henry Ford

3. Additions or Changes to Draft Agenda

4. Summary of [May 29, 2024, Executive Committee Meeting](#)

Action

5. Executive Director Report (ARC Staff)

A. Grant Report	Information	3
B. MS4 Update	Information	

6. Standing Committee Reports**a. Finance Committee (Runkel, Treasurer/C. O'Meara)**

1. A/P, A/R & Profit/Loss Report	Information	7
2. 2023 Single Audit	Action	11
3. Ratify E-mail votes	Action	
i. 6/24/24 - 8 yea and 0 nay: Contract amendment to FOTR Contract for the Lower Rouge Reforestation GLRI project, increase in the amount of \$22,536.64 to a not to exceed upper limit of \$159,266.64.		
ii. 8/27/24 - 9 yea and 0 nay: Budget amendment adding EPA15, GLRI grant in the amount of \$3,500,000 to the ARC with no match required along with the corresponding ECT Work Order. The project period is from October 1, 2024 – December 31, 2027. This grant is for the Rouge River AOC – Inkster Park Wetlands and Fish Habitat Structures.		
4. Budget Amendments		
i. FC4 Rouge River AOC Habitat Restoration-Perrin Design EPA16: Adding \$400,000 with \$50,000 in 2024 and the remaining in future budgets	Action	35
5. Contract Revisions/Amendments		
i. ECT Revised Work Order 2022-3 for EPA11 LTU Implementation	Action	42
ii. ECT Work Order 2024-Habitat ECT1, EPA16 Perrin Design	Action	46
iii. ECT Revised Work Order No. 2020-5 for EPA7 Rouge River Habitat Restoration Implementation – WC Parkland	Action	51
iv. Anglin Civil Change Order 01 for EPA7 Rouge River Habitat Restoration Implementation – WC Parkland	Action	54
6. Patton Park (Detroit) Grant	Information	56
7. EGLE FY25 Watershed Council Grant	Information	
8. 8-Year Plan and 2025 Budget Recommendations	Action	58
i. Work Order 2025-ECT1	Action	71

b. Organization Committee (Gabriel/O'Meara)

1. Status Report	Information	
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c. PIE (Public Involvement and Education) Committee (Garrison, Chair)

1. Status Report	Information	
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d. Technical Committee (Sonoga, Chair)

1. Status Report	Information	
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e. Nomination Committee (Belair, Chair)

1. Office Slate for 2025-2026: Doug Moore – Chair (Livonia), Charles Markus – Vice Chair (Birmingham) and Rebecca Runkel – Treasurer (Novi).	Action	
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7. Report from Counties**8. Other Business****9. Summary of Executive Committee Actions (Newsome)****10. Upcoming Meetings - Full ARC Meeting – December 2, 1:00 p.m., Schoolcraft College****11. Adjourn**

ARC GRANT PROJECTS STATUS – November 2024

EPA Johnson Creek Fish Hatchery and Tamarack Creek Restoration Implementation

- Grant is complete and closed by EPA
- Celebration at Fish Hatchery with Dingell, Stabenow, EPA, and local officials. Press coverage from news stations and print

EPA Wilcox/Inkster/Phoenix Restoration Design

- Grant ended of February 2024 and final report accepted by EPA.

EPA Seeley Creek Habitat Restoration

- Grant is complete and final report submitted to EPA

EPA Colonial & Venoy Restoration

- Grant ends December 2024

Colonial Restoration

- Vegetation maintenance conducted through October 2024.
- Contractor working on punch list items.

Venoy Restoration

- Vegetation maintenance conducted through October 2024.
- Contractor working on punch list items.

EPA Wayne County Parkland Implementation

- Grant currently ends December 2024, extension being process by EPA for June 30, 2025. This will allow vegetation verification of final work at Riverview to be done to insure establishment.

Sherwood Restoration

- Vegetation maintenance extended through October 2024.
- Project is complete

Bell Restoration

- Vegetation maintenance extended through October 2024.
- Contractor working on punch list items.
- Project is complete December 2024

Lola Restoration

- Vegetation maintenance extended through October 2024.
- Contractor working on punch list items.
- Project is complete December 2024



Lower Rouge

- FOTR to remove additional tree tubes next year.
- FOTR received additional funds for coordination.
- Project is complete Spring 2025.

Riverview Restoration

- Grading for all wetlands completed
- Planting of all native vegetation to be completed in November 2024
- Habitat construction work to be completed in December 2024.
- Vegetation maintenance started late fall and will continue in 2025.
- ARC working with WCP on park amenity improvements in conjunction with the habitat restoration. WCP funded amenities includes paths, play field, boardwalk, west parking lot. These main activities will be completed in December 2024.



EPA LTU Wetland Habitat Restoration Implementation Grant

- Vegetation maintenance has been occurring and will continue through 2025.

EPA Wallaceville/Merriman Hollow Restoration Design

- Grant extension provided by EPA through April 30, 2025

Wallaceville Restoration

- Working with WCP had to move habitat location to other side of river.
- Design in process with permitting being completed spring 2025.

Merriman Hollow Restoration

- Working with WC on coordination of sewer siphon work to be done around planned habitat area.
- Design in process with permitting being completed spring 2025



EPA Wilcox/Phoenix Implementation

Wilcox Lake Restoration

- Nearshore habitat, aquatic plantings, in-lake substrate and structures habitat, woody & aquatic invasive treatments completed.
- Major construction activities completed November 2024.
- Additional aquatic plants, invasive treatments and riparian habitat plantings to be completed in spring 2025.
- Vegetation maintenance to be conducted in 2025/2026



Wilcox Lake nearshore, in lake structures, and aquatic plantings

Phoenix Lake Restoration

- Woody invasive species, Aquatic planting, In-lake substrate habitat work complete.
- All main construction activities completed November 2024.
- Vegetation maintenance to be conducted in 2025/2026

EPA Environmental Justice Underserved Communities –

ARC was awarded an EPA grant for design of the Inkster Park EJ components in August 2024. These are amenities, which include, kayak launch/portage, a new bridge, trails/boardwalks, public river/fishing access.

- QAPP development for data collection
- Meeting with FOTR/WCP to establish public input mechanism
- Data collection will occur late fall 2024/winter/2025
- Design to be completed June 2025 to coordinate with Habitat implementation grant.

EPA Inkster Restoration Implementation

The ARC received an EPA grant approval in August 2024 for the implementation of the habitat restoration design developed by the ARC under its EPA design grant for Wilcox/Inkster/Phoenix. Currently, grant administration has been the only activity as the intent is to roll this grant out slowly to allow the EJ Design grant to be completed and have both construction activities combined for bidding.

EPA Rouge River AOC Habitat Restoration – Perrin Design

The ARC submitted and received in October 2024 a grant for design of habitat at Perrin Park in the Wayne County Park system. This will be for design of 4 acres of habitat and 700 feet of stream, including wetland/wet meadows, riparian areas, and forests. The grant began November 2024 and goes through June 2026. Initial work on the grant will begin with the QAPP development in November 2024.

USDA Forest Service – Reducing Runoff in the Rouge River AOC

- ARC following up with last few communities who still need to install trees
- ARC following up on reimbursements for installations
- Remaining green infrastructure solicitation has been issued and responses being reviewed
- Installation to occur in early spring 2025

EGLE PAC Support Grant 2023-2025

- RRAC meetings were held in July and October.

Erb Family Foundation

This grant from ERB is to help identify where sanitary sewage is entering the Rouge River (Rouge Valley Sewage Disposal System Area) and provide training to municipal staff on how to comply with their stormwater permit.

- A sampling location network was developed.
- Weekly sampling, for 20 weeks, was completed May - September 2024.
- Data review/analysis is underway to guide outfall screening that will include human DNA biomarker analysis.

ARC GRANT APPLICATIONS

USDA FY24 Forest Service GLRI Forest Restoration Grant

- ARC Member Trees (1,880; 17 members, 11 underserved)
- FOTR Community outreach and stewardship training
- \$299,500 ask

EGLE FY25 Watershed Council Grant

- Public education design of materials in Spanish and Arabic for underserved communities
- Printing of educational materials
- Preparing of grant applications
- \$20,000-25,000 ask

8:17 AM

11/12/24

Alliance of Rouge Communities
A/R Aging Summary
 As of November 12, 2024

		Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
received	Bingham Farms	0.00	0.00	0.00	0.00	850.00	850.00
	EGLE - PAC grant	8,888.24	0.00	0.00	0.00	0.00	8,888.24
	EPA-ASAP	75,300.07	0.00	0.00	0.00	0.00	75,300.07
sending	Evergreen Farmington District	0.00	0.00	0.00	0.00	1,757.50	1,757.50
sending	Franklin	0.00	0.00	0.00	0.00	1,972.00	1,972.00
received	Henry Ford Community College	0.00	0.00	0.00	0.00	1,014.00	1,014.00
	MDEQ SAW Grant	0.00	0.00	0.00	0.00	0.00	0.00
received	Oak Park	0.00	0.00	0.00	0.00	200.00	200.00
sending	Southfield	0.00	0.00	0.00	0.00	12,177.00	12,177.00
	USDA Forest Service	26,465.00	0.00	0.00	0.00	0.00	26,465.00
sending	Wayne County Airport Authority	0.00	0.00	0.00	0.00	3,062.00	3,062.00
	Wayne County Parks	1,038,793.94	74,506.60	0.00	0.00	0.00	1,113,300.54
TOTAL		1,149,447.25	74,506.60	0.00	0.00	21,032.50	1,244,986.35

8:18 AM

11/12/24

Alliance of Rouge Communities
A/P Aging Summary
As of November 12, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Anglin Civil	0.00	837,814.67	0.00	0.00	0.00	837,814.67
City of Plymouth	11,000.00	0.00	0.00	0.00	0.00	11,000.00
Entact, LLC	0.00	174,117.80	67,953.40	0.00	0.00	242,071.20
Environmental Consulting & Technology, In	88,867.79	23,421.95	0.00	0.00	0.00	112,289.74
Friends of the Rouge	7,778.24	0.00	0.00	0.00	0.00	7,778.24
TOTAL	107,646.03	1,035,354.42	67,953.40	0.00	0.00	1,210,953.85

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11/12/24

Accrual Basis

Alliance of Rouge Communities

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
4793 · WC Parks Amenities - Col/Ven	31,465.93	700,000.00
4795 · WC Parks Amenities - Riverview	1,687,750.42	2,263,618.00
4796 · 2024 ARC Membership Dues	357,422.00	357,420.00
4797 · WC Parks Amenities - Wilcox	326,293.98	634,692.22
60677 · EFSDS - Sampling	5,630.00	5,630.00
Total 47200 · Program Income	2,408,562.33	3,961,360.22
47500 · Contributions		
11501 · FS4 20-22 Reduce Runoff match	0.00	1,600.00
47500 · Contributions - Other	360.43	
Total 47500 · Contributions	360.43	1,600.00
48000 · Grants		
60667.2 · EPA5-Seeley Creek Hab Res	196,270.45	201,000.00
60667.5 · EPA7-WC 5 Parks Implementation	1,310,643.88	1,948,500.00
60667.6 · EPA6 Colonial and Venoy	229,423.98	358,000.00
60670 · FS4 20-22 Reduce Runoff	36,610.00	75,000.00
60672 · EPA9 - Wil/Pho/Ink Design	55,227.50	56,247.50
60674 · EPA10-Wil/Pho Implementation	3,427,872.20	4,333,000.00
60675 · EPA11-LTU Implementaion	14,300.60	155,000.00
60676 · SPAC12 - RRAC Facilitation	46,330.00	51,500.00
60678 · EPA12 - Merriman Design	55,680.11	182,500.00
60679 · EPA13 - Wallaceville design	59,216.79	121,500.00
60680 · ERB2 - IDEP and Training	0.00	222,000.00
60681 · EPA14-Inkster EJ Design	16,083.58	385,000.00
60682 · EPA15-Inkster Wet/Fish Hab Impl	1,550.00	45,000.00
Total 48000 · Grants	5,449,209.09	8,134,247.50
Total Income	7,858,131.85	12,097,207.72
Expense		
60400 · ARC Awards and Grants		
60410 · Executive Director Services		
60410.2 · 101 Program Support	49,569.08	71,595.00
60410.3 · 102 MGT Admin & Financial	64,188.50	64,925.00
60410.4 · 103 Funding - grants	0.00	0.00
60410.5 · 103 EGLE Permit	14,524.89	14,530.00
Total 60410 · Executive Director Services	128,282.47	151,050.00
60420 · Public Involv. & Education Com.		
60420.1 · PIE1-Col PEP/PPP Annual act.	40,999.52	62,840.00
60420.2 · PIE2-Col PEP/PPP 5yr activities	7,038.75	18,415.00
Total 60420 · Public Involv. & Education Com.	48,038.27	81,255.00
60430 · Technical Committee		
60430.5 · IDEP Investigations	0.00	42,700.00
60432.1 · TC1-Tech Annual	42,687.90	30,050.00
60432.2 · TC2-Tech Permit Cycle	29,064.85	45,793.00
60432.4 · EFSDS Sampling	5,630.00	5,630.00
60432.5 · TC4 - ERB2 IDEP and Training	135,319.31	222,000.00
Total 60430 · Technical Committee	212,702.06	346,173.00
Total 60400 · ARC Awards and Grants	389,022.80	578,478.00

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11/12/24

Accrual Basis

Alliance of Rouge Communities

Profit & Loss Budget vs. Actual

January through December 2024

	Jan - Dec 24	Budget
60665.1 · EPA6 - Colonial and Venoy		
606658 · EPA6A-RR AOC Venoy	105,797.51	158,000.00
606659 · EPA6B-RR AOC Colonial	123,626.47	200,000.00
Total 60665.1 · EPA6 - Colonial and Venoy	229,423.98	358,000.00
606655 · EPA5-Seeley Creek Hab Restor.	196,270.45	201,000.00
606660 · EPA7 WC 5 Park Implementation		
6066.1 · EPA7A - Lower R Implementation	38,657.34	16,500.00
6066.2 · EPA7B - Sherwood Implementation	70,006.84	139,500.00
6066.3 · EPA7C - Bell Crk Implementation	67,328.65	307,000.00
6066.4 · EPA7D - Lola Implementation	93,333.74	165,500.00
6066.5 · EPA7E - Riverview Implementatio	1,041,317.31	1,320,000.00
Total 606660 · EPA7 WC 5 Park Implementation	1,310,643.88	1,948,500.00
606661 · FS4 20-22 Reduce Runoff		
6066.61 · FS4 Reduce Runoff match-contr r	0.00	1,600.00
606661 · FS4 20-22 Reduce Runoff - Other	36,610.00	75,000.00
Total 606661 · FS4 20-22 Reduce Runoff	36,610.00	76,600.00
606663 · EPA9 - Wil/Phoe/Ink Design		
60666.2 · EPA9A - Wilcox Design	498.75	498.75
60666.3 · EPA9B - Phoenix Design	498.75	498.75
60666.4 · EPA9C - Inkster Design	54,230.00	55,250.00
Total 606663 · EPA9 - Wil/Phoe/Ink Design	55,227.50	56,247.50
606665 · WC Parks Amenities - Colonial	16,080.00	400,000.00
606666 · WC Parks Amenities - Venoy	15,385.93	300,000.00
606667 · EPA11 - LTU Implementation	14,300.60	155,000.00
606668 · EPA10-Wilcox/Phoenix Implement		
60666.5 · EPA10A - Wilcox Implementation	2,520,863.16	3,045,000.00
60666.6 · EPA10B - Phoenix Implementation	907,009.04	1,288,000.00
Total 606668 · EPA10-Wilcox/Phoenix Implement	3,427,872.20	4,333,000.00
606669 · SPAC12 - RRAC Facilitation	48,330.00	51,500.00
606670 · EPA12 - Merriman Design	58,645.11	182,500.00
606671 · EPA13 - Wallaceville design	59,216.79	121,500.00
606672 · WC Parks Amenities-Riverview	1,687,750.42	2,263,618.00
606673 · WC Parks Amenities-Wilcox	326,293.98	634,692.22
606674 · EPA14-Inkster EJ Design	16,083.58	385,000.00
606675 · EPA15-Inkster Wet/Fish Hab Impl	1,550.00	45,000.00
60900 · Business Expenses		
60920 · Business Registration Fees	20.00	
60900 · Business Expenses - Other	1,584.21	
Total 60900 · Business Expenses	1,604.21	
62100 · Contract Services		
62110 · FC1-Accounting Fees	20,988.00	21,500.00
62140 · FC1-Legal Fees	0.00	1,000.00
65120 · FC2-Insurance - D&O	1,105.00	1,500.00
65121 · Mailbox and web hosting fee	1,693.64	2,000.00
Total 62100 · Contract Services	23,786.64	26,000.00
65100 · Other Types of Expenses		
65160 · Other Costs	360.43	
Total 65100 · Other Types of Expenses	360.43	
Total Expense	7,914,458.50	12,116,635.72
Net Ordinary Income	-56,326.65	-19,428.00
Net Income	-56,326.65	-19,428.00

ALLIANCE OF
ROUGE
COMMUNITIES

**Audited Financial
Statements**

For the years ended
December 31, 2023 and 2022

ALLIANCE OF ROUGE COMMUNITIES
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FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Management of
Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, MI 48188

Report on the Financial Statements

We have audited the accompanying financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Alliance of Rouge Communities as of December 31, 2023 and 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters***Other Information***

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 25, 2024, on our consideration of Alliance of Rouge Communities' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Alliance of Rouge Communities' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Alliance of Rouge Communities' internal control over financial reporting and compliance.

