



James W. Ridgway, P.E.
Executive Director

DRAFT AGENDA
Thursday, November 21, 2013 1:30 – 3:30 p.m.
Walnut Room at the Summit on the Park, 46000 Summit Parkway, Canton

- | | | |
|---|--|---|
| <p>1. Welcome –Kevin Buford, Chair</p> <p>a. Roll Call/Determination of Quorum</p> <p>b. Introductions of ARC guests</p> <p>c. Additions or changes to the Draft Meeting Agenda</p> <p>d. Approval of July 11, 2013 Meeting Summary</p> <p>e. Green Infrastructure Guardian Award Presentation</p> | <p>Information</p> <p>Action</p> <p>Information</p> | <p>1</p> |
| <p>2. Executive Director Report –Jim Ridgway</p> <p>a. Grant Status Report</p> <p>b. Legacy Project Update</p> <p>c. Permit Update</p> <p>d. ARC 2014 Focus and Benefits</p> <p>e. Great Lakes Restoration Message from Senator Debbie Stabenow</p> | <p>Information</p> <p>Information</p> <p>Information</p> <p>Information</p> <p>Information</p> | <p>8</p> |
| <p>3. Treasurers/Finance Committee Report – Brandy Siedlaczek, Treasurer</p> <p>a. 2012 Audit</p> <p>b. 2013 A/R and A/P Reports</p> <p>c. 2013 Budget Amendment</p> <p style="padding-left: 40px;">i. Finance Committee Amendment 2 NOAA2 Oxbow Phase III</p> <p style="padding-left: 40px;">ii. Technical Committee Amendment 1 TC4 IDEP Training</p> <p>d. 2013 ECT Contract Amendment</p> <p style="padding-left: 40px;">i. NOAA2 Oxbow Phase III Amendment</p> <p style="padding-left: 40px;">ii. TC4 IDEP Training Amendment</p> <p>e. 2014 ARC Budget Recommendations</p> | <p>Action</p> <p>Information</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Action</p> | <p>10</p> <p>13</p> <p>17</p> <p>18</p> <p>19</p> <p>20</p> <p>23</p> <p>26</p> |
| <p>4. Standing Committee Reports – Kevin Buford</p> <p>a. Organization Committee (K. Cave and J. Seymour, Co-Chairs)</p> <p style="padding-left: 40px;">i. White Paper on Funding Stormwater Activities</p> <p style="padding-left: 40px;">ii. Revision to Purchasing Policy</p> <p style="padding-left: 40px;">iii. Revision to Grant Eligibility and Management Requirements Policy</p> <p style="padding-left: 40px;">iv. Vendor Management Policy (new)</p> <p>b. PIE Committee (C. Markus, Chair)</p> <p style="padding-left: 40px;">i. Progress Report</p> <p>c. Technical Committee (K. Mondora, Chair)</p> <p style="padding-left: 40px;">i. SAW Grant</p> | <p>Information</p> <p>Action</p> <p>Action</p> <p>Action</p> <p>Information</p> <p>Action</p> <p>Action</p> | <p>58</p> <p>59</p> <p>66</p> <p>70</p> |
| <p>5. Report from Cooperating Partners</p> <p>a. RRAC Presentation on Rouge River Watershed Great Lakes AOC Beneficial Use Impairment 2013 Report Card</p> <p>b. Other Partner Reports</p> | <p>Information</p> | |
| <p>6. Report from WCDPS – Kelly Cave</p> | <p>Information</p> | |

Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Henry Ford Community College
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oakland County
Oak Park
Orchard Lake
Plymouth
Plymouth Twp.
Redford Twp.
Rochester Hills
Romulus
Southfield
Troy
University of Michigan-Dearborn
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport Authority
Westland
Wixom

Cooperating Partners
Cranbrook Institute of Science
Friends of the Rouge
Rouge RAP Advisory Council
Southeastern Oakland County Water Authority
The Henry Ford
Wayne State University

7. Opportunity for Public Comment – Kevin Buford

8. Summary of Actions of Full Alliance – Chris O’Meara

Information

9. Upcoming Meeting Schedule

Information

- None scheduled until 2014

10. Other Business

11. Adjourn

Action

James W. Ridgway, P.E.
Executive Director



Working together, restoring the river

DRAFT MEETING SUMMARY
ALLIANCE OF ROUGE COMMUNITIES
July 11, 2013, 1:30 p.m. – 3:30 p.m.
Fairlane Center, Dearborn

1. Welcome (Kevin Buford, Chair)

- a. Roll Call /Determination of Quorum** - Roll call was taken. The 23 members listed below were in attendance, which was sufficient for a quorum.