Jason F. Clausen, P.C.

Fraser, MI
September 25, 2024

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2023 AND 2022

ASSETS

	<u>2023</u>	<u>2022</u>
CURRENT ASSETS:		
Cash and Cash Equivalents	\$ 198,228	\$ 259,498
Accounts Receivable	<u>1,378,080</u>	<u>887,856</u>
 TOTAL ASSETS	 <u>\$ 1,576,308</u>	 <u>\$ 1,147,354</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:		
Accounts Payable	<u>\$ 1,210,160</u>	<u>\$ 929,333</u>
 TOTAL LIABILITIES	 1,210,160	 929,333
 NET ASSETS:		
Without Donor Restrictions	(859,954)	(607,757)
Board Designated Quasi Endowment	<u>-</u>	<u>50,000</u>
Total Without Donor Restrictions	(859,954)	(557,757)
With Donor Restrictions	<u>1,226,102</u>	<u>775,778</u>
 TOTAL NET ASSETS	 <u>366,148</u>	 <u>218,021</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 1,576,308</u>	 <u>\$ 1,147,354</u>

See independent auditor's report and notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

	2023			
	Without Donor Restrictions	With Donor Restrictions	Total	2022
REVENUE:				
Membership Dues	\$ 350,412	\$ -	\$ 350,412	\$ 343,539
Grants	-	3,823,989	3,823,989	3,994,665
Contributions	4,292	-	4,292	-
Services	151,231	-	151,231	518,797
In-kind Donations	6,676	-	6,676	30,000
Net Assets Released from Restrictions	3,373,665	(3,373,665)	-	-
Total Revenue	3,886,276	450,324	4,336,600	4,887,001
EXPENSES:				
Program	4,097,313	-	4,097,313	4,835,747
Management and General	78,428	-	78,428	69,139
Fundraising	12,732	-	12,732	16,130
Total Expenses	4,188,473	-	4,188,473	4,921,016
CHANGE IN NET ASSETS	(302,197)	450,324	148,127	(34,015)
NET ASSETS:				
Beginning of year	(557,757)	775,778	218,021	252,036
End of year	\$ (859,954)	\$ 1,226,102	\$ 366,148	\$ 218,021

See independent auditor's report and notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

	2023				2022
	Program	Management and General	Fundraising	Total	
Executive Director Services	\$ 73,254	\$ 55,678	\$ 12,382	\$ 141,314	\$ 122,731
Public Involvement & Education	84,235	-	-	84,235	102,800
Technical Committee	222,361	-	-	222,361	157,856
Project Expenses	3,601,989	-	-	3,601,989	3,994,665
Professional Fees	-	21,175	-	21,175	20,680
Subcontractors	113,403	-	-	113,403	518,797
Insurance	556	423	94	1,073	1,042
Website	748	569	126	1,443	1,304
Office Expense	767	583	130	1,480	1,141
Total Expenses	<u>\$ 4,097,313</u>	<u>\$ 78,428</u>	<u>\$ 12,732</u>	<u>\$ 4,188,473</u>	<u>\$ 4,921,016</u>

See independent auditor's report and notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FROM OPERATING ACTIVITIES:		
CHANGE IN NET ASSETS	\$ 148,127	\$ (34,015)
Changes in operating assets and liabilities which increase (decrease) cash flow -		
Accounts receivable	(490,224)	(620,898)
Accounts payable	<u>280,827</u>	<u>604,289</u>
NET CASH USED IN OPERATING ACTIVITIES	<u>(61,270)</u>	<u>(50,624)</u>
NET DECREASE IN CASH AND CASH EQUIVALENTS	(61,270)	(50,624)
CASH AND CASH EQUIVALENTS BALANCE - beginning of year	<u>259,498</u>	<u>310,122</u>
BALANCE - end of year	<u>\$ 198,228</u>	<u>\$ 259,498</u>
Supplemental disclosures of cash flow information:		
Cash paid during the year for:		
Interest	\$ -	\$ -
Income taxes	\$ -	\$ -

See independent auditor's report and notes to the financial statements

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Alliance of Rouge Communities (ARC) was formed in 2005 as an unincorporated association operating under and authorized by Part 312 of the Michigan Natural Resources and Environmental Protection Act. ARC is a voluntary public watershed entity. Its members consist primarily of municipal governments located in Wayne, Oakland and Washtenaw counties. ARC's purpose is to encourage watershed-wide cooperation and mutual support to meet water quality permit requirements and to restore beneficial uses of the Rouge River to the area residents.

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with our audited financial statements for the year ended December, 31, 2022, from which the summarized information was derived.

Cash and Cash Equivalents

The Organization considers all cash and amounts due from depository institutions that are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents for purposes of the statement of cash flows.

Receivables

Accounts receivable consist primarily of noninterest-bearing amounts due for membership dues and reimbursements due from local and federal agencies under various grant agreements. The determination for allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectible. At December 31, 2023 and 2022, the allowance was \$0.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor- or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

- Without Donor Restrictions: Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.
- With Donor Restrictions: Net assets subject to donor (or certain grantor) restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

Revenue and Revenue Recognition

The Organization's revenue consists primarily of membership dues and cost-reimbursable federal and state contracts and grants. Membership dues, which are nonrefundable, are comprised of an exchange element based on the value of benefits provided for assisting communities with state imposed water permit requirements, and are recognized over the membership period, which is the calendar year in which they are billed. Cost-reimbursable contracts and grants are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. The Organization received cost-reimbursable grants of \$8,121,638 that have not been recognized at December 31, 2023 because qualifying expenditures have not yet been incurred.

Revenues derived from consulting services are recognized as time is incurred on a project and billed to the customer.

ARC has adopted Accounting Standards Update (ASU) No. 2018-08 Not-for-Profit Entities: Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made (Topic 605) as management believes the standard improves the usefulness and understandability of the Organization's financial reporting.

One grantor accounted for approximately 90% and 95% of grant revenue during the years ended December 31, 2023 and 2022, respectively.

Donated Services and In-Kind Donations

Contributed nonfinancial assets include professional services and other in-kind contributions which are recorded at the respective fair values of the goods or services received (Note 6). We do not sell donated gifts-in-kind.

Allocation of Functional Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities. Expenses that can be identified with a specific program are charged directly to that program. Program expenses that cannot be identified with a specific program require allocation on a reasonable basis that is consistently applied. The operation expenses that are allocated to programs are based on the ratio of program executive director services to total executive director services.

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

The preparation of financial statements in conformity with general accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Income Tax Status

Alliance of Rouge Communities is organized as a Michigan nonprofit corporation and has been recognized as exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. The Organization is annually required to file a Return of Organization Exempt from Income Tax (Form 990) with the IRS. In addition, it is subject to income tax on net income that is derived from business activities that are unrelated to the Organization's exempt purposes. The Organization has determined that it is not subject to unrelated business income tax and is not required to file an Exempt Organization Business Income Tax Return (Form 990-T) with the IRS.

NOTE 2 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects the Organization's financial assets as of the balance sheet date, reduced by amounts not available for general use due to contractual or donor-imposed restrictions within one year of the balance sheet date.

Financial assets at year-end:

Cash	\$ 198,228
Accounts Receivable	1,378,080
Total financial assets	<u>1,576,308</u>

Less amounts unavailable to be used within one year:

Net Assets with Donor Restrictions	<u>1,226,102</u>
------------------------------------	------------------

Financial assets available to meet general expenditures
within one year

\$ 350,206

ARC's policy is generally to maintain financial assets to meet 90 days of operating expenses. As part of its liquidity plan, management has determined that maintaining excess cash in the organization's bank account is sufficient to meet the cash flow needs of the organization.

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

NOTE 3 – CONCENTRATION OF CREDIT RISK

The Organization maintains its cash account in a commercial bank located in Michigan. The account is guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2023 and 2022, the balance exceeded the FDIC limit by \$0 and \$9,498, respectively.

NOTE 4 – CONTINGENCIES

The final determination of grant revenue is subject to the acceptance of qualifying costs by the grantor agencies. To the extent that costs are disallowed by any grantor agency, the Organization would be required to reimburse the applicable grantor. ARC does not believe that any potential disallowed costs would be material to the financial statements.

NOTE 5 – REVENUE FROM CONTRACTS WITH CUSTOMERS

The Organization has adopted Accounting Standards Update (ASU) No. 2014-09 Revenue from Contracts with Customers (Topic 606), as amended, as management believes the standard improves the usefulness and understandability of ARC's financial reporting. Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

NOTE 6 – IN-KIND DONATIONS

For the years ended December 31, 2023 and 2022, contributed nonfinancial assets recognized within the statement of activities include the following:

	2023	2022
Facility use	\$ 6,676	\$ -
Professional services	-	30,000
Total	<u>\$ 6,676</u>	<u>\$ 30,000</u>

Contributed facility use was provided by a local museum for ARC to hold an event during the year and is recognized at the current rate charged by the museum at the time the event took place. Contributed professional services are provided by a local government agency for assistance with tasks related to the public involvement and education committee and technical committee. These professional services are used for program activities and are recognized at fair value based on current rates for similar services.

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2023 AND 2022

NOTE 7 – RELATED PARTY TRANSACTIONS

The Organization has a contract with ECT, Inc. for Executive Director services. The Executive Director is a shareholder and employee of ECT, Inc. The amount billed from ECT, Inc. for services and reimbursable expenses were \$1,518,090 and \$1,321,713 for the years ended December 31, 2023 and 2022, respectively.

NOTE 8 – NET ASSETS WITH DONOR RESTRICTIONS

The Organization receives support from varying sources that are restricted by purpose only and not by passage of time.

The following table summarizes the portion of net assets that are restricted for the following purposes at December 31, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Habitat restoration design	\$ 88,939	\$ 168,714
Habitat restoration implementation	1,106,660	573,701
Support for Rouge River Advisory Council	14,979	-
Planting trees	15,524	33,363
Total	<u>\$ 1,226,102</u>	<u>\$ 775,778</u>

NOTE 9 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through September 25, 2024, the date which the financial statements were available to be issued.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of
Alliance of Rouge Communities

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2023, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 25, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Alliance of Rouge Communities' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alliance of Rouge Communities' internal control. Accordingly, we do not express an opinion on the effectiveness of Alliance of Rouge Communities' internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Alliance of Rouge Communities' financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Jason F. Clausen, P.C.

Fraser, MI
September 25, 2024



**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY
THE UNIFORM GUIDANCE**

To the Board of Directors of
Alliance of Rouge Communities

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Alliance of Rouge Communities' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Alliance of Rouge Communities' major federal programs for the year ended December 31, 2023. Alliance of Rouge Communities' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Alliance of Rouge Communities complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Alliance of Rouge Communities and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Alliance of Rouge Communities' compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of

contracts or grant agreements applicable to Alliance of Rouge Communities' federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Alliance of Rouge Communities' compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Alliance of Rouge Communities' compliance with the requirements of each major federal program as a whole. In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Alliance of Rouge Communities' compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Alliance of Rouge Communities' internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Alliance of Rouge Communities' internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Other Matters

Government Auditing Standards requires the auditor to perform limited procedures on Alliance of Rouge Communities' response to the noncompliance findings identified in our audit described in the accompanying schedule of findings and questioned costs. Alliance of Rouge Communities' response was not subjected to the other auditing procedures

applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Jason F. Clausen, P.C.

Fraser, MI
September 25, 2024

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency/Cluster or Program Title	Pass-Through Grant Number	CFDA Number	Federal Expenditures
U.S. ENVIRONMENTAL PROTECTION AGENCY			
<i>Passed through Great Lakes National Program Office</i>			
Great Lakes Programs GLRI: Seeley Creek Habitat Restoration	GL-00E02700-0	66.469	\$ 500,766
Rouge River AOC Habitat Restoration Implementation - Tamarack/Johnson Fish Hatchery	GL-00E02478-0	66.469	372,511
Rouge River AOC Habitat - Colonial & Venoy Restoration	GL-00E02830-0	66.469	212,846
Rouge River AOC Habitat Restoration Implementation - Wayne County Parkland	GL-00E02896-0	66.469	1,381,150
Rouge River AOC Habitat Restoration - Wilcox/Phoenix/Inkster Habitat Design	GL-00E02997-0	66.469	218,848
Rouge River AOC Habitat Restoration - Wilcox/Phoenix Implementation	GL-00E03267-0	66.469	57,150
Rouge River AOC Habitat Restoration - LTU Wetland Habitat Implementation	GL-00E3268-0	66.469	625,222

See independent auditor's report and the schedule of expenditures of federal awards

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency/Cluster or Program Title	Pass-Through Grant Number	CFDA Number	Federal Expenditures
Rouge River AOC Habitat Restoration - Merriman Hollow/ Wallaceville Design	GL-00E03452-0	66.469	<u>60,405</u>
<i>Total passed through Great Lakes National Program Office</i>			<u>3,428,898</u>
<i>Passed through Michigan Department of Environment, Great Lakes, and Energy</i>			
Rouge River AOC PAC Support - Facilitation, Habitat, and Fish Surveys	GL-01E02481	66.469	<u>49,419</u>
<i>Total passed through Michigan Department of Environment, Great Lakes, and Energy</i>			<u>49,419</u>
<i>Passed through Wayne County</i>			
Great Lakes Restoration Initiative Rouge River Areas of Concern Wayne County Habitat Restoration	GL-00E02040-0	66.469	<u>60,873</u>
<i>Total passed through Wayne County</i>			<u>60,873</u>
TOTAL U.S. ENVIRONMENTAL PROTECTION AGENCY			<u>3,539,190</u>

See independent auditor's report and the schedule of expenditures of federal awards

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2023

Federal Agency/Cluster or Program Title	Pass-Through Grant Number	CFDA Number	Federal Expenditures
USDA, FOREST SERVICE			
<i>Passed through Great Lakes Restoration Initiative</i>			
Region 9, State & Private Forestry			
GLRI: Reducing Runoff in the Rouge River	21-DG-11094200-007	10.664	<u>62,799</u>
Area of Concern			
<i>Total passed through Great Lakes Restoration Initiative</i>			<u>62,799</u>
TOTAL USDA, FOREST SERVICE			<u>62,799</u>
TOTAL FEDERAL AWARDS			\$ <u>3,601,989</u>

See independent auditor's report and the schedule of expenditures of federal awards

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2023

NOTE 1 - BASIS OF ACCOUNTING

The Schedule of Expenditures of Federal Awards includes the federal grant activity of Alliance of Rouge Communities and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).