ARC Member	Attended Y/N	ARC Member	Attended Y/N
Auburn Hills	Y	Novi	Y
Beverly Hills	Y	Oakland County	Y
Bingham Farms	Y	Oak Park	N
Birmingham	Y	Orchard Lake	Y
Bloomfield Hills	N	Plymouth	N
Bloomfield Twp.	Y	Plymouth Twp.	Y
Canton Twp.	Y	Redford Twp.	N
Commerce Twp.	Y	Rochester Hills	Y
Dearborn	N	Romulus	Y
Dearborn Heights	Y	Southfield	Y
Farmington	Y	Troy	N
Farmington Hills	Y	University of Michigan-Dearborn	Y
Franklin	Y	Van Buren Twp.	N
Garden City	Y	Walled Lake	N
Henry Ford Community College	N	Washtenaw County	Y
Lathrup Village	N	Wayne	N
Livonia	N	Wayne County	N
Melvindale	N	Wayne County Airport Authority	N
Northville	N	Westland	Y
Northville Twp.	Y	Wixom	N

b. Introduction of ARC guests

Kevin Buford asked all guests in attendance to introduce themselves.

c. Additions or Changes to the Draft Meeting Agenda

There were no additions or changes to the draft agenda.

d. Approval of March 28, 2013 Meeting Summary

The motion was made by Shawn Keenan, Auburn Hills, to approve the March 28, 2013 meeting summary. It was seconded by Kathy Hagaman, Bingham Farms, and passed unanimously.

e. Kevin Buford announced the resolutions prepared for Jack Barnes and Zachare Ball as they retires. He thanked them for their advocacy which has assisted the ARC in accomplishing its objectives. The Alliance of Rouge Communities extends its

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University of Michigan-Dearborn
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport Authority
Westland
Wixom

Cooperating Partners:

Cranbrook Institute of Science
Friends of the Rouge
Rouge River Advisory Council
Southeastern Oakland County Water Authority
Wayne State University

gratitude to Jack Barnes and Zachare Ball and wishes them all the best in retirement.

2. Treasurers/Finance Committee Report (Brandy Siedlaczek, Treasurer)

a. 2013 A/R and A/P Reports

Brandy Siedlaczek, Southfield, reviewed the A/R and A/P reports. The receivables report shows that all dues invoices have been mailed. She stated that the payables are all in the review process and are being scheduled for payment.

b. 2013 Budget Amendment

GLC Budget Amendment

Brandy Siedlaczek, Southfield, reviewed the Finance Committee Amendment 1 adding the SPAC5 line item to the 2013 budget. The ARC has received a 12-month \$28,878 grant from the Great Lakes Commission to facilitate the Rouge River Advisory Council. The ARC was awarded the funding in May, 2013, with activities beginning on July 1, 2013 and ending June 30, 2014. This amendment adds the GLC SPAC grant budget line to the 2013 ARC Budget with funding anticipated for 2013 activities in the amount of \$14,000. No match is required. The remainder of the grant funds (\$14,878) will be booked in the 2014 budget.

The motion was made by Gary Mekjian, Farmington Hills, to approve the 2013 Budget Amendment adding the GLC grant to fund the facilitation of the RRAC as presented by the Finance Committee. The motion was seconded by Amy Sullivan, Franklin, and passed unanimously.

Grant Preparation Amendment

Brandy Siedlaczek reviewed the Organization Committee Amendment 2 budget amendment for OC2 Grant Preparation for \$10,000. Federal funding from Wayne County will not be available to the ARC after May 30, 2014. In order to continue the operation of the ARC beyond this date, the ARC will apply for funding from the Erb Family Foundation (EFF) and from the MDEQ's Stormwater, Asset Management and Wastewater (SAW) Program. The ARC has received funding from EFF previously to prepare and support the Great Lakes Legacy Act proposal. In addition, Friends of the Rouge has received EFF funding with the ARC's assistance.