NOTE 2 - INDIRECT COST RATE

Alliance of Rouge Communities did not elect to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION I - Summary of Independent Auditor's Results

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? ___ yes X no

Significant deficiencies identified that are not
considered to be material weaknesses? ___ yes X none
reported

Noncompliance material to financial
statements noted? ___ yes X no

Federal Awards

Internal control over major programs:

Material weakness(es) identified? ___ yes X no

Significant deficiencies identified that are not
considered to be material weaknesses? ___ yes X none
reported

Any audit findings disclosed that are required to be
reported in accordance with the Uniform Guidance,
Section 200.515? ___ yes X no

Identification of major programs:

CFDA Number:	Name of Federal Program or Cluster
66.469	Great Lakes Program
Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
Auditee qualified as a low-risk auditee?	<u>X</u> yes ___ no

See independent auditor's report and the schedule of expenditures of federal awards

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2023

SECTION II – Corrective Action Plan

No matters were noted, therefore no corrective action is necessary.

SECTION III - Summary Schedule of Prior Audit Findings

There were no findings from prior years.

**Alliance of Rouge Communities
DRAFT 2024 Budget**

ORIGINALLY APPROVED: 11/20/2023
AMENDMENTS: 4/16/24, 5/29/2024

2024 Anticipated Dues from Communities	\$357,420	TOTAL 2024 ARC FUNDING	\$723,565
Rollover funds from 2023 including ERB funds (actual) ⁽³⁾	\$366,145	TOTAL 2024 OUTSIDE FUNDING	\$12,384,462
Total ARC Dues Available	\$723,565	TOTAL 2023 FUNDING	\$13,108,027
2024 ARC Activities Budgeted	\$580,107	TOTAL 2023 ACTIVITY COST (Committee & Grants)	\$12,964,569
2024 estimated balance (estimated 2025 rollover)	\$143,458	TOTAL 2024 ESTIMATED BALANCE (ALL SOURCES)	\$143,458

Note ⁽³⁾: in 2019 \$50,000 was put aside for future use to meet sampling requirements and has been added back in to the 2023 rollover funds for use in future budgets.

Proposed ARC Budget Items		Activity Cost	ARC Dues	Funding Source					Other Source/Match	"Provider" Using Budget (1)
Organization Committee										
OC1	Executive Director Operational Services									
	101-Program	\$ 71,595	\$ 71,595							ED
	102-Management	\$ 64,925	\$ 64,925							ED
	103-Fundraising	\$ -	\$ -							ED
	EGLE Permit Negotiations	\$ 14,530	\$ 14,530							
	ARC Operations - Direct Expenses	\$ 2,000	\$ 2,000							ARC
Organization Committee Total		\$ 153,050	\$ 153,050							
Finance Committee										
FC1	Accounting/Legal Services	\$ 22,500	\$ 22,500							Outside vendor
FC2	ARC Insurance	\$ 1,105	\$ 1,500							Outside vendor
Finance Committee Total		\$ 23,605	\$ 24,000							
ARC Operational Services Total		\$ 176,655	\$ 177,050							
Public Education and Involvement Committee										
PIE1	Collaborative PEP/PPP Annual permit activities	\$ 34,840	\$ 34,840							ED
	Watershed Monitoring	\$ 10,000	\$ 10,000							FOTR
	Printing & One Water Campaign	\$ 13,000	\$ 13,000							ARC/SEMCOG
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 7,665	\$ 7,665							ED
	Permit Cycle Support	\$ 150	\$ 150							ARC
PIE3	Media Support	\$ -	\$ -							ED
PIE Committee Total		\$ 65,655	\$ 65,655					\$ -		
Technical Committee										
TC1	Collaborative IDEP/TMDL annual permit activities/C-Plan Re-application support	\$ 97,750	\$ 97,750							ED
	IDEP Investigation and Training									ED
TC2	Biennial Progress Reporting	\$ 13,847	\$ 13,847							ED
	IDEP Dry Weather Screening	\$ 44,200	\$ 44,200							
TC4	Erb Monitoring & Municipal Training	\$ 182,000	\$ -							ED
Technical Committee Total		\$ 337,797	\$ 155,797	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Amount Requested by All Committees		\$ 580,107	\$ 398,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Erb
Grants (2)		Activity Cost	ARC Match Dues	SPAC or State	USFS	EPA	Wayne County	Other Source/Match	Outside Funding	
EPA5	Rouge AOC Seeley Creek Habitat Restoration thru 9/30/24 (total award \$815,000)	\$600,000	\$0			\$600,000				
EPA6 (A&B)	Rouge River AOC Colonial & Venoy Habitat Restoration thru 12/31/24 (total award \$1,834,000)	\$600,000	\$0			\$600,000				
EPA7	Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23 (total award \$5,116,363)	\$2,237,250	\$0			\$2,237,250				
FS4	USDA FS Reducing Runoff in the Rouge River AOC thru 5/30/25 (total award \$261,780 & inkind match \$65,445)	\$197,402	\$0		\$193,402			\$4,000	FOTR volunteer match	
EPA10	Rouge River AOC Habitat Restoration – Wilcox/Phoenix Habitat Implementation thru 12/31/26 (total award \$5,008,595)	\$4,350,000	\$0			\$4,350,000				
EPA11	Rouge River AOC Habitat Restoration – LTU wetland Habitat Implementation (total award \$810,000)	\$650,000	\$0			\$650,000				
EPA12	Rouge River AOC Habitat Restoration - Merriman Hollow Design	\$100,000	\$0			\$100,000				
EPA13	Rouge River AOC Habitat Restoration - Wallaceville Design	\$65,000	\$0			\$65,000				
SPAC12	PAC Support RRAC Facilitation & Monitoring thru 12/31/25 (total award \$154,500)	\$51,500	\$0	\$51,500						
EPA14	Rouge River AOC-Inkster Park EJ Design thru 2/28/25 (total award \$797,648)	\$385,000	\$0			\$385,000				
EPA15	Rouge River AOC - Inkster Implementation thru 12/31/27 (total award \$3,500,000)	\$45,000				\$45,000				
EPA16	Rouge River AOC - Perrin Design thru 6/30/26 (total award \$400,000)	\$50,000				\$50,000				
606673	WC Parks Amenities-Wilcox - PO# pending receipt	\$634,692	\$0				\$634,692			
606672	WC Parks Amenities-Riverview - PO# 22470570	\$2,263,618	\$0				\$2,263,618			
606665	WC Parks Amenities-Colonial - PO# 22381604	\$60,000	\$0				\$60,000			
606666	WC Parks Amenities-Venoy - PO#22381604	\$95,000	\$0				\$95,000			
Total Other Grants:		\$12,384,462	\$0	\$51,500	\$193,402	\$9,082,250	\$3,053,310	\$4,000		
TOTAL OUTSIDE FUNDING					\$51,500	\$193,402	\$9,082,250	\$3,053,310	\$4,000	\$12,384,462

TOTAL ARC DUES AVAILABLE	\$723,565
TOTAL ACTIVITIES BUDGETED	\$580,107
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 143,458

Notes

(1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County, FOTR - Friends of the Rouge, SEMCOG

(2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.

(3) In 2019 \$50,000 was put aside for future use to meet sampling requirements and has been added back in to the 2023 rollover funds for use in future budgets.

Budget Amendments/Adjustments

FC1	4/16/24: EPA14 - adds EPA14 grant to 2024 budget with \$385,000 budgeted for 2024 and remaining funds budgeted for 2025. Total award \$797,648. Upon receiving grant award
FC2	5/29/24: adds WC Parks Amenities-Wilcox (account 606673) to 2024 budget with \$634,692.22 budgeted for 2024 and remaining funds budgeted for 2025. Total PO is \$684,692.22
FC3	5/29/24: increases WC Parks Amenities-Riverview (account 606672) from \$895,975 to \$2,375,268 for PO# 22470570 with \$2,263,618 budgeted for 2024 and \$50,000 budgeted for 2025. Note \$61,650 was spent in 2023
FC4	9/11/24: adds EPA15 grant to 2024 budget with \$45,000 budgeted for 2024 and remaining funds budgeted in future years. Total award \$3,500,000
FC5	10/29/24: adds EPA16 grant to 2024 budget with \$50,000 budgeted for 2024 and remaining funds budgeted for 2025. Total award \$400,000.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2024 BUDGET AMENDMENT: Finance Committee Amendment FC4

REQUEST DATE: October 16, 2024

LINE ITEM: EPA16 Rouge River AOC Habitat Restoration– Perrin Design

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The EPA awarded a GLRI grant in the amount of \$400,000 to the ARC. The project period is from November 1, 2024 – June 30, 2026. This grant is for the Rouge River AOC Habitat Restoration – Perrin Design. The Catalog of Federal Domestic Assistance (CFDA) title is Great Lakes Program and the CFDA number is 66.469.

The Rouge River watershed is a designated AOC under the Great Lakes Water Quality Agreement (GLWQA) and has three Beneficial Use Impairments (BUIs) associated with fish and wildlife habitat: Degraded Fish and Wildlife Populations, Degradation of Benthos, Loss of Fish and Wildlife Habitat. In March 2016, the Rouge River Advisory Council (RRAC) finalized a list of projects, with assistance from the ARC and Wayne County, that need to be completed to remove the habitat BUIs. On that list was the Perrin Park Restoration that was considered by EGLE, MDNR and EPA to be a priority project.

The Perrin Park Restoration activities when implemented will result in restoration/enhancements to 4.0 acres of habitat and 700 feet of stream restoration, which includes wetland/wet meadow, re-forestation and riparian areas. This will provide benefits to the amphibians, reptiles, macroinvertebrates in the habitat zones and to the those in the public at large that live and recreate in the Rouge River Watershed. The end result of the grant will be plans and specifications to implement the desired activities and a final report on the grant work.

The total compensation for this scope of services is \$400,000. The ARC will be reimbursed by EPA for 100% of this cost with no match requirement.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Description of activities are included in Attachment A

RATIONALE (including why needed): This grant project will provide the design for implementation that will address three Beneficial Use Impairments (BUIs) associated with fish and wildlife habitat: Degraded Fish and Wildlife Populations, Degradation of Benthos, Loss of Fish and Wildlife Habitat.

BUDGET (including how the amount requested was established): This amendment will add \$50,000 to the 2024 budget with any budget remaining at the end of 2024 incorporated into future budgets as the project period is until June 30, 2026. The ARC will be reimbursed by 100% grant funds for this line item and will not require any additional funds from the ARC.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by the ARC Staff working with Wayne County Parks.

Attachment A

ROUGE RIVER AOC HABITAT RESTORATION – PERRIN DESIGN

Perrin Park is located in the Wayne County Parks system adjacent to the Middle Rouge River in the City of Westland. Most of the park area is routinely mowed and used for active recreation. However, the park is low and routinely floods. The project plan proposes to create 4 acres of habitat restoration/creation. The wetlands created/restored will contain a diversity of water depths and wetland plants, providing habitat for wading birds, waterfowl, amphibians, reptiles, and aquatic insects. The wet meadow community will contain diverse flowering forbs that provide food for pollinators. Small mammals and birds will benefit from the increased habitat diversity and cover. Plugs will be planted to create plant diversity in the herbaceous layer. An area will be considered for re-forestation with vernal pools. Additionally, 700 linear feet of stream that runs through the habitat area will be restored. Stream restoration will increase stability of the stream channel that is currently highly erodible and will provide function lift to the stream habitat. The work will also establish native riparian plant communities along both sides of the channel that will aid in filtering stormwater as it enters the stream and provide cover for small mammals and birds. Once the project is fully implemented and vegetation established as part of the construction Wayne County as the landowner will provide maintenance of the site

The project will aid in the removal of three of the Rouge River AOC BUIs: Loss of Fish and Wildlife Habitat, Degradation of Fish and Wildlife Populations, and Degradation of Benthos. This project relates to Goal 5 (Ensure Clean and Safe Water for All Communities) and Objective 5.2 (Protect and Restore Waterbodies and Watersheds.) The Perrin Park Restoration project, when implemented, will produce the following MoPs:

- ***Great Lakes Restoration Initiative Action Plan III***, Measures of Progress (MoPs) for the overall project when implementation is completed are:
 - **Focus Area 1.1.1 - Areas of Concern where all management actions necessary for delisting have been implemented. - no numerical value**
 - **Focus Area 4: Habitats and Species - Objective 4.1. Protect and restore communities of native aquatic and terrestrial species important to the Great Lakes**
 - 4.1.1. Acres of coastal wetland, nearshore, and other habitats restored, protected, or enhanced: 4 acres of habitats.

Outputs & Outcomes

- EPA Approved QAPP
- Public Information Flyer
- Wetland & T/E Summaries for permitting
- Section 106 Consultation Application
- Perrin Restoration Design Plans & Technical Specifications to be used to construct project.
 - When implemented 4.0 acres of habitat created/enhanced
 - When implemented approximately 700 feet of streambank stabilization
- State of Michigan EGLE Permit Application
- Aid in the removal of three of the Rouge River AOC BUIs: Loss of Fish and Wildlife Habitat, Degradation of Fish and Wildlife Populations, and Degradation of Benthos.

PROPOSED WORK

Task 1. QAPP/Reporting & Administration/Public Outreach – Overall Grant/Projects

This task includes the following elements associated with the overall grant and project:

- QAPP Development - In accordance with federal requirements all environmental measurements undertaken in support of this project will be required to be conducted under a formal quality management protocol. A project specific QAPP will be prepared and submitted for review and approval prior to beginning any data collection activities. Primary data gathering will include field information for design and post measurements of metric outputs.
- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Health and Safety Hazard Assessment – A site specific safety hazard assessment will be developed for the project. Potential hazards will be identified, and steps will be outlined to reduce risk to employees and visitors to the site.
- Coordinate with Partners –Coordination between partners and stakeholders in the project will be provided. Throughout the process, active participation will be fostered among the stakeholders.
- Public Outreach - The ARC will be posting information related to the work under this grant on the ARC web site and an informational flyer will be created for use with the public. The team will have 2 meetings in the community to provide information on the proposed work and solicit feedback. The ARC, with assistance from Wayne County Parks and the City of Westland, will be organizing the community meetings. The ARC, as the grantee and organizer of the event, WCP as the owner of the park in which the work is going to occur, and Westland as the local government member. The community meetings will be advertised through social media and websites of the ARC, Wayne County Parks, and City of Westland. Additionally, the ARC will work with the City of Westland to identify any Homeowner Association, neighborhood group, or citizen lead in the area surrounding Perrin Park to coordinate help in spreading the word. The ARC, EPA, and the EPA GLRI logo with the grant number will go on all materials associated with the meetings. The feedback given on the concept plans will be used to adjust the concept design plans and for those comments that are more towards future potential activities in the park, those comments will be summarized and help future planning. Additionally, these are local public meetings, therefore there is no intent to generate any income from the meetings.
- Final Report – A comprehensive final report summarizing all the activities conducted and outcomes achieved will be completed in draft form and submitted for review. Comments received will be incorporated into a final version.

Deliverables: QAPP, Reporting, and Project Public Flyer

Task 2. Preliminary Engineering and Field Investigation

Available background data will be collected and reviewed. The following data collection needs will be completed to develop the design, allow for project permitting and provide baseline data for construction.

Topographic Survey – Ground elevation surveys and cross sections will be conducted with transects across the river and upland areas. Surveys will also determine the existence and location of existing or abandoned structures (piers, pilings, retaining walls, etc.) or where any utilities exist in or adjacent to areas. Flagged wetland boundaries will also be surveyed. These will be used to prepare the restoration plan design.

Wetland Assessment/Riparian Vegetation Mapping - Wetland scientists and ecologists will conduct a field survey of the site. The survey will determine the location and type of riparian vegetation communities. Should any wetlands be identified currently in the area, the jurisdictional limits of wetlands will be flagged for survey inclusion. This will also allow regulatory agencies to verify the wetland limits, as necessary. Habitat assessment will include the identification of invasive species area and the habitat value for the anticipated wildlife species. As part of the evaluation process, lake and habitat conditions will be reviewed to identify potential enhancement opportunities.