The SAW program is new and we have verified with the Attorney General's Office that the ARC is eligible for SAW funding and permit application-required planning activities are fundable.

The 2013 Grant Preparation budget (\$20,000) was expended in early 2013 preparing four grant applications, two have been funded and two are pending.

The motion was made by Roger Moore, Rochester Hills, to approve the 2013 Budget Amendment (Organization Committee Amendment 2) as presented by the Finance Committee. The motion was seconded by Jacy Garrison, Oakland County, and passed unanimously.

c. 2013 ECT Contract Amendment

GLC Amendment

Brandy Siedlaczek reviewed the contract amendment to the scope of services for the Executive Director Services, Appendix B with ECT. The total compensation for this scope of services is \$22,978 (of which \$14,000 is anticipated to be spent during the 2013 budget year). The ARC will be reimbursed by the Great Lakes Commission for 100% of this cost. This will fund the continued facilitation of the RRAC.

The motion was made by Jack Barnes, Garden City, to approve the 2013 ECT ED Services Contract Appendix B Amendment as presented by the Finance Committee. The motion was seconded by Heather Rice, Washtenaw County, and passed unanimously.

NOAA Amendment

Brandy Siedlaczek reviewed the contract amendment to the scope of services for the 2011 Executive Director Services contract, Revised Appendix H with ECT. The time and total compensation for this scope of services is being revised based on approved NOAA revisions dated May 14, 2013, to add budget for two new tasks: Task 5: Post Monitoring and Task 6: Sign Development and Public Opening Event. The new end date is August 31, 2013 and the cost is increased by \$46,700 from \$215,536 to \$262,236. The ARC will be reimbursed by NOAA for 100% of this cost.

The motion was made by Kathryn Hagaman, Bingham Farms, to approve the 2011 ECT ED Services Contract Revised Appendix H Amendment as presented by the Finance Committee. The motion was seconded by Laura Gruzowski, Birmingham, and passed unanimously.

Grant Task Amendment

Brandy Siedlaczek reviewed the contract amendment to the scope of services for the Executive Director Services, Revised Appendix A with ECT. These activities are needed to secure grant funding for operational activities to continue the existence of the ARC once federal funding is eliminated on May 30, 2014 and in order for communities to complete the new permit application. Grants will be prepared for both the SAW and Erb Foundation. The net effect in the ARC committees' budgets is as follows:

- A decrease in PIE1 from \$59,000 to \$51,500;
- A decrease in TC1 from \$153,000 to \$148,100;
- A decrease in TC3 from \$49,900 to \$42,300; and
- Since only 50% of the budget is available for grant preparation, these transfers result in a \$10,000 increase to line item OC2 (Pursuing Grant Opportunities). Therefore, OC2 is increased from \$20,000 to \$30,000.

\$5,450 of the \$10,000 needed to carry out this request is already assigned to the ED. Therefore, only \$4,550 needs to be transferred to the ED's budget.

The motion was made by Jack Barnes, Garden City, to approve the 2013 ECT ED Services Contract Revised Appendix A Amendment as presented by the Finance Committee. The motion was seconded by Roberto Scappaticci, Romulus, and passed unanimously.

d. 2014 ARC Budget Preparation Schedule

Brandy Siedlaczek reviewed the 2014 ARC Budget Preparation Schedule. This is for the ARC's information and the ARC Committees are moving forward with the budget schedule.

Annette DeMaria, ARC Staff, requested that if any members wish to be involved with the SAW Grant preparation to please forward any comments to her as the Technical Committee moves forward with preparing the scope for the grant request.

3. Executive Director Report

a. Grant Status Report

GLRI 1 (Transforming the Rouge)

All activities for this grant project are complete, with the exception of Lola Valley, which the seeding contractor will continue to monitor over the summer months. ARC staff is writing the final report for this project, which will be transmitted to GLNPO by mid-July.