Streambank Assessment – A field assessment of the channel slopes will be conducted to take basic measurements and observation in the area to support design. Streambank erosion will be characterized by measuring length, height, slope, and distance to structures.

Threatened & Endangered Species (T&E) - Since all federal agencies grant programs require at least a programmatic environmental assessment that must consider potential impacts to federally and state-listed T&E plant and animal species, T&E information will be collected. Only those T&E species that have the potential to be impacted by the proposed project or that would still be impacted after project “controls”, based on physical site characteristics, will be targeted for field surveys.

Geotechnical Investigation – Up to 20 (0-5ft) hand augers soils samples will be taken throughout the site. Samples will be visually identified for general soil composition to aid in the design.

Section 106 Review - The National Historic Preservation Act of 1966 (NHPA) requires Federal agencies to take into account the effects of their undertakings on historic properties. The project will do a desktop review of the area and this will include a Michigan State Historic Preservation Office (SHPO) records review in person or through on-line request. A preliminary determination memo will be developed along with the supporting information and provided to EPA. Additionally based on this review consultation a Section 106 SHIPO Consultation application will be filled out and submitted to SHIPO on behalf of USEPA as a project with federal GLRI dollars. If based on the application response a survey or other more in-depth review is necessary, then the ARC will consult with EPA on next steps forward.

Deliverables: Wetland Summary, T&E Assessment Summary, and Section 106 Memo/SHIPO application

Task 3. Design/Permitting

This task will include development of construction design plans drawings and details, technical specifications, and construction cost estimating. Methods for site access and creation of the wetland hydrology/function will be developed.

During the design phase of the project, plans will be advanced to 60% design drawings with an estimated construction cost. With additional engineering, planning, design refinement/modifications, stakeholder collaboration, public feedback, the design drawings produced will be advanced to 95% design and the construction cost estimate updated for review. Final plans will be developed following the last review. The designs of each location will consider the technical needs as follows:

Wetland/Habitat Restoration - Designs will be developed to restore habitat to meet the appropriate wildlife habitat user needs. The restoration designs will include but are not limited to restoration/creation of wetlands and re-forestation at appropriate locations improvement of the health of by providing diverse native plant species. Hydrology and changing precipitation will be considered.

Stream Channel - Using an estimate of the channel forming discharge, the channel width, depth, and bank heights for the modified channel cross-section will be determined to produce desirable flow velocity, and sediment transport potential. Design details and cross-sections will be prepared. Connections to the stream from wetlands and point discharges (such as outfalls) and the stream connection to the road culvert (and subsequent discharge into the river) will be designed to reduce erosion.

Invasive Species Management - Invasive species drawings will be developed identifying the target species area and methods for treating them.

EGLE Joint Permit Applications – EGLE Permit application packages for Perrin Restoration will be completed, including all necessary attachments. Quantities of cuts and fills in wetlands and floodplains will be calculated from the design drawings and tabulated. Project partner meetings before permit submission which will allow for exchange of ideas, discussion of concepts and concerns culminating in the development of a prudent, feasible, and permissible project design upon completion. This process will help ensure that a permissible project is designed and will facilitate the permitting process.

Deliverables: EGLE Permit Application Package, Plans & Technical Specifications, and cost estimates

STONE SCHEDULE

Task 1. QAPP/Reporting & Administration/Public Outreach

- QAPP Development November - December 2024
- Grant Management Activities November 2024 – June 2026
- EAGL Reporting (Oct & April of each year) April 2025 – April 2026
- Health and Safety Hazard Assessment December 2024
- Public Outreach May 2025 – January 2026
- Final Report June 2026

Task 2. Preliminary Engineering and Field Investigation

- Topographic Survey February – March 2025
- Wetland Assessment May 2025
- Streambank Assessment May 2025
- Threatened & Endangered Species (T&E) January – March 2025
- Geotechnical Investigation March 2025
- Section 106 Review November 2025 – February 2026

Task 3. Design/Permitting

- 60% Design June – October 2025
- 90% Design November 2025 – March 2026
- EGLE Permit Application December 2025- February 2026
- EGLE Permit Received May 2026
- 95% Design Plans May 2026
- Technical Specifications November 2025 – May 2026

BUDGETING

ROUGE RIVER AOC HABITAT RESTORATION PERRIN PARK DESIGN		Task 1: QAPP/Reporting/ Administration/Public Outreach		Task 2: Preliminary Enginnering & Field Investigation		Task 3: Design/ Permitting		Totals	
MERRIMAN HOLLOW									
	Rates	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Principal Staff	\$250	60	\$15,000	40	\$10,000	160	\$40,000	260	\$65,000
Sr. Level Staff	\$185	40	\$7,400	80	\$14,800	300	\$55,500	420	\$77,700
Mid-Level Staff	\$155	80	\$12,400	200	\$31,000	440	\$68,200	720	\$111,600
Jr-Level Staff	\$115	80	\$9,200	120	\$13,800	480	\$55,200	680	\$78,200
Project Coordinator	\$90	120	\$10,800	40	\$3,600	120	\$10,800	280	\$25,200
Technician	\$85		\$0	120	\$10,200		\$0	120	\$10,200
Labor Totals		380	\$54,800	600	\$83,400	1500	\$229,700	2480	\$367,900
Expenses									
Vehicle and mileage			\$1,000		\$2,000		\$1,100		\$4,100
Printing/Graphics			\$1,000				\$500		\$1,500
Field Equipment					\$2,500				\$2,500
Survey					\$15,000				\$15,000
Geotech					\$7,500				\$7,500
Permit Fees							\$1,500		\$1,500
Expense Total			\$2,000		\$27,000		\$3,100		\$32,100
TOTAL COST			\$ 56,800		\$ 110,400		\$ 232,800		\$ 400,000

WORK ORDER No. 2022-3
EPA11 Rouge River AOC Habitat Restoration – LTU Wetland Implementation

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019 between Environmental Consulting & Technology, Inc., and its Affiliates (ECT Affiliates include Environmental Consulting & Technology of North Carolina, PLLC And ECT Engineering, LLC.), (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

The ARC has been given a grant for the ROUGE RIVER AOC HABITAT RESTORATION –LTU WETLAND IMPLEMENTATION from US EPA. The Catalog of Federal Domestic Assistance (CFDA) title is Great Lakes Program and the CFDA number is 66.469. The federal grant number is GL - 00E03268. This work order will be paid for with 100% grant funds.

PARAGRAPH I--SCOPE OF SERVICES

ECT as ARC staff will, in working with Lawrence Technological University as a sub, be responsible for the following task summaries:

Task 1. Grant Reporting/Administration/Public Outreach

This task includes the following elements associated with the overall grant and projects that will be completed:

- Grant Management Activities - Grant management services will be provided along with assurance that terms and conditions of the grant are being complied with. ***Additional support for completing Grant Management Activities.***
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Health and Safety Hazard Assessment – A site specific safety hazard assessment will be developed for the project. Potential hazards will be identified, and steps will be outlined to reduce risk to employees and visitors to the site.
- QAPP Development - In accordance with federal requirements all environmental measurements undertaken in support of this project will be required to be conducted under a formal quality management protocol. A project specific QAPP will be prepared and submitted for review and approval prior to beginning any data collection activities. This will be based on the design QAPP.
- Coordinate with Partners –Coordination between partners and stakeholders in the project will be provided. Throughout the process, active participation will be fostered among the stakeholders. ***Additional support for coordination with contractor and project partners.***
- Public Outreach –The Alliance of Rouge Communities (ARC) and Lawrence Technological University (LTU) will post information related to the project under this grant on the ARC web site. Informational flyers will be distributed to interested parties and work is being integrated into LTU educational offerings.

- Final Report – A comprehensive final report summarizing all the completed activities will be prepared in draft form and submitted for review. Comments received will be incorporated into a final version for submittal. *Additional support for final reporting.*

Deliverables: Semi- Annual Reporting, QAPP, Final Report

Task 2. Construction Contractor Selection

The contractor bidding processes will be administered, including issuing the bid package, and selection of the construction contractor. This task will include the following subtasks to aid the in the procurement of a qualified contractor for each construction project.

- Development of final contract bidding documents (Contract front end/contract plans & Specs)
- EGLE Permitting follow up – as required
- Public Advertise
- Prepare a Pre-Bid Meeting agenda;
- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;
- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;
- Budget vs. Bid analysis and site recommendations

Deliverables: Bid Tab and Construction Contractor Contracts

Task 3. Construction Oversight

Quantitative and qualitative measures will be employed to ensure the projects are constructed properly and in accordance with the contract documents.

Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided, and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;

- Provide design engineering, specification, and design drawing development when changes or modifications to the project plans are necessary; and
- Conduct site walks with the Contractor to develop the project “punch list”; ***Finalizing and ensuring completion of punch-list items.***
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time. ***Supporting inspections on vegetation establishment to ensure compliance with terms of acceptance.***

Administration Oversight Services

Project, installation, and assembly administration tasks typically associated with a project of this nature:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;
- Process and maintain records for contract modifications and/or work order;
- Review and approve or make recommendations on Contractor construction estimates;
- Track and maintain status of miscellaneous submittals and Requests for information;
- Review and balance all pay item quantities;
- Provide complete project documentation and files, specifically as they relate to meeting minutes, submittals, contract modifications, work orders, test reports, and interim progress estimates; and
- Review Contractor’s final submission of “as-builts” plans for compliance with the specifications and the work complete.
- EGLE Permit Close Out

Deliverables: Submittal Approvals and field meeting minutes

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable not-to-exceed Work Order is increased by \$34,000 from \$147,810 to \$181,810.00. ECT’s by task estimated costs for the grant to the ARC are:

Rouge River AOC LTU Wetland Implementation		Task 1: Grant Reporting/Administ ration/Public Outreach		Task 2: Construction Contractor Selection		Task 3: Construction Oversight		Totals	
	Rates	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Principal Staff	\$250	16	\$4,000	4	\$1,000	26	\$6,500	46	\$11,500
Sr. Level Staff	\$185	21	\$3,885	40	\$7,400	180	\$33,300	241	\$44,585
Mid-Level Staff	\$155	100	\$15,500	8	\$1,240	100	\$15,500	208	\$32,240
Jr-Level Staff	\$115		\$0	80	\$9,200	380	\$43,700	460	\$52,900
Project Coordinator	\$95	45	\$4,275	0	\$0	0	\$0	45	\$4,275
Administrative Support	\$60	25	\$1,500	12	\$720	48	\$2,880	85	\$5,100
Labor Totals		207	\$29,160	144	\$19,560	734	\$101,880	1085	\$150,600
Expenses									
Vehicle and mileage					\$250		\$2,470		\$2,720
LTU - Public/Campus Information & Site Facilities Coordination with Provost/Board/Community			\$11,550		\$3,630		\$13,310		\$28,490
Expense Total			\$11,550		\$3,880		\$15,780		\$31,210
TOTAL COST			\$ 40,710		\$ 23,440		\$ 117,660		\$ 181,810

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than December 31, 2025 (or as extended by EPA).

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC. and its AFFILIATES

By _____

John O'Meara, P.E.

Its Vice President

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Doug Moore

Title Chair

Date _____

WORK ORDER No. 2024-HABITAT ECT1
EPA16: Rouge River AOC Restoration– Perrin Design

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2024 between Environmental Consulting & Technology, Inc., and its Affiliates* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

The ARC has been given a grant for the Rouge River AOC Restoration– Perrin Design from US EPA. The Catalog of Federal Domestic Assistance (CFDA) title is Great Lakes Program and the CFDA number is 66.469.

PARAGRAPH I--SCOPE OF SERVICES

ECT as ARC staff will be responsible for the following task summaries:

Task 1. QAPP/Reporting & Administration/Public Outreach – Overall Grant/Projects

This task includes the following elements associated with the overall grant and project:

- QAPP Development - In accordance with federal requirements all environmental measurements undertaken in support of this project will be required to be conducted under a formal quality management protocol. A project specific QAPP will be prepared and submitted for review and approval prior to beginning any data collection activities. Primary data gathering will include field information for design and post measurements of metric outputs.
- Perform Grant Management Activities - Grant management services and assure compliance with terms and conditions of the grant will be provided.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Health and Safety Hazard Assessment – A site specific safety hazard assessment will be developed for the project. Potential hazards will be identified, and steps will be outlined to reduce risk to employees and visitors to the site.
- Coordinate with Partners –Coordination between partners and stakeholders in the project will be provided. Throughout the process, active participation will be fostered among the stakeholders.
- Public Outreach - The ARC will be posting information related to the work under this grant on the ARC web site and an informational flyer will be created for use with the public. The team will have 2 meetings in the community to provide information on the proposed work and solicit feedback. The ARC, with assistance from Wayne County Parks and the City of Westland, will be organizing the community meetings. The ARC, as the grantee and organizer of the event, WCP as the owner of the park in which the work is going to occur, and Westland as the local government member. The community meetings will be advertised through social media and websites of the ARC, Wayne County Parks, and City of Westland. Additionally, the ARC will work with the City of Westland to identify any Homeowner Association, neighborhood group, or citizen lead in the area surrounding Perrin Park to coordinate help in spreading the word. The ARC, EPA, and the EPA GLRI logo with the grant number will go on all materials associated with the meetings. The feedback given on the concept plans will be used to adjust the concept design plans and for those comments that are more towards future potential activities in the park, those comments will be summarized and help future planning. Additionally, these are local public meetings, therefore there is no intent to generate any income from the meetings.

- Final Report – A comprehensive final report summarizing all the activities conducted and outcomes achieved will be completed in draft form and submitted for review. Comments received will be incorporated into a final version.

Deliverables: QAPP, Reporting, and Project Public Flyer

Task 2. Preliminary Engineering and Field Investigation

Available background data will be collected and reviewed. The following data collection needs will be completed to develop the design, allow for project permitting and provide baseline data for construction.

Topographic Survey – Ground elevation surveys and cross sections will be conducted with transects across the river and upland areas. Surveys will also determine the existence and location of existing or abandoned structures (piers, pilings, retaining walls, etc.) or where any utilities exist in or adjacent to areas. Flagged wetland boundaries will also be surveyed. These will be used to prepare the restoration plan design.

Wetland Assessment/Riparian Vegetation Mapping - Wetland scientists and ecologists will conduct a field survey of the site. The survey will determine the location and type of riparian vegetation communities. Should any wetlands be identified currently in the area, the jurisdictional limits of wetlands will be flagged for survey inclusion. This will also allow regulatory agencies to verify the wetland limits, as necessary. Habitat assessment will include the identification of invasive species area and the habitat value for the anticipated wildlife species. As part of the evaluation process, lake and habitat conditions will be reviewed to identify potential enhancement opportunities.

Streambank Assessment – A field assessment of the channel slopes will be conducted to take basic measurements and observation in the area to support design. Streambank erosion will be characterized by measuring length, height, slope, and distance to structures.

Threatened & Endangered Species (T&E) - Since all federal agencies grant programs require at least a programmatic environmental assessment that must consider potential impacts to federally and state-listed T&E plant and animal species, T&E information will be collected. Only those T&E species that have the potential to be impacted by the proposed project or that would still be impacted after project “controls”, based on physical site characteristics, will be targeted for field surveys.

Geotechnical Investigation – Up to 20 (0-5ft) hand augers soils samples will be taken throughout the site. Samples will be visually identified for general soil composition to aid in the design.

Section 106 Review - The National Historic Preservation Act of 1966 (NHPA) requires Federal agencies to take into account the effects of their undertakings on historic properties. The project will do a desktop review of the area and this will include a Michigan State Historic Preservation Office (SHPO) records review in person or through on-line request. A preliminary determination memo will be developed along with the supporting information and provided to EPA. Additionally based on this review consultation a Section 106 SHIPO Consultation application will be filled out and submitted to SHIPO on behalf of USEPA as a project with federal GLRI dollars. If based on the application response a survey or other more in-depth review is necessary, then the ARC will consult with EPA on next steps forward.

Deliverables: Wetland Summary, T&E Assessment Summary, and Section 106 Memo/SHIPO application

Task 3. Design/Permitting

This task will include development of construction design plans drawings and details, technical specifications, and construction cost estimating. Methods for site access and creation of the wetland hydrology/function will be developed.

During the design phase of the project, plans will be advanced to 60% design drawings with an estimated construction cost. With additional engineering, planning, design refinement/modifications, stakeholder collaboration, public feedback, the design drawings produced will be advanced to 95% design and the construction cost estimate updated for review. Final plans will be developed following the last review. The designs of each location will consider the technical needs as follows:

Wetland/Habitat Restoration - Designs will be developed to restore habitat to meet the appropriate wildlife habitat user needs. The restoration designs will include but are not limited to restoration/creation of wetlands and re-forestation at appropriate locations improvement of the health of by providing diverse native plant species. Hydrology and changing precipitation will be considered.

Stream Channel - Using an estimate of the channel forming discharge, the channel width, depth, and bank heights for the modified channel cross-section will be determined to produce desirable flow velocity, and sediment transport potential. Design details and cross-sections will be prepared. Connections to the stream from wetlands and point discharges (such as outfalls) and the stream connection to the road culvert (and subsequent discharge into the river) will be designed to reduce erosion.

Invasive Species Management - Invasive species drawings will be developed identifying the target species area and methods for treating them.

EGLE Joint Permit Applications – EGLE Permit application packages for Perrin Restoration will be completed, including all necessary attachments. Quantities of cuts and fills in wetlands and floodplains will be calculated from the design drawings and tabulated. Project partner meetings before permit submission which will allow for exchange of ideas, discussion of concepts and concerns culminating in the development of a prudent, feasible, and permittable project design upon completion. This process will help ensure that a permittable project is designed and will facilitate the permitting process.

Deliverables: EGLE Permit Application Package, Plans & Technical Specifications, and cost estimates

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable not-to-exceed Work Order is \$400,000.

ROUGE RIVER AOC HABITAT RESTORATION PERRIN PARK DESIGN			Task 1: QAPP/Reporting/ Administration/Public Outreach		Task 2: Preliminary Engineering & Field Investigation		Task 3: Design/ Permitting		Totals	
MERRIMAN HOLLOW										
	Rates	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	
Principal Staff	\$250	60	\$15,000	40	\$10,000	160	\$40,000	260	\$65,000	
Sr. Level Staff	\$185	40	\$7,400	80	\$14,800	300	\$55,500	420	\$77,700	
Mid-Level Staff	\$155	80	\$12,400	200	\$31,000	440	\$68,200	720	\$111,600	
Jr-Level Staff	\$115	80	\$9,200	120	\$13,800	480	\$55,200	680	\$78,200	
Project Coordinator	\$90	120	\$10,800	40	\$3,600	120	\$10,800	280	\$25,200	
Technician	\$85		\$0	120	\$10,200		\$0	120	\$10,200	
Labor Totals		380	\$54,800	600	\$83,400	1500	\$229,700	2480	\$367,900	
Expenses										
Vehicle and mileage			\$1,000		\$2,000		\$1,100		\$4,100	
Printing/Graphics			\$1,000				\$500		\$1,500	
Field Equipment					\$2,500				\$2,500	
Survey					\$15,000				\$15,000	
Geotech					\$7,500				\$7,500	
Permit Fees							\$1,500		\$1,500	
Expense Total			\$2,000		\$27,000		\$3,100		\$32,100	
TOTAL COST			\$ 56,800		\$ 110,400		\$ 232,800		\$ 400,000	

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than June 30, 2026 (or as extended by EPA).

Task 1. QAPP/Reporting & Administration/Public Outreach

- QAPP Development November - December 2024
- Grant Management Activities November 2024 – June 2026
- EAGL Reporting (Oct & April of each year) April 2025 – April 2026
- Health and Safety Hazard Assessment December 2024
- Public Outreach May 2025 – January 2026
- Final Report June 2026

Task 2. Preliminary Engineering and Field Investigation

- Topographic Survey February – March 2025
- Wetland Assessment May 2025
- Streambank Assessment May 2025
- Threatened & Endangered Species (T&E) January – March 2025
- Geotechnical Investigation March 2025
- Section 106 Review November 2025 – February 2026

Task 3. Design/Permitting

- 60% Design June – October 2025
- 90% Design November 2025 – March 2026
- EGLE Permit Application December 2025- February 2026
- EGLE Permit Received May 2026
- 95% Design Plans May 2026

- Technical Specifications

November 2025 – May 2026

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC. and its AFFILIATES

By



John O'Meara, P.E.

Its

Executive Vice President

Date

10/16/24

ALLIANCE OF ROUGE COMMUNITIES

By

Doug Moore

Title

Chair

Date

WORK ORDER No. 2020-5 (rev3 – October 2024)
EPA7 Rouge River AOC Habitat Restoration Implementation - Wayne County Parkland Grant

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2019 between Environmental Consulting & Technology, Inc., and its Affiliates (ECT Affiliates include Environmental Consulting & Technology of North Carolina, PLLC And ECT Engineering, LLC.), (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

The ARC has been given a grant for the ROUGE RIVER AOC HABITAT RESTORATION IMPLEMENTATION - WAYNE COUNTY PARKLAND from US EPA. The Catalog of Federal Domestic Assistance (CFDA) title is Great Lakes Program and the CFDA number is 66.469. The federal grant number is GL-00E02896.

Additional activities include extended vegetation monitoring and coordination with contractor at Bell, Lola and Riverview; extended grant administration

PARAGRAPH I--SCOPE OF SERVICES

ECT as ARC staff will be responsible for the following task summaries,

Task 1. Grant Reporting/Administration/Public Outreach – Overall Grant/Projects

- Grant Management Activities - Grant management services will be provided along with assurance that terms and conditions of the grant are being complied with.
- EAGL Reporting - The Environmental Accomplishments in the Great Lakes (EAGL) semi-annual reporting will be prepared and submitted.
- Health and Safety Hazard Assessment – A site specific safety hazard assessment will be developed for the project. Potential hazards will be identified, and steps will be outlined to reduce risk to employees and visitors to the site.
- QAPP Development - In accordance with federal requirements all environmental measurements undertaken in support of this project will be required to be conducted under a formal quality management protocol. A project specific QAPP will be prepared and submitted for review and approval prior to beginning any data collection activities.
- Coordinate with Partners –Coordination between partners and stakeholders in the project will be provided. Throughout the process, active participation will be fostered among the stakeholders.
- Public Outreach –Post information related to the project on the ARC web site. Informational flyers will be distributed to interested organizations and the public at large.
- Final Report – A comprehensive final report summarizing all the completed activities will be prepared in draft form and submitted for review. Comments received will be incorporated into a final version for submittal.

Deliverables: Semi- Annual Reporting, QAPP, Final Report

Task 2. Construction Contractor Selection

The contractor bidding processes will be administered, including issuing the bid package, and selection of the construction contractor. The sites will most likely be bundled into groups for bidding and contractor selection. At this time, it is anticipated that the bidding packages would be Lower Rouge and Sherwood, Bell and Lola, and Riverview. This task will include the following subtasks to aid the in the procurement of a qualified contractor for each construction project.

- Prepare a Pre-Bid Meeting agenda;
- Prepare for a Pre-Bid Meeting, to include a site field trip;
- Respond to questions for clarification on the contract documents;

- Prepare, as needed, Addendum for the bid process;
- Review/analysis of Contractor's bids;
- Budget vs. Bid analysis and site recommendations

Deliverables: Construction Contractor Contracts

Task 3. Construction Oversight

Field Engineering Oversight Services

This will include all functions and activities necessary to provide the oversight necessary so that all materials provided, and work performed is in conformance with the project plans and specifications. The functions and activities of this task include those typically associated with a project of this nature, including:

- Prepare for and conduct a Pre-Construction site inspection and meeting;
- Respond to inquiries and /or requests for information;
- Attend construction site meetings;
- Review and approve shop drawings and submittals;
- Assist in resolution of issues that arise during construction of the project;
- Provide on-site oversight at intervals appropriate to the various stages of construction in order to observe the contractor's activities to verify that the progress and quality of the project is being constructed in conformance with the project plans and specifications;
- Verify that the contractor uses equipment and methods approved in or specified by the contract;
- Inspect materials to be used in the work, verifying they meet the project specifications;
- Verify that the contractor complies with all contract requirements related to the protection of utilities, property, and the environment;
- Verify that the contractor complies with all permit requirements as they pertain;
- Provide design engineering, specification, and design drawing development when changes or modifications to the project plans are necessary; and
- Conduct site walks with the Contractor to develop the project "punch list" and for updating of those items;
- Conduct an inspection to determine if the work is substantially complete for acceptance as it relates to the contract documents and time.
- ***Extended vegetation monitoring and coordination with contractor on replacements at Sherwood, Bell, Lola, Riverview***
- Coordination with WC Parks and site habitat analysis & redesign for park amenity considerations, contractor coordination on new layouts, update of vegetation installation plan

Administration Oversight Services

Project, installation, and assembly administration tasks typically associated with a project of this nature, included:

- Review proposals/claims and make recommendations related to contract modifications, extra work, extra compensation, and/or extensions of contract time;
- Process and maintain records for contract modifications and/or work order;
- Review and approve or make recommendations on Contractor construction estimates;
- Track and maintain status of miscellaneous submittals and Requests for information;
- ***Extended review and balance all pay item quantities;***
- Provide complete project documentation and files, specifically as they relate to meeting minutes, submittals, contract modifications, work orders, test reports, and interim progress estimates; and
- Review Contractor's final submission of "as-builts" plans for compliance with the specifications and the work complete.
- Extended coordination with FOTR on Lower Rouge Reforestation

- Development of “long term” monitoring and maintenance plan for sites

Deliverables: Field notes and field meeting minutes, “long term” monitoring and maintenance plan

PARAGRAPH II--COMPENSATION

The maximum cost of this Cost Reimbursable not-to-exceed Work Order is increased by \$40,000 from \$798,250 to \$838,250. All costs are 100% reimbursable by the grant.

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than June 30, 2025 or as extended by EPA.

Rouge River AOC Implementation - Wayne County Parkland Environmental Consulting & Technology, Inc.		Lower Rouge Restoration		Sherwood Restoration		Bell Creek Restoration		Lola Valley Restoration		Riverview Restoration		Totals	
	Rates	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Principal Staff	\$210	40	\$8,400	60	\$12,600	60	\$12,600	60	\$12,600	260	\$54,600	480	\$100,800
Sr. Level Staff	\$180	144	\$25,920	250	\$45,000	250	\$45,000	250	\$45,000	506	\$91,080	1400	\$252,000
Mid-Level Staff	\$145	175	\$25,375	75	\$10,875	90	\$13,050	90	\$13,050	500	\$72,500	930	\$134,850
Jr-Level Staff	\$105	166	\$17,430	380	\$39,900	428	\$44,940	428	\$44,940	1318	\$138,390	2720	\$285,600
Project Coordinator	\$95	40	\$3,800	40	\$3,800	40	\$3,800	40	\$3,800	72	\$6,840	232	\$22,040
Administrative Support	\$60	40	\$2,400	60	\$3,600	65	\$3,900	65	\$3,900	100	\$6,000	330	\$19,800
Labor Totals		605	\$83,325	865	\$115,775	933	\$123,290	933	\$123,290	2756	\$369,410	6092	\$815,090
Expenses													
Vehicle and mileage			\$1,000		\$3,200		\$3,200		\$3,200		\$8,090		\$18,690
GPS			\$320		\$400		\$400		\$400		\$400		\$1,920
Graphics			\$300		\$600		\$550		\$550		\$550		\$2,550
													\$0
Expense Total			\$1,620		\$4,200		\$4,150		\$4,150		\$9,040		\$23,160
TOTAL COST			\$ 84,945		\$ 119,975		\$ 127,440		\$ 127,440		\$ 378,450		\$ 838,250
TOTAL COST - Grant Revision 1			\$79,995		\$109,995		\$110,005		\$110,005		\$221,840		\$631,840
Engineering Revision Addition Feb 2024			\$ 4,950		\$ 9,980		\$ 14,435		\$ 14,435		\$ 122,610		\$ 166,410
Engineering Revision Addition Oct 2024							\$ 3,000		\$ 3,000		\$ 34,000		\$ 40,000

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC. and its AFFILIATES

By



John O'Meara, P.E.

Its

Vice President

Date

10/17/2024

ALLIANCE OF ROUGE COMMUNITIES

By

Doug Moore

Title

Chair

Date

CHANGE ORDER

Page 1

No. 01

DATE OF ISSUANCE 10/17/24

EFFECTIVE DATE 10/17/24

Owner: Alliance of Rouge Communities
 Contractor: Anglin Civil, LLC
 Engineer: Environmental Consulting & Technology, Inc.

Project: Rouge River AOC Habitat Restoration – Riverview Park Levan Knoll
 Focus: Wayne County Parks (WCP) Riverview

Make the following changes in the Contract Documents:**Background**

Currently there is \$90,410 unallocated grant funds available in the EPA: Rouge River AOC Habitat Restoration Implementation Wayne County Parkland (GL - 00E02896). These funds will be used for additional habitat work as needed.

Cost

The total contract amount currently is \$4,162,683. The ARC habitat portion being \$1,787,415 and the Wayne County Parks amenities portion being \$2,375,268. With the addition funds under the habitat work of \$90,410 the total contract amount would be \$4,253,093. With the ARC habitat portion being \$1,877,825 and the Wayne County Parks amenities portion being \$2,375,268.

These additional funds will be added to Line Item 40 – Unforeseen and increase the balance on that line item from \$1,783.68 to \$92,193.68

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$2,683,390
\$1,787,415 (Habitat) \$895,975 (WCP Amenities)
Net increase (decrease) from previous Change Orders \$1,479,293
Contract Price prior to this Change Order: \$4,162,683
\$1,787,415 (Habitat) \$2,375,268 (WCP Amenities)

CHANGE IN CONTRACT TIMES:
Original Contract Times:
Habitat Substantial Completion: December 15, 2023
Habitat Intermediate Completion: June 1, 2024
Habitat Final Completion: October 15, 2024
Amenity Substantial Completion: June 15, 2024
Amenity Final Completion: August 15, 2024
Net change from previous Change Orders:
Habitat Substantial Completion: December 15, 2023
Habitat Intermediate Completion: June 1, 2024
Habitat Final Completion: October 15, 2024
Amenity Substantial Completion: October 1, 2024
Amenity Final Completion: December 31, 2024
Contract Times prior to this Change Order:
Habitat Substantial Completion: December 15, 2023
Habitat Intermediate Completion: June 1, 2024
Habitat Final Completion: October 15, 2024
Amenity Substantial Completion: June 15, 2024
Amenity Final Completion: August 15, 2024

CHANGE ORDER

Page 2

No. 01

Net increase (decrease) of this Change Order: \$90,410 \$90,410 (Habitat) \$-0- (WCP Amenities)
Contract Price with all approved Change Orders: \$4,253,093 Total \$1,877,825 (Habitat) \$2,375,268 (WCP Amenities)

Net increase (decrease) this Change Order: Habitat Substantial Completion: December 15, 2023 Habitat Intermediate Completion: November 15, 2024 Habitat Final Completion: June 30, 2025 Amenity Substantial Completion: October 1, 2024 Amenity Final Completion: May 15, 2025
Net increase (decrease) this Change Order: Habitat Substantial Completion: December 15, 2023 Habitat Intermediate Completion: November 15, 2024 Habitat Final Completion: June 30, 2025 Amenity Substantial Completion: October 1, 2024 Amenity Final Completion: May 15, 2025

ACCEPTED BY: 
Anglin Civil, LLC

DATE: 10/18/24

APPROVED BY: 
Environmental Consulting & Technology, Inc.
(as agent for Alliance of Rouge Communities)

DATE: 10/17/24

APPROVED BY: 
Wayne County Parks (property owner)

DATE: 10/21/24

APPROVED BY: _____
Alliance of Rouge Communities

DATE: _____



**General Services
Department**

General Services Department
115 Erskine
Detroit, Michigan 48201

Phone 313•224•1100
Fax 313•224•1860
www.detroitmi.gov/gsd

September 12, 2024

Doug Moore – Chairperson
Bob Belair – Grants Representative
Brandy Siedlaczek – Past Chair

Alliance of Rouge Communities
46036 Michigan Ave., Suite 126
Canton, Michigan 48188
Sent Via email

RE : Rouge River AOC Habitat Restoration – Patton Park

Dear ARC Leadership :

The City of Detroit requests that the Alliance of Rouge Communities (ARC) serve as the fiduciary and grant administrator for a potential EPA grant to design habitat restoration at Patton Park. Although the City's status as a Combined Sewer System area prevents us from becoming official ARC members, we value our collaborative efforts toward the betterment of Southeast Michigan. ARC's positive relationships with local residents, proven expertise in habitat restoration, and successful track record with EPA grants in the Rouge Watershed make it the ideal choice to lead this project, particularly given the City's limited resources.