GLRI 2 (Danvers Pond Dam Removal, Farmington Hills)

This project is complete and the final report was approved by EPA-GLNPO.

NOAA Fisheries Grant - Wayne Road Dam Removal:

This project is substantially complete. NOAA approved a change in scope and a time extension to August 31, 2013 to allow the ARC to use the remaining budget for additional monitoring activities and for planning activities for the Wayne Road Dam event sponsored by the ARC on June 7, 2013 in the City of Wayne.

CMI Water Quality Monitoring Grant:

We have completed 7 rounds of dry weather sampling on Pebble Creek which crosses West Bloomfield, Farmington Hills and Southfield. These results indicate that the highest E. coli levels in the 1) Creek at Orchard Lake Rd and 2) tributary north of 12 Mile Road (west of Inkster Rd.). Field staff is walking the Creek upstream of these two locations to identify potential failing septic systems and illicit connections. The end date for this grant is September 30, 2013.

U.S. Forestry/GLRI 2011:

The nursery delivered 704 trees during the Spring, 2013 planting season to the participating ARC communities, who are continuing to plant them. Verification by ARC staff will be conducted in July. ARC staff will take a U.S. Forest Service representative on tour of the Fall, 2012 planting areas on July 3, 2013.

Public Advisory Council/Great Lakes Commission:

ARC staff facilitated the full RRAC meeting on April 16, 2013 at Lawrence Tech University. Staff also took comments from RRAC members on the statewide beach closing BUI report. ARC staff and the RRAC continue to update the Rouge River Report Card.

Erb Foundation Capacity Building for the Alliance of Rouge Communities:

We submitted a draft application to EPA in April. We are requesting approximately \$830,000 from EPA and supplying \$450,000 in non-federal funds which are being provided by DTE, Ford, Marathon, MDEQ and Erb Foundation. EPA is currently costing out the effort to determine how much of the scope of work they can fund. It is expected to be a 3-year project with the feasibility study happening first. The goal of this project is

to determine remediation options for mitigating the ecosystem impacts caused by the contaminated sediments. This will be accomplished by conducting Utility, Bathymetric, Shoreline / In River Structure, Sediment Transport, Streambank and Habitat Assessments, Sediment Sampling /Analyses, Completion of a Feasibility Study, and Public Outreach. All or portions of the Utility, Shoreline / In River Structure, Streambank and Habitat Assessments tasks will be eliminated if sufficient funding is not available. At this time we are waiting to receive comments from EPA. The work will be performed by EPA contractors and the ARC will be serving as the fiduciary. All work to this point has been funded by the Erb Foundation grant.

Jim Ridgway reported that the private industries have approved the project in concept and that discussions are ongoing. The work plan has been completed and was turned in to EPA and we are awaiting written comments from them. ARC staff continues to meet with GLNPO and things continue to look hopeful for the project to move forward.

Jim Ridgway reported that the Executive Committee has requested a special meeting to review the progress of the Legacy Act project. This meeting is being scheduled. Jim Ridgway reiterated that no ARC funds are being spent on the project. He also stated that the ARC is not liable for anything related to the project.

c. Permit Update – ARC Letter to Gov. Snyder

Jim Ridgway reported that the letter that the Executive Committee and Full ARC requested was sent. The Executive Committee requested that once the letter went out a small group from the Executive Committee representing the ARC will request a meeting with Jon Allan, Dan Wyant and Bill Rustem to follow up on the ARC concerns. The Executive Committee suggested Jim Ridgway, Kelly Cave, Kevin Buford and Jim Murray attend the meeting.

4. Standing Committee Reports

a. Organization Committee (Kevin Buford reported on behalf of Kelly Cave, Co-Chair)
Kevin Buford, Chair, reported that The Henry Ford has requested Cooperating Partner status in the ARC. George Moroz was present and stated that The Henry Ford has been involved with the restoration of the Rouge River Watershed for many years and they are very excited to be a partner on the Oxbow project with the ARC and other future projects.