The City will work with the ARC on information, access, and other site needs for the development of the project design once the grant has been received by the ARC. The City also understand that the ARC has no internal funds to complete this work, therefore all work done as part of the Grant will need to be paid for by the grant itself.

We have provided a brief summary of the intended project in Patton Park below:

The Patton Park Restoration Project is a Rouge Area of Concern (AOC) listed project. As such the restoration at Patton Park will have a significant impact on the removal of the BUIs for the watershed. The Patton Park Wetland Restoration project will result in 7 acres of Wetland/Wet Meadow/Prairie restoration and creation. This will result in enhancement of woodland, prairie, and wetland transition zones to reconnect habitats and broaden wildlife corridors. And as a result, improve habitat conditions for wildlife, particularly herpetofauna, aquatic macroinvertebrates, and pollinators.

**General Services
Department**

General Services Department
115 Erskine
Detroit, Michigan 48201

Phone 313•224•1100
Fax 313•224•1860
www.detroitmi.gov/gsd

Should the ARC have any questions or want to discuss this request further please reach out to the undersigned. The City of Detroit appreciates the ARC's leadership in restoring the Rouge River Watershed and for its consideration of this request.

Sincerely,

Crystal Perkins

Crystal Perkins
Director – General Services Department

ARC 8 YEAR PLAN PROJECTION FOR OPERATIONAL AND PERMIT SERVICES

Draft: 10/25/24

Cash Flow

	2024	2025	2026	2027	2028	2029	2030	2031	
Balance Rollover Estimate	\$ 366,145	\$ 143,458	\$ 79,265	\$ 54,890	\$ 25,765	\$ 4,309	\$ 50,499	\$ 14,969	
ARC Recommended Dues (2024 as budgeted/2025 4%/5% after)	\$ 357,420	\$ 371,717	\$ 390,303	\$ 409,818	\$ 430,309	\$ 451,824	\$ 474,415	\$ 498,136	
(ARC Dues 20% increase in 2018 then held at 2% through 2024)									
ERB Funding	\$ -	\$ 133,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Estimated Funds Available	\$ 723,565	\$ 648,175	\$ 489,567	\$ 464,708	\$ 456,074	\$ 456,134	\$ 524,914	\$ 513,105	
Operations and Permit Budget Costs	\$ 580,107	\$ 568,910	\$ 434,677	\$ 438,943	\$ 451,765	\$ 405,635	\$ 509,945	\$ 509,847	\$ 3,899,827
Year End Balance	\$ 143,458	\$ 79,265	\$ 54,890	\$ 25,765	\$ 4,309	\$ 50,499	\$ 14,969	\$ 3,259	

Annual Operations and Permit Services										
		2024	2025	2026	2027	2028	2029	2030	2031	Entity
Organization Committee					3.5%		3%		3%	
ED1	Executive Director Operational Services	\$ 151,050	\$ 131,050	\$ 131,050	\$ 145,637	\$ 145,637	\$ 150,006	\$ 150,006	\$ 154,506	ED
	ARC Operations - Direct Expenses (web, po box, business fees)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	ARC
Organization Committee Total		\$ 153,050	\$ 133,050	\$ 133,050	\$ 147,637	\$ 147,637	\$ 152,006	\$ 152,006	\$ 156,506	
Finance Committee										
FC1	Accounting/Legal Services	\$ 22,500	\$ 22,500	\$ 23,000	\$ 23,000	\$ 25,500	\$ 25,500	\$ 27,000	\$ 27,000	ARC
FC2	ARC Insurance	\$ 1,105	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	ARC
Finance Committee Total		\$ 23,605	\$ 23,700	\$ 24,200	\$ 24,200	\$ 26,700	\$ 26,700	\$ 28,200	\$ 28,200	
ARC Operational Services Total		\$ 176,655	\$ 156,750	\$ 157,250	\$ 171,837	\$ 174,337	\$ 178,706	\$ 180,206	\$ 184,706	
Public Education and Involvement Committee					3.5%		3%		3%	
PIE1	Collaborative PEP/PPP Annual permit activities									
	ED Professional Services	\$ 34,840	\$ 34,840	\$ 34,840	\$ 36,059	\$ 36,059	\$ 37,141	\$ 37,141	\$ 38,255	ED
	FOTR Watershed Monitoring	\$ 10,000								FOTR
	SEMCOG One Water Campaign	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	SEMCOG
	Printing	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	ARC
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activities									
	ED Professional Services	\$ 7,665	\$ 17,160	\$ 11,040	\$ 15,895	\$ 12,545	\$ 12,545	\$ 12,545	\$ 12,545	ED
	Printing	\$ -	\$ 1,160	\$ 500	\$ 1,160	\$ 500	\$ 2,000	\$ 500	\$ 2,000	ARC
	Facebook boosts	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	ARC
PIE Committee Total		\$ 65,655	\$ 66,310	\$ 59,530	\$ 66,264	\$ 62,254	\$ 64,836	\$ 63,336	\$ 65,950	
Technical Committee					3.5%		3%		3%	
TC1	Collaborative IDEP/TMDL annual permit activities									
	ED Professional Services	\$ 97,750	\$ 72,750	\$ 72,750	\$ 75,296	\$ 75,296	\$ 77,555	\$ 77,555	\$ 79,882	ED
TC2	Collaborative IDEP 5yr permit cycle activities									
	Biennial Progress Reporting	\$ 13,847	\$ -	\$ 13,847	\$ -	\$ 14,332	\$ -	\$ 14,762	\$ -	ED
	IDEP Dry Weather Screening	\$ 44,200	\$ 58,100	\$ 69,300	\$ 82,076	\$ 82,076	\$ 84,538	\$ 84,538	\$ 87,074	ED
		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	ED
TC3	Collaborative TMDL 5yr permit cycle activities									
	TMDL Wet Weather Screening	\$ -	\$ 42,000	\$ 42,000	\$ 43,470	\$ 43,470	\$ -	\$ 89,548	\$ 92,234	ED
		\$ -	\$ -	\$ -	\$ -					ED
		\$ -	\$ -	\$ -	\$ -					ED
TC4	ERB Monitoring & Municipal Training									
	ED Professional Services	\$ 182,000	\$ 173,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	ED
Technical Committee Total		\$ 337,797	\$ 345,850	\$ 217,897	\$ 200,842	\$ 215,173	\$ 162,093	\$ 266,402	\$ 259,190	
Total Amount Requested by All Committees		\$ 580,107	\$ 568,910	\$ 434,677	\$ 438,943	\$ 451,765	\$ 405,635	\$ 509,945	\$ 509,847	\$ 3,899,827

**Alliance of Rouge Communities
DRAFT 2025 Budget**

ORIGINALLY APPROVED:
AMENDMENTS:

2025 Anticipated Dues from Communities \$371,717
Erb Funds Expected in 2025 for ARC Activities \$133,000
Rollover funds from 2024 including rollover Erb funds (estimated) \$143,458
Total ARC Funds Available \$648,175

2025 ARC Activities Budgeted \$568,910
2025 estimated balance (estimated 2026 rollover) \$79,265

TOTAL 2025 ARC FUNDING \$648,175
TOTAL 2025 OUTSIDE FUNDING \$5,083,961
TOTAL 2025 FUNDING \$5,732,136
TOTAL 2025 ACTIVITY COST (Committee & Grants) \$5,652,871

TOTAL 2025 ESTIMATED BALANCE (ALL SOURCES) \$79,265

Proposed ARC Budget Items		Activity Cost	ARC Dues	Funding Source					Other Source/Match	"Provider" Using Budget (1)
Organization Committee										
OC1	Executive Director Operational Services									
	101-Program	\$ 61,595	\$ 61,595						ED	
	102-Management	\$ 69,455	\$ 69,455						ED	
	103-Fundraising	\$ -	\$ -						ED	
	EGLF Permit Negotiations	\$ -	\$ -							
	ARC Operations - Direct Expenses	\$ 2,000	\$ 2,000						ARC	
Organization Committee Total		\$ 133,050	\$ 133,050							
Finance Committee										
FC1	Accounting/Legal Services	\$ 22,500	\$ 22,500						Outside vendor	
FC2	ARC Insurance	\$ 1,200	\$ 1,200						Outside vendor	
Finance Committee Total		\$ 23,700	\$ 23,700							
ARC Operational Services Total		\$ 156,750	\$ 156,750							
Public Education and Involvement Committee										
PIE1	Collaborative PEP/PPP Annual permit activities	\$ 34,840	\$ 34,840						ED	
	Printing & One Water Campaign	\$ 13,000	\$ 13,000						ARC/SEMCOG	
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 17,160	\$ 17,160						ED	
	Permit Cycle Support	\$ 1,310	\$ 1,310						ARC	
PIE3	Media Support	\$ -	\$ -						ED	
PIE Committee Total		\$ 66,310	\$ 66,310					\$ -		
Technical Committee										
TC1	Collaborative IDEP/TMDL annual permit activities	\$ 72,750	\$ 72,750						ED	
TC2	IDEP Permit Cycle Activities	\$ 58,100	\$ 58,100						ED	
	IDEP Biennial Progress Reporting									
	IDEP Dry Weather Screening									
TC3	Permit Cycle TMDL Activities	\$ 42,000	\$ 42,000							
	TMDL Wet Weather Screening									
TC4	Erb Monitoring & Municipal Training	\$ 173,000	\$ -					\$173,000	ED	
Technical Committee Total		\$ 345,850	\$ 172,850	\$ -	\$ -	\$ -	\$ -	\$ 173,000		
Total Amount Requested by All Committees		\$ 568,910	\$ 395,910	\$ -	\$ -	\$ -	\$ -	\$ 173,000	Erb	
Grants (2)		Activity Cost	ARC Match Dues	SPAC or State	USFS	EPA	Wayne County	Other Source/Match	Outside Funding	
EPA7	Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/24 (total award \$5,116,363)	\$900,000	\$0			\$900,000				
FS4	USDA FS Reducing Runoff in the Rouge River AOC thru 5/30/25 (total award \$261,780 & inkind match \$65,445)	\$29,961	\$0		\$25,961			\$4,000	FOTR volunteer match	
EPA10	Rouge River AOC Habitat Restoration – Wilcox/Phoenix Habitat Implementation thru 12/31/26 (total award \$5,008,595)	\$1,000,000	\$0			\$1,000,000				
EPA11	Rouge River AOC Habitat Restoration – LTU wetland Habitat Implementation (total award \$810,000)	\$75,000	\$0			\$75,000				
EPA12	Rouge River AOC Habitat Restoration - Merriman Hollow Design thru 4/30/25	\$75,000	\$0			\$75,000				
EPA13	Rouge River AOC Habitat Restoration - Wallaceville Design thru 4/30/25	\$45,000	\$0			\$45,000				
SPAC12	PAC Support RRAC Facilitation & Monitoring thru 12/31/25 (total award \$154,500)	\$19,000	\$0	\$19,000						
EPA14	Rouge River AOC-Inkster Park EJ Design thru 2/28/25 (total award \$797,648)	\$720,000	\$0			\$720,000				
EPA15	Rouge River AOC - Inkster Implementation thru 12/31/27 (total award \$3,500,000)	\$1,000,000	\$0			\$1,000,000				
EPA16	Rouge River AOC - Perrin Design thru 6/30/26 (total award \$400,000)	\$300,000	\$0			\$300,000				
606673	WC Parks Amenities-Wilcox - PO# 22470570	\$180,000	\$0				\$180,000			
606672	WC Parks Amenities-Riverview - PO# 22470570	\$700,000	\$0				\$700,000			
606665	WC Parks Amenities-Colonial - PO# 22381604	\$20,000	\$0				\$20,000			
606666	WC Parks Amenities-Venoy - PO#22381604	\$20,000	\$0				\$20,000			
Total Other Grants:		\$5,083,961	\$0	\$19,000	\$25,961	\$4,115,000	\$920,000	\$4,000		
TOTAL OUTSIDE FUNDING				\$19,000	\$25,961	\$4,115,000	\$920,000	\$4,000	\$5,083,961	

TOTAL ARC DUES AVAILABLE

\$648,175

TOTAL ACTIVITIES BUDGETED

\$568,910

Available Unallocated ARC Budget (total income minus total ARC Dues budget)

\$ 79,265

Notes

(1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County, SEMCOG.

(2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

DRAFT 2025 WORKPLAN RECOMMENDATION

REQUEST DATE: October 14, 2024

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

BACKGROUND: The ARC hired, through a public RFQ process, Environmental Consulting & Technology, Inc. (ECT) in November 2023, to provide Executive Director and Operational & Technical Support Services to the ARC for an 8-year period beginning in 2024.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services. The duties for 2025 are summarized below (see Work Order for complete list of activities):

Executive Director Annual Services

- **101 – Program: Meeting and Technical Support** – ARC staff will attend, prepare for, and facilitate meetings of the Full ARC (2), Executive Committee (up to 4), Finance Committee (2), and 1 meeting for other committees as needed (organization, nominating etc.). This task includes the day-to-day ARC activities with staff, consultants and contractors, response to FOIA requests and activities to meet the Open Meetings Act requirements. This task includes communication with ARC members, preparing the 2023 ARC Annual Report, market non-ARC member communities, coordinating activities with cooperating partners and RRAC, and maintain storage of ARC records.

ARC staff will also promote the ARC as an advocate for the Rouge River Watershed and foster external relationships with other agencies, organizations, and individuals. ARC staff will provide review/recommendations as necessary on various topics and serve on agency boards to promote the ARC. ARC Staff will coordinate presentations and activities with other watershed groups. ARC staff will respond to outside data/information requests. ARC staff will act as the primary liaison to state and federal agencies. ARC staff will staff the ARC booth at member community events and serve as primary liaison to all members and cooperating partners assisting with member questions and requests for information (general & technical). ARC staff will host the ARC's phone number and work with member communities to respond to citizen requests/concerns and conduct member surveys as necessary. ARC staff will also provide formal and informal interaction with government officials and provide technical support as requested.

- **102 – Management: Administration and Financial Services** –This task includes the following:
 - Maintaining the ARC's accounting using Quickbooks to track payables and receivables and conducting all procedures associated with the ARC Accounting Procedures Manual.
 - Work with an outside accountant to prepare the ARC's taxes and audit annually.
 - Administration of subcontractors.
 - Maintain/develop/review contracts and IAAs as necessary.
 - Update or prepare policies/procedures, bylaws, and strategic plan as necessary,
 - Annual budget preparations.

- **103 – Fundraising: Grant Procurement Services** – Executive Director Staff will monitor, research, and prepare grant applications pro bono. Staff will maintain the ARC’s logins and eligibility status under various agencies. Upon grant awards staff will conduct discussions with granting agencies and review grant awards and secure signatures.

ARC Operational Direct Expenses – This includes web hosting fees, business license fees and the ARC’s mailbox fee.

RATIONALE: The ARC needs an executive director to manage its day-to-day activities and finances.

BUDGET: The estimated budget for this task is \$133,050 as shown below.

Item	Budget	Responsible Party
101 – Program: Meeting and Technical Support	\$61,595	ED
102 – Management: Administration and Financial Services	\$69,455	ED
103 – Fundraising: Grant Procurement Services	\$0	ED
ARC Operational Direct Expenses	\$2,000	ARC
Total	\$133,050.00	

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will report to the ARC Chair.



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

DRAFT 2025 RECOMMENDED WORKPLAN

REQUEST DATE: October 23, 2024

LINE ITEM: FC2 - ARC Insurance

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: In previous years, the ARC approved an insurance contract for liability insurance coverage for its directors and officers. This request is a continuation of the same policy coverage as in previous years.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The insurance is needed to protect the directors and officers (and any other ARC member) against claims filed against them as executives of the organization.

RATIONALE (including why needed): The ARC Bylaws require that the ARC have insurance.

BUDGET (including how the amount requested was established): ARC Staff anticipate the cost to be similar to the 2024 insurance cost of \$1,105. The actual 2025 cost is anticipated to be received before the end of the year. ARC staff is recommending a budget of \$1,200 for 2025.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2025.



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

DRAFT 2025 RECOMMENDED WORKPLAN

REQUEST DATE: October 14, 2024

LINE ITEM: FC1 – Accounting and Legal Services

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The Alliance of Rouge Communities began budgeting for legal and accounting fees in 2010. In 2011 the ARC was designated by the IRS as a 501(c)(3) organization. Because of the federal grants received, the ARC is required to provide a Single Audit if the ARC receives more than \$1,000,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

DESCRIPTION OF ANTICIPATED ACTIVITIES: These funds will be used for the preparation of the taxes, preparation of the financial report and the anticipation of needing a Single Audit. These funds would also cover any legal issues that may arise related to the ARC.

RATIONALE: The budget allocation would cover the costs incurred by a law firm and accounting firm.

BUDGET: \$22,500 (legal - \$1,000, accounting - \$21,500). This budget item will be paid with 100% ARC dues.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Finance Committee will oversee this task on behalf of the Finance Committee. The ARC Executive Director staff will work with the law firm and accounting firm.



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ALLIANCE OF ROUGE COMMUNITIES

FINANCE COMMITTEE

DRAFT 2025 RECOMMENDED WORKPLAN

REQUEST DATE: October 10, 2024

LINE ITEM: PIE1, PIE2 & PIE3

COMMITTEE MAKING REQUEST: PIE Committee

BACKGROUND: This request supports the implementation of the Collaborative Plans for Public Education (PEP) and Public Participation (PPP) that were submitted to the Michigan Department of Environment, Great Lakes and Energy (EGLE) in 2023. These plans directly support the stormwater permitting requirements for the ARC members listed in Table 1.

Table 1. ARC Members Participating in the Collaborative PEP Plan

COMMUNITIES		
Beverly Hills, Village of	Franklin, Village of	Orchard Lake Village
Bingham Farms, Village of	Garden City, City of	Plymouth, City of
Birmingham, City of	Inkster, City of	Plymouth Township
Bloomfield Hills, City of	Lathrup Village, City of	Redford Township
Bloomfield Township	Livonia, City of	Southfield, City of
Canton Township	Melvindale, City of	Troy, City of
Dearborn Heights, City of	Northville, City of	Walled Lake, City of
Farmington, City of	Northville Township	Wayne, City of
Farmington Hills, City of	Novi, City of	West Bloomfield Township
	Oak Park, City of	Westland, City of
COUNTIES	SCHOOLS	OTHER
Oakland County*	Henry Ford College	Willow Run Airport (Wayne County Airport Authority)
Wayne County	Schoolcraft College	
Washtenaw County*	University of Michigan – Dearborn*	

**Participating but this plan is not part of their pending permit application*

DESCRIPTION OF ANTICIPATED ACTIVITIES

PIE1 – 2025 ANNUAL PERMIT ACTIVITIES

BMP0 – PIE Committee Support and PPP (ARC Staff)

This task will include holding up to 2 PIE Committee meetings if necessary. ARC Staff will provide meeting facilitation, agendas and handouts. ARC Staff will also report on topics of interest to the PIE Committee throughout the year and will develop budget recommendations and provide supporting documentation. This task includes documentation of public comments on the Collaborative Plans and will promote the Plans on the ARC website and Facebook. ARC Staff will also participate in regional partnership activities on behalf of the ARC members. ARC Staff will prepare the annual report information for ARC Members and the permit progress report.

BMP1 – Design/Distribute Materials (ARC Staff, ARC Direct, SEMCOG)

ARC Staff will create at least 24 Facebook posts and boost 2 on topics detailed in the Collaborative PEP annually and document social media statistics. ARC Staff will distribute public education materials to ARC members to display at their facilities. This task will also include copies of print materials and purchase of giveaways like the pet waste containers and fertilizer clips. This includes participation in the One Water Public Education Campaign being led by SEMCOG and GLWA. ARC Staff will track distribution of materials and views on ARC website and Facebook.

BMP2 – Articles/Ad Graphics (ARC Staff)

ARC Staff, with PIE Committee oversight, will distribute existing and create 1 new article and 1 new ad graphic on topics detailed in the Collaborative PEP for use by ARC Members in their community newsletters, website and social media. Staff will develop strategies to increase the ARC visitors to the website and Facebook.

BMP3 – Displays & Posters (ARC Staff)

ARC Staff will distribute posters to community organizations like schools, recreation centers and libraries.

ARC Staff will rotate the ARC displays at 24 ARC member community's facilities or events. ARC Staff will work with Members to make sure they host a static display at least 5 times during the permit cycle and distribute the coordinating brochures/materials while hosting the displays.

BMP4 – Promote Hotlines and Educate on IDEP (ARC Staff)

ARC Staff will boost 2 Facebook posts to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the Rouge River through distributing 500 materials and on the ARC's website and Facebook.

BMP7 – Promote and Support Volunteer Activities (ARC Staff)

ARC Members will assist in planning and coordinating volunteer activities when appropriate and promote and/or host volunteer activities. ARC staff will promote volunteer activities on the ARC website and Facebook page.

BMP8 – Promote and Support Volunteer Monitoring Activities within the Rouge River Watershed (ARC Staff)

ARC Members will assist in planning and coordinating monitoring activities when appropriate and promote and/or host monitoring activities. ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC's website and Facebook.

PIE2 –2025 PERMIT CYCLE ACTIVITIES**BMP0 – PIE Committee Support (ARC Staff)**

ARC Staff will survey members regarding any local public notice requirements and meet them as appropriate. ARC Staff will invite the public to participate in the implementation and review of the permit which will include advertising it on Facebook and ARC member and partner websites. ARC Staff will conduct a public awareness survey to determine the overall effectiveness of the ARC's Collaborative PEP and prepare a report.

BMP1 – Design/Distribute Materials (ARC Staff, ARC Direct)

ARC Staff will poll Members and create 1 new brochure to educate contractors likely to contribute pollutants to stormwater runoff.

BMP3 – Displays & Posters (ARC Staff)

ARC Staff will poll Members on a topic and design 1 new static display.

BMP5 – Distribution of Homeowners Education Materials (ARC Staff)

ARC Staff will distribute 500 homeowner education materials to ARC member communities and organizations.

BMP6 – Workshops & Presentations (ARC Staff)

ARC Staff will coordinate with community organizations (Rotary Clubs, Kiwanis Clubs, high school clubs, etc.) to present the ARC's stewardship workshop at 1 event.

PIE3 - 2025 MEDIA SUPPORT

Continued from the 2024 budget Near Perfect Media will be used to promote ARC activities, events and restoration projects through TV coverage and news/magazine articles benefiting the ARC's mission and all the ARC member communities. Anticipated tasks include:

- Federal representative tour coverage
- Restoration project opening events with member communities
- Great Lakes Restoration Celebration media coverage
- ARC member collaborative successes
- ARC restoration projects
- Awards for ARC activities and projects

RATIONALE: These actions will fulfill those best management practices (BMPs) identified in the ARC Collaborative PEP/PPP.

BUDGET: The total budget for this workplan is \$66,310.00 as outlined below. Detail on ARC Staff's budget can be found in the Executive Director's contract.

2025 Budget Allocation

TASK	RESPONSIBLE PARTY	BUDGET
<i>PIE1: 2025 Annual Activities</i>		
BMP 0. Facilitation/Reporting BMP 1. Design/Distribute Materials BMP 2. Articles/Ad Graphics BMP 3. Displays & Posters BMP 4. IDEP Hot Lines BMP 7. Promote Volunteer Activities BMP 8. Promote Volunteer Monitoring	ARC Staff	\$34,840
BMP 1. Design/Distribute Materials	ARC Direct	\$8,000
BMP 1. Design/Distribute Materials	SEMCOG	\$5,000
<i>Sub-total PIE1</i>		<i>\$47,840.00</i>
<i>PIE2: 2025 Permit Cycle Activities</i>		
BMP 0. Facilitation/Reporting BMP 1. Design/distribute Materials BMP 3. Displays & Posters BMP 5. Homeowners Brochure BMP 6. Workshops & Presentations	ARC Staff	\$17,160
BMP 1. Design/Distribute Materials	ARC Direct	\$1,310
<i>Sub-total PIE2</i>		<i>\$18,470.00</i>
<i>PIE3: 2025 Media Support</i>	Near Perfect	<i>\$0*</i>
TOTAL 2025 PIE Budget		\$66,310.00

**Retainer was included in 2023 budget*

Person/Agency Responsible for Implementation

The responsible parties for each task are listed above. The Chair of the Public Involvement and Education Committee will oversee ARC Staff efforts and ARC Staff will oversee the SEMCOG and Near Perfect efforts.



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

DRAFT 2025 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: October 21, 2024

LINE ITEM: TC1, TC2, TC3 and TC4– Collaborative IDEP Plan Permit Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: This request supports the implementation of the Collaborative IDEP Plan that is pending approval by Michigan Department of Environment, Great Lakes and Energy (EGLE). Due to this plan's similarities to the previous collaborative plan, which was approved by EGLE and preliminary discussions with EGLE, we are proposing to move forward with implementing it as outlined. The plan directly supports the stormwater permitting requirements for the ARC members listed in Table 1.

Table 1. ARC Members Participating in the Collaborative IDEP Plan

COMMUNITIES		
Beverly Hills, Village of	Franklin, Village of	Oak Park, City of
Bingham Farms, Village of	Garden City, City of	Plymouth, City of
Birmingham, City of	Inkster, City of	Plymouth Township
Bloomfield Hills, City of	Lathrup Village, City of	Redford Township
Bloomfield Township	Livonia, City of	Southfield, City of
Canton Township	Melvindale, City of	Troy, City of
Dearborn Heights, City of	Northville, City of	Walled Lake, City of
Farmington, City of	Northville Township	Wayne, City of
Farmington Hills, City of	Novi, City of	West Bloomfield Township
		Westland, City of
COUNTIES	SCHOOLS	OTHER
Oakland County	Henry Ford College	Wayne County Airport Authority – Willow Run
Wayne County		

TC1: Collaborative IDEP/TMDL Annual Permit Activities

The Collaborative IDEP Plan elements to be addressed in this budget request are as follows:

- IDEP #1. Updating GIS maps
- IDEP #3. Investigations
- IDEP #4. IDEP Training
- IDEP #5. Pollution Complaint Tracking
- IDEP #6. IDEP Work Group/Technical Committee

DESCRIPTION OF ANTICIPATED ACTIVITIES:

IDEP #0. Meetings and Facilitation. Executive Director (ED) staff will

- Conduct up to two Technical Committee meetings including preparation of agenda and handouts; meeting facilitation; and the distribution of meeting summaries including recommendations for the Executive Committee.

- Develop budget recommendations for the following year's budget and provide supporting documentation.
- Survey members on various topics as necessary including the identification of additional priority areas; and
- Report on topics of interest to the Technical Committee throughout the year.

EGLE Permit Negotiations

- Assist with EGLE Permit negotiations
- Revise IDEP and TMDL Collaborative Action Plans pursuant to EGLE negotiations and 8-year ARC budget.

IDEP #1. Updating GIS Maps. Request updated storm sewer system GIS data from the permittees and update watershed-wide storm sewer system GIS database within 30 days of receiving updates.

IDEP #3. IDEP Investigations. Continue conducting advanced investigations from previous permit cycle as identified in annual work plan approved by the Technical Committee. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary, to locate illicit discharge sources. A report will be prepared by ED and WC staff to summarize the results of their investigations and recommend next steps for subsequent years.

IDEP #4. IDEP Training. ED staff will coordinate with SEMCOG to schedule an IDEP Investigator and Stormwater Pollution Prevention training. Facility and administration costs will be funded by others.

IDEP #5. Pollution Complaint Tracking. Request updates and maintain a list of IDEP Investigator contacts for each permittee.

IDEP #6. IDEP Work Group. Schedule and facilitate 2 work group meetings per year to discuss work plans, investigation progress, lessons learned, etc. This can be accomplished through the Southeast MI Regional IDEP Work Group or ARC Technical Committee meetings. Prepare meeting summaries.

TC2: Collaborative IDEP Permit Cycle Activities

The Collaborative IDEP Plan elements to be addressed in this budget request are as follows:

- IDEP #0. Biennial IDEP Effectiveness Reporting (2024, 2026, 2028, 2030)
- IDEP #2. Outfall Prioritization and Screening (2025 - 2031)

DESCRIPTION OF ANTICIPATED ACTIVITIES:

IDEP #0. Biennial IDEP Effectiveness Reporting. ED staff will keep track of ARC staff IDEP activities annually and request and compile tracking metrics from permittees. Prepare Collaborative IDEP Plan progress reports biennially. Next report anticipated to be due April 1, 2026.

IDEP #2. Outfall Prioritization and Dry Weather Screening. Perform dry weather screening of ARC member outfalls pursuant to revised Rouge River Collaborative Illicit Discharge Elimination Plan as negotiated with EGLE. Facilitate annual priority outfall identification for dry weather screening each year by March 1st. Coordinate lab services and data analysis and reporting. Train and support member staff on screening protocols. Analyze the data and categorize the outfalls (A – D) after receiving the data. Develop the list of Category A & B outfalls and the proposed Advanced Investigation Work Plan for implementation.

TC3: Collaborative TMDL 5-Year Permit Cycle Activities

Perform wet weather screening of ARC member outfalls pursuant to revised Rouge River Collaborative Total Maximum Daily Load Implementation Plan as negotiated with EGLE. Facilitate annual priority outfall

identification for wet weather screening each year by March 1st. Coordinate lab services and data analysis and reporting. Train and support member staff on screening protocols. Analyze the data and categorize the outfalls (A – D) after receiving the data. Develop the list of Category A & B outfalls and the proposed Advanced Investigation Work Plan for implementation.

TC4: Monitoring and Municipal Training

The ARC has been awarded a grant by the ERB Foundation. This grant will be implemented over a three-year period beginning in 2024. The goal of the project is to improve water quality through stewardship, education, and collaboration throughout Wayne County's Rouge Valley Sewage Disposal System (RVSDS) area of the Rouge River watershed. Tasks in the grant include:

- Planning & Communications
- Instream Sampling and Reporting
- Outfall Sampling and Reporting
- Training Program Development and Pilot Training, and
- Regional Training.

This project supplements existing Collaborative IDEP/TMDL activities as well as builds upon the investigative monitoring initiated in the Evergreen Farmington Sewage Disposal System (EFSDS) in 2023. It is anticipated that there will be additional scope and funding through the EFSDS, and collaboration with the Western Townships Utilities Authority (WTUA) to implement the investigative monitoring in this area of the watershed is also anticipated.

RATIONALE (including why needed): These tasks are consistent with the Phase II permit and the Collaborative IDEP and TMDL Plans.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$345,850 as summarized in the table below.

Estimated Budget and Responsible Parties by Activity

TASK	RESPONSIBLE PARTY	AMOUNT
TC1: Annual Activities		
IDEP #1, #3, #4, #5, and #6. Collaborative IDEP/TMDL annual permit activities	ARC Staff	\$72,750
TC2: Permit Cycle Activities		
IDEP Biennial Progress Reporting IDEP #2. Outfall Dry Weather Screening priority outfalls	ARC Staff	\$58,100
TC3: Permit Cycle TMDL Activities		
TMDL Wet Weather Screening	ARC Staff	\$42,000
TC4: Monitoring and Municipal Training		
Investigational sampling and training for employees on implementing MS4 permits	ARC Staff	\$173,000
Total TC Budget		\$345,850

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The responsible parties for each element are outlined in the table above. The Chair of the Technical Committee will oversee completion of the scope of work on behalf of the ARC.