The motion was made to accept the Cooperating Partner request by The Henry Ford by Shawn Keenan, Auburn Hills. The motion was seconded by Roger Moore, Rochester Hills, and was passed unanimously.

b. PIE Committee (Charles Markus, Chair)

Charles Markus reported that the ARC and Friends of the Rouge presented three more homeowner's native plant gardening workshops at Farmington Hills, Henry Ford Community College and Canton Township in March and April. The total attendance for four workshops was 118 people. Surveys indicated that attendees enjoyed the workshops.

2013 Rain Barrel Sales

- June 1 in Bloomfield Township (84 rain barrels sold)

- June 15-16 at Canton Township Liberty Fest (44 rain barrels sold)
- September in Novi

The PIE Committee will be researching possible rain barrel suppliers for the 2014 season.

Septic System Maintenance Workshops

78 people participated in the ARC's septic system maintenance workshops held on May 6, 2013 in Southfield and May 8, 2013 in Farmington Hills. The communities of Southfield, Franklin and Farmington Hills were targeted for these workshops as they are in the focus area for the ARC's CMI Water Quality Monitoring grant. Presentations were made by Annette DeMaria who gave an overview of the work conducted under the CMI grant and Chris Strnad from the Oakland County Health Department who discussed the proper use of septic systems, dos and don'ts; proper installation of septic systems and how to tell if a septic system is failing. Participants who completed surveys said they found the workshops informative.

The next meeting of the PIE Committee will be held on July 31 at 1:30 p.m. in Bloomfield Twp.

c. Technical Committee (Karen Mondora, Chair)

Karen Mondora, Farmington Hills, reported that the Wayne County IDEP work plan was approved at the last TC meeting. Oakland County is drafting their work plan.

Karen Mondora stated that if any communities are interested in having their facilities dye tested to contact Wayne County.

She also stated that the draft 319 announcement has been release and the priority areas are Tonquish Creek and Johnson Creek.

Karen Mondora reported that the ARC is eligible to apply for the SAW grant. Up to \$2 million will be available per applicant with a 10% match for the 1st million and 25% match for the 2nd million. Some items available for funding include stormwater management planning, IDEP and PEP, monitoring, SOPs, TMDL, good housekeeping, in house audits, public surveys. All of these items are included in the next permit. SEMCOG is hosting two MDEQ SAW grant workshops on September 17. Applications are due December 2. Effort conducted in 2013 can be used as match or be reimbursed.

Karen Mondora informed the committee that the ARC will be hosting an IDEP training for members on September 24 in Brownstown Township.

5. Report from Cooperating Partners

Friends of the Rouge

Sally Petrella announced that the Spring 2013 Benthic Monitoring Report was distributed by FOTR. Positive 12-year trends were observed for 4 subwatersheds. The report will be uploaded to the ARC's website.

Fish surveys are being done thanks to funding through a partnership with U of M.

The Run 4 the Rouge 2013 will be held on September 28th on the Lower Rouge Recreation Trail of Canton. Run starts at 9 am. Register at www.therouge.org.

The 5th Annual Rouge Cruise will be held on August 6th 6 – 9 pm. Register at www.therouge.org.

6. Report from WCDPS

No report was given.

7. Opportunity for Public Comment

George Moroz, The Henry Ford, informed the members that they had 86 kids working with Greening of Detroit and the U.S. Forest Service supporting the river through tree seedling giveaways and other celebrations at The Henry Ford.

Hae-Jin Yoon, MDEQ, reported that they are currently reviewing individual permits for communities in the Huron and St. Clair watersheds.

8. Summary of Actions of Full Alliance (Chris O'Meara, ARC staff)

- The March 28, 2013 meeting summary was accepted.
- The 2013 Budget Amendment FC1 was approved.
- The 2013 Budget Amendment OC2 was approved.
- The 2011 ECT ED Services Contract amendment to Appendix H was approved.
- The 2013 ECT ED Services contract amendment to Appendix B was approved.
- The 2013 ECT ED Services contract amendment to Appendix A was approved.
- The Henry Ford's request to become a Cooperating Partner of the ARC was approved.

9. Upcoming Meeting Schedule (C. O'Meara)

- PIE Meeting, July 31, at 1:30 at Bloomfield Twp.