WORK ORDER No. 2025 - ECT1

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2025, between Environmental Consulting & Technology, Inc., and its Affiliates* (Consultant) and the Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

PARAGRAPH I--SCOPE OF SERVICES

Consultant shall perform professional services as outlined in the scope of work, Attachment A.

PARAGRAPH II—COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is \$528,900.00. The table below summarizes the 2025 services by the primary service categories consistent with the ARC annual budget. The table below provides the anticipated cost breakdown by service category. Future annual ECT Work Orders will be authorized through the ARC's annual budget process.

Summary of Consultant's Costs

Executive Director Services – 2025	\$131,050.00
MS4 PIE Services – 2025	\$52,000.00
MS4 Tech Services – 2025	\$172,850.00
Erb Grant Services -2025	\$173,000.00
Total Work Order No. 2025 – ECT1	\$528,900.00

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than December 31, 2025.

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC. and its AFFILIATES*

By _____

John O'Meara

Its Executive Vice President

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Doug Moore

Title ARC Chair

Date _____

WORK ORDER ATTACHMENT A

EXECUTIVE DIRECTOR OPERATIONAL & ASSISTANCE SUPPORT SERVICES, MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE) SERVICES, & MS4 COLLABORATIVE TECHNICAL (TC) SERVICES

Scope of Services

The purpose of the contract, as identified in the ARC RFQ for services issued in September 2023, is to provide support services for the full ARC, its Executive Committee, ARC standing and Ad-Hoc committees, as well as oversee the development and implementation of the member's MS4 permits.

TASK 1.0 EXECUTIVE DIRECTOR OPERATIONAL & ASSISTANCE SUPPORT SERVICES (ED1)

EXECUTIVE DIRECTOR ANNUAL OPERATIONAL SERVICES

ECT will provide the following operational services as the ARC Staff.

FULL ARC Meetings

- Hold 2 Full ARC meetings annually
- Schedule speakers/presentations to share with Full ARC
- Email meeting notices/reminders to ARC members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Provide committee activities for Committee Chairs to report on to Full ARC
- Preparation/distribution of meeting summary
- Prepare retirement resolutions when necessary
- Survey members on various topics as necessary

EXECUTIVE COMMITTEE

- Hold up to 4 Executive Committee meetings annually
- Email meeting notices/reminders to Exec. Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Preparation/distribution of meeting summary
- Documenting recommendations to move to Full ARC
- Hold/staff special Executive Committee meetings when necessary

FINANCE COMMITTEE

- Monitor budget and make recommendations for amendments and provide supporting documentation
- Develop budget recommendations and provide supporting documentation
- Administer the annual budget and work plan
- Hold up to 2 Finance Committee meetings annually

- Email meeting notices/reminders to Finance Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Documenting recommendations to move to Executive Committee
- Research costs and quotes for outside services as necessary

OTHER COMMITTEES

- Provide support to Organization Committee when necessary
- Provide support to Nominating Committee when necessary

ADMINISTRATION

- Oversight of day-to-day activities of ARC staff, consultants and contractors
- Track, prepare and distribute the ARC Executive Director's Annual Report
- Draft and secure inter-agency agreements as required
- Draft and secure subcontracts
- Respond to FOIA requests
- Market non-ARC member communities to become ARC members
- Coordinate activities with RRAC and other cooperating partners
- Secure vendors as necessary
- Research, prepare and update policies and procedures as necessary
- Research, prepare and update strategic plan as necessary
- Assist committees with budget preparation

GRANT OPPORTUNITIES (Pro Bono)

- Monitor & research grants opportunities
- Attend grant webinars
- Provide letters of support for other agency grants and projects
- Make recommendations on grants for the ARC and individual member communities
- Prepare grant applications including narratives, work plans and costs
- Draft and gather letters of support, design documents, site photos and other required project information
- Maintain ARC's eligibility status with granting agencies including grants.gov and the System for Award Management
- Maintain ARC logins with all granting agencies
- Discussions with granting agencies on behalf of the ARC during the grant award process
- Review grant awards and secure signatures

ROUGE ADVOCATE

- Promote the ARC as an advocate for the Rouge River Watershed
- Foster external relationships with other agencies, organizations and individuals
- Serve as primary spokesperson for the ARC (i.e., IDEP WorkGroup, SPAC, Great Lakes Advisory Board)
- Plan and host the Great Lakes Restoration Celebration at The Henry Ford
- Provide review/recommendations on outside reports as requested by other agencies
- Serve on other agency boards to promote/represent the ARC
- Staff ARC booth at conferences

- Prepare and present presentations at conferences on behalf of the ARC
- Prepare posters and papers for conferences on behalf of the ARC
- Coordinate ARC activities with other watershed groups
- Respond to requests for information from outside agencies (i.e., data requests and reproducing PIE materials in other watershed)
- Respond to newspaper requests on ARC projects and activities
- Seek opportunities to promote ARC awareness
- Serve as primary liaison to state government including EGLE
- Serve as primary liaison to federal government officials, legislators and staff

MEMBER ASSISTANCE

- Staff ARC booth at member community events
- Serve as primary liaison to all members and cooperating partners
- Conduct member surveys as necessary
- Assist with member questions and requests for information (general & technical)
- Provide formal and informal interaction with government officials (general & technical)
- Host the ARC's phone number and work with member communities to respond to citizen requests/concerns (general & technical)

FINANCIAL

- Prepare and distribute ARC membership invoices during the first two quarters
- Record payments in a three-part Cash Receipts book and forward a receipt to the member and include a receipt with the member payment for the deposit
- Record all receivables and payables using financial software with appropriate general ledger account numbers.
- Provide Request for Payment forms and invoices to the ARC Treasurer for review and approval. If necessary, they will also be submitted to the ARC Grant Representative for additional review and signature. Records when the invoices are reviewed and approved by ARC staff (except ED staff invoices which are reviewed by the ARC Treasurer)
- Other items recorded on the Request for Payment form are: the expense account the invoice is charged to, when the invoice is entered into Quickbooks as a payable, when it is processed for payment, when the grant request for payment is done, when the grant reimbursement is received, when the check to pay the invoice is prepared, when match dollars are recorded, when the administrative staff reviews the check for correctness, when the staff mails the check.
- Use the Disbursement Log to record and prepare all checks and obtain the required two signatures on all checks.
- Monthly and annual financial reports will be prepared for ARC members and officers.
- Prepare and submit Grant Reimbursement Requests as necessary.
- Reviews all grant contracts for financial and progress reporting requirements.
- Prepare information for Federal Grant audits as necessary.
- Prepare and monitor the Budget Preparation Schedule.
- Provide support to ARC committees as they prepare their budget recommendations.
- Work with the Finance Committee to update the ARC Accounting Procedures Manual, as necessary, to meet grant requirements.
- Maintenance and renewal of the ARC's registration under the federal government's System for Award Management (SAM) which allows the ARC to be eligible for federal grants.

- Monitor vendors in accordance with the ARC's Vendor Management Policy and distribute W-9 requests as necessary.
- Provide all financial documentation and information to the ARC's outside accountant and auditor in the annual preparation of the ARC's taxes, financial statement, license to solicit and A133 audit.
- Prepare renewal forms for the ARC's liability insurance coverage for its directors and officers annually.
- Develop vendor contracts as necessary.
- Maintain past financial files to meet the ARC Record Retention Policy.
- Maintain weekly/monthly backups of the ARC Quickbooks files.
- Record sales and monitor inventory of rain barrels/compost bins.
- Following the Purchasing Policy, work with vendors to get the required quotes for services if necessary.
- Monitors the use of MBE/WBE grant requirements and prepares federal reports as necessary.

TASK 2.0 MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE)

The ARC communities as MS4 permittees have developed Collaborative Public Participation and Public Education plans (PPP and PEP). The below activities are planned for 2025.

ANNUAL PIE SERVICES (PIE1)

BMP0 – PIE Committee Support and PPP

- Hold 2 PIE Committee meetings annually
- Email meeting notices/reminders to PIE Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meeting
- Provide meeting facilitation
- Preparation/distribution of meeting summaries if necessary
- Documenting recommendations to move to Executive Committee and Full ARC
- Hold/staff special PIE Committee meetings when necessary
- Develop budget recommendations and provide supporting documentations
- Report on topics of interest to the PIE Committee throughout the year
- Post collaborative plans and permit on the ARC website and promote through social media and document dates
- Document public comments on collaborative plans
- Participate in regional partnership activities
- Gather information for progress reports of the Collaborative PE Plan every 2 years for inclusion in permittees' progress reports to EGLE

BMP1 – Design/Distribute Materials

Distribute pollution prevention literature on various topics through brochures, educational materials and other media:

- 24 Facebook posts
- Boost 2 posts
- Distribute materials to members to display at their facilities
- Document social media followers

- Print materials for distribution by ARC members
- Participate in the One Water Campaign

BMP2 – Articles/Ad Graphics

Coordinate and distribute community articles and ad graphics on pollution prevention and watershed restoration and stewardship

- Develop one new article and 1 new ad graphic
- Track articles/ad graphics with title, topic and date distribute to ARC PEP participants
- List articles/ad graphics promoted to ARC's website and Facebook posts
- Track ARC's website traffic and Facebook views

BMP3 – Displays & Posters

Provide existing static displays and posters on pollution prevention and watershed restoration and stewardship:

- Support and track deployment of displays to ARC member community events per year
- Track and distribute posters to community organizations

BMP4 – Promote hotlines and educate on IDEP

Promote environmental hotlines to educate the public on illicit discharges and promote public reporting of illicit discharges and improper disposal of materials into the MS4

- Boost 2 Facebook posts related to illicit discharges or environmental hotlines
- Distribute materials with hotline referenced; target is 500 per year
- Track distribution of materials and track views on ARC website and number of posts boosted on Facebook

BMP7 – Promote and Support Volunteer Activities

- Assist Members with planning and coordinating volunteer activities
- Promote volunteer activities on the ARC website and Facebook page
- Track ARC member communities that hosted/participated/promoted events

BMP8- Promotion of and support for volunteer monitoring activities within the Rouge River Watershed

- Assist with planning and coordinating volunteer monitoring activities
- Promote volunteer monitoring activities on ARC website and ARC Facebook
- Track ARC member communities that hosted/participated/promoted events

PERMIT CYCLE PIE SUPPORT SERVICES (PIE2)

BMP0 – PIE Committee Support

- Survey members regarding any local public notice requirements and meet them as appropriate
- Invite the public to participate in the implementation and periodic review of the permit at least 2 times during the permit cycle by advertising it on the ARC website and cooperating partners websites
- Conduct a public awareness survey and compare to previous survey results to evaluate changes in public awareness/behavior and modify Collaborative PEP to address ineffective implementation. A report will summarize the results

BMP1 – Design/Distribute Materials

- Create 1 new brochure

BMP3 – Displays & Posters

- Create 1 new static display

BMP5 – Development of Homeowner Education Materials

- Distribute 500 homeowner education materials to ARC Member communities and organizations.

BMP6 – Workshops & Presentations

- Coordinate with community organizations (Rotary Clubs, Kiwanis Clubs, high school clubs, etc.) to present the ARC's stewardship workshop at 1 event.

MEDIA SUPPORT (PIE3)

Continued from the 2024 budget Near Perfect Media will be used to promote ARC activities, events and restoration projects through TV coverage and news/magazine articles benefiting the ARC's mission and all the ARC member communities in 2025. Anticipated tasks include:

- Federal representative tour coverage
- Restoration project opening events with member communities
- Great Lakes Restoration Celebration media coverage
- ARC member collaborative successes
- ARC restoration projects
- Awards for ARC activities and projects

TASK 3.0 MS4 COLLABORATIVE TECHNICAL (TC) SERVICES

The ARC communities as MS4 permittees have developed Collaborative IDEP and TMDL plans. The below activities are planned for 2025.

ANNUAL TECH SERVICES (TC1)**IDEP0 – Technical Committee Support**

- Hold 2 Technical Committee meetings.
- Email meeting notices/reminders to Technical Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Preparation/distribution of meeting summaries if necessary
- Documenting recommendations to move to Executive Committee and Full ARC
- Hold/staff special Technical Committee meetings when necessary
- Develop budget recommendations and provide supporting documentation
- Survey members on various topics as necessary
- Report on topics of interest to the Technical Committee throughout the year

EGLE Permit Negotiations

- Assist with EGLE Permit negotiations

- Revise IDEP and TMDL Collaborative Action Plans pursuant to EGLE negotiations and 8-year ARC budget.

COLLABORATIVE IDEP*

IDEP1 – Mapping of Storm Sewer Systems

- Request updated storm sewer system GIS data from the permittees and update watershed-wide storm sewer system GIS database within 30 days of receiving updates.

IDEP3– IDEP Advanced Investigations

- Continue conducting advanced investigations from previous year, as identified in annual work plan approved by Technical Committee.
- Coordinate ongoing advanced investigations being completed by cities, villages, and county agencies.
- Prepare annual status report of the ongoing investigations.

IDEP4 – IDEP Training

- Maintain a list of IDEP Investigator contacts for each permittee.
- Conduct IDEP Investigator and Alert Observer training workshops. This can be accomplished via the SEMCOG Regional Training.
- Provide IDEP Tip Card for Municipal Staff to ARC member permittees in conjunction with the training sessions.
- Customize the Tip Card, if requested by the ARC member permittee.

IDEP5 – Pollution Complaint Response

- Request updates and maintain a list of IDEP Investigator contacts for each permittee.

IDEP6 – Work Group/Technical Committee

- Schedule and facilitate 2 work group meetings per year to discuss work plans, investigation progress, lessons learned, etc. This can be accomplished through the Southeast MI Regional IDEP Work Group or ARC Technical Committee meetings.
- Prepare meeting summaries.

PERMIT CYCLE TECH SUPPORT SERVICES (TC2)

COLLABORATIVE IDEP*

IDEP0 – Evaluate & Report

- Keep records of ARC staff IDEP Activities, annually.
- Request and compile tracking metrics from the permittees
- Prepare Collaborative IDEP Plan Progress Reports biennially by April 1st starting in 2024 for inclusion in permittees' progress reports to EGLE.

IDEP2 – Outfall Prioritization and Dry Weather Screening

- Perform dry weather screening of ARC member outfalls pursuant to revised Rouge River Collaborative Illicit Discharge Elimination Plan as negotiated with EGLE.
- Facilitate annual priority outfall identification for dry weather screening each year by March 1st.
- Coordinate lab services and data analysis and reporting.
- Train and support member staff on screening protocols.
- Analyze the data and categorize the outfalls (A – D) within 60 days of receiving the data.

- Develop the list of Category A & B outfalls and the proposed Advanced Investigation Work Plan for implementation.

PERMIT CYCLE TECH SUPPORT SERVICES (TC3)

COLLABORATIVE TMDL*

- Perform wet weather screening of ARC member outfalls pursuant to revised Rouge River Collaborative Total Maximum Daily Load Implementation Plan as negotiated with EGLE.
- Facilitate annual priority outfall identification for wet weather screening each year by March 1st.
- Coordinate lab services and data analysis and reporting.
- Train and support member staff on screening protocols.
- Analyze the data and categorize the outfalls (A – D) within 60 days of receiving the data.
- Develop the list of Category A & B outfalls and the proposed Advanced Investigation Work Plan for implementation.

** Planned activities. Not yet approved by EGLE.*

ERB MONITORING & MUNICIPAL TRAINING (TC4)

The ARC has been awarded a grant by the ERB Foundation. Tasks in the grant that will be implemented in 2025 include:

- Planning & communications
- Instream sampling and reporting
- Outfall sampling and reporting
- Communications plan
- Training program development and pilot training