10. Other Business

Kevin Buford took a few minutes to express his trust in the work that ECT has been providing the ARC. He expressed that he has no issue with ECT in regards to the special Executive Committee meeting on the Legacy Act. Kevin Buford stated that he has been involved in and feels comfortable with every decision in regards to the ARC's direction. He asked that if any member feels that they are not being informed to please let him know.

11. Adjourn

The motion to adjourn the meeting was made by Shawn Keenan, Auburn Hills, and seconded by Cory Borton, Beverly Hills. The motion passed unanimously.



Ongoing ARC Grant Projects Status

NOAA Habitat Restoration Grant – Oxbow Phase III Design

The ARC was completed NOAA contract documents for the grant to design Phase III of the Oxbow at The Henry Ford (Greenfield Village) in Dearborn, which will provide for the final open connection the Oxbow to the channelized portion of the Rouge River. ARC staff have completed the semi-annual reporting for NOAA. Additionally a kick off meeting between ARC Staff, Wayne County and the Henry Ford was conducted to work on site logistics and historical data.

GLRI 1 (Transforming the Rouge)

Project is complete and draft final report was submitted to EPA in August 2013. ARC staff have revised the report based on comments received by EPA and resubmitted in October 2013.

NOAA Fisheries Grant - Wayne Road Dam Removal

This project is complete. Final project and final monitoring reports were submitted to NOAA in September 2013 and approved in October 2013. A final punch list walk was conducted with the contractor and Wayne County at the end of September. The contractor will replace a few trees in November 2013.

MI Water Quality Monitoring Grant

Field efforts have been completed. No illicit connections were found on Pebble Creek. However, high E. coli counts were found near a couple homes west of Orchard Lake Rd. indicating that they may have failing septic systems. We are now writing the final report. The end date for this grant is December 31, 2013.

U.S. Forestry/GLRI 2011

The nursery will be delivering a fall planting of trees to the participating ARC communities, who are continuing to plant them. Verification by ARC staff will be conducted. Verification by ARC staff of spring plantings has occurred. There have been some discrepancies that are being worked out with those communities that may have them. ARC staff has applied for a grant extension and budget adjustment with the U.S. Forest Service to extend the grant until June 2014 to allow for another planting by Wayne County and additional verification services.

2012 Public Advisory Council/Great Lakes Commission

The Rouge River Beneficial Use Impairment Report Card was completed by Wayne County, MDEQ, and the RRAC. ARC staff prepared the final progress and financial reports and submitted them to the GLC and MDEQ. Project completed on Oct 30, 2013.

Erb Foundation Capacity Building for the Alliance of Rouge Communities

The scope of work for the Legacy Act proposal has theoretically been approved by EPA. However, there is not an agreement on the appropriate budget. The ARC's original proposed budget (April 2013) was \$1,172,000. However, the EPA's estimated budget (dated September 9, 2013) is \$1,913,000. In September, ARC staff reassessed the budget and scope. This resulted in a revised budget of \$1,572,000. Matching funds have been secured from 3 private partners, the MDEQ, and from this grant that total \$410,000. However, there is a shortfall in matching funds that is between \$140,000 and \$260,000 based on the ARC's revised and EPA's proposed budgets, respectively.

The project team hosted a meeting at the offices of Great Lakes Commission on November 5th. Meeting attendees included Great Lakes Commission's CEO Tim Eder, ARC ED Jim Ridgway, ECT Vice President Sanjiv Sinha, SWW's Principal Tim O'Brien, and MDEQ-Office of Great Lakes Director Jon Allan. Mr. Allan has indicated some possibility of seeking additional match from MDEQ's Water Division, and has requested that the Project Team meet with Water Division Director as the next step to verify whether or not it is indeed possible. Mr. Allan has further advised that the project team conclude their negotiations with the EPA and formally make another request to reduce the cost to \$1.57 Million (instead of EPA's proposed cost of \$1.9 Million). Project Team has forwarded that request to USEPA's Legacy Act Division Director, and has sought a meeting with MDEQ's Water Division Director. If the Team is able get another \$100,000 from MDEQ, it believes that it can go back to the private sector co-sponsors for additional match to bridge the gap. If the Team is unable to get additional match from MDEQ, it plans to recommend to ARC's Executive Committee to abandon the effort.

2013 Area of Concern/Public Advisory Committee Grant

ARC staff facilitated the RRAC meeting held in October. This grant also includes the development of project profile sheets for targeted projects that will aid in removal of the Beneficial Use Impairments. Budget: 28,878. End Date: July 31, 2014

Outstanding Grant Applications

NOAA Great Lakes Habitat Restoration Regional Partnership Grant: The ARC was notified on July 10, 2013 that it was not awarded this grant. This grant would have funded Area of Concern activities for fish and wildlife habitat related projects over a three-year period.

U.S. Forest Service/GLRI Mitigate Emerald Ash Borer Impacts Grant: The ARC has applied for \$250,000 to replace 1,835 trees in 12 ARC member communities and Wayne County. This is similar to the grant received by the ARC in 2011.

COLE, NEWTON & DURAN

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10

Independent Auditor's Report on Compliance For Each Major Program and on Internal Control over Compliance Required by OMB Circular A-133

To the Board of Directors of
Alliance of Rouge Communities
Detroit, Michigan

Report on Compliance for Each Major Federal Program

We have audited Alliance of Rouge Communities' compliance with the types of compliance requirements described in the OMB Circular A-133 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, 2012. 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.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Alliance of Rouge Communities' major federal programs based on our audit of the types of compliance requirements referred to above. 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 OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Alliance of Rouge Communities' compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Alliance of Rouge Communities' compliance.

Opinion on Each Major Federal Program

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, 2012.

Other Matters

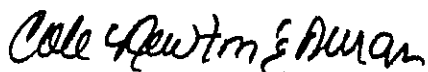
The results of our auditing procedures disclosed no instances of noncompliance which are required to be reported in accordance with OMB Circular A-133.

Report on Internal Control over Compliance

Management of Alliance of Rouge Communities is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Alliance of Rouge Communities' internal control over compliance with the types of requirements that could have a direct and material effect on each major

federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Alliance of Rouge Communities' internal control over compliance.

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 OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



Cole, Newton & Duran
Certified Public Accountants
Livonia, Michigan

September 25, 2013

Alliance of Rouge Communities

Schedule of Findings and Questioned Costs For the Year Ended December 31, 2012

SUMMARY OF AUDITOR'S RESULTS

1. The auditor's report expresses a unqualified opinion on the financial statements of Alliance of Rouge Communities.
2. Internal control over financial reporting: No significant deficiencies relating to the audit of the financial statements are reported in the Auditor's Report on Internal Controls Over Financial Reporting.
3. No instances of noncompliance material to the financial statements of the Alliance of Rouge Communities were disclosed during the audit.
4. No significant deficiencies relating to the audit of major federal award programs are reported in Report on Compliance.
5. The auditor's report on compliance for major programs expresses an unqualified opinion.
6. There were no audit findings that are required to be reported in accordance with Section 510(a) of OMB Circular A-133.
7. The programs tested as major programs include: U.S. Department of the Environmental Protection Act, Great Lakes Programs (GLNPO) CFDA 66.469 and 66.202
8. The threshold used for distinguishing between Type A and B programs was \$300,000.
9. The Alliance of Rouge Communities qualifies as a low-risk auditee.

FINDINGS—FINANCIAL STATEMENTS AUDIT

None

FINDINGS—FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

12:00 PM

11/07/13

Alliance of Rouge Communities
A/R Aging Summary
As of November 7, 2013

13

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
CMI Monitoring TMDL Grant	8,068.87	0.00	0.00	0.00	0.00	8,068.87
Pontiac	0.00	0.00	0.00	0.00	508.00	508.00
Rouge River National Wet Weather Dem. Pro	54,616.94	0.00	0.00	0.00	0.00	54,616.94
Washtenaw County	0.00	2,500.00	0.00	0.00	0.00	2,500.00
TOTAL	<u>62,685.81</u>	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>508.00</u>	<u>65,693.81</u>

12:00 PM

11/07/13

Alliance of Rouge Communities
A/P Aging Summary
As of November 7, 2013

14

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Environmental Consulting & Technology, In	22,246.60	1,561.13	3,326.24	0.00	0.00	27,133.97
Inland Lakes Landscaping Corp.	0.00	0.00	0.00	0.00	9,973.78	9,973.78
Peer 1 Hosting	0.00	199.00	0.00	0.00	0.00	199.00
Wayne County - DOE	11,824.12	0.00	0.00	0.00	90.00	11,914.12
TOTAL	<u>34,070.72</u>	<u>1,760.13</u>	<u>3,326.24</u>	<u>0.00</u>	<u>10,063.78</u>	<u>49,220.87</u>

Alliance of Rouge Communities

Profit & Loss Budget vs. Actual

January through December 2013

	Jan - Dec 13	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
47201 · Rain Barrel Sales	110.00	1,400.00
47230 · Rollover ARC Member Dues	0.00	8,914.58
47283 · 2013 ARC Membership Dues	269,195.00	269,195.00
Total 47200 · Program Income	269,305.00	279,509.58
47500 · Contributions	3,220.00	
48000 · Grants		
48298 · 2013 Rouge Project Grant Match	16,345.20	22,500.00
48299 · 2013 RRNWWD Grant	150,361.40	243,286.00
48610 · GLC Grants		
48901 · GLC PAC Support Grant4	15,062.10	15,734.63
48902 · GLC PAC Support 5 RRAC Fac2013	11,551.20	
Total 48610 · GLC Grants	26,613.30	15,734.63
48611 · NOAA1 Wayne Rd. Dam Removal	133,313.38	138,887.86
48700 · GLRI Grant 2010		
48701 · GLRI1-Transforming		
48703 · GLRI1-Match	28,944.47	41,693.00
48701 · GLRI1-Transforming - Other	52,623.72	52,048.65
Total 48701 · GLRI1-Transforming	81,568.19	93,741.65
48702 · GLRI2-Danvers	1,038.00	1,038.00
Total 48700 · GLRI Grant 2010	82,606.19	94,779.65
48711 · CMI1 Monitoring TMDL	12,864.74	19,136.69
48811 · FS1 US Forestry EAB Restoration	82,544.04	263,240.11
48812 · Erb Family Foun.-Legacy Proj.	0.00	125,134.41
Total 48000 · Grants	504,648.25	922,699.35
Total Income	777,173.25	1,202,208.93
Expense		
603001 · GLC Projects		
604601 · SPAC4 RRAC Facilitation	16,873.82	16,874.34
Total 603001 · GLC Projects	16,873.82	16,874.34
60400 · 2010 Awards and Grants		
60410 · Organizational Committee		
60411 · OC1-Executive Director Services		
60403 · OC1-Future Financing Options	0.00	17,600.00
60405 · OC1-Expenses	3,253.09	4,500.00
60406 · OC1-Annual Report	3,600.62	3,985.00
60407 · OC1- Marketing & Comm. Strategy	554.66	4,164.00
60409 · OC1-Finance Committee	4,527.11	5,875.00
60413 · OC1-Executive Committee	8,454.64	10,597.00
60414 · OC1-Organizational Committee	27,534.31	2,900.00
60415 · OC1-Full Alliance Meetings	4,522.47	9,277.00
60416 · OC1-SWAGs	0.00	4,459.00
60417 · OC1-Materials Dist. & FOIA OMA	2,874.02	4,648.00
60418 · OC1-Advocacy & Liaison	40,473.97	39,507.00
60419 · OC1-Quick Books & Finance	17,532.28	16,732.00
60429 · OC1-PIE Mtgs and Budget Prep	16,118.12	19,521.00
60438 · OC1-Tech. Mtgs. & Budget Prep.	15,950.04	14,986.00
60440 · OC1- Adm. Oversight/Support	16,419.49	12,270.00
60442 · OC1-Grant Applications	22,397.38	30,000.00
Total 60411 · OC1-Executive Director Services	184,212.20	201,021.00
Total 60410 · Organizational Committee	184,212.20	201,021.00
60420 · Public Involv. & Education Com.		
60001 · PIE2-Public Ed Materials	17,618.16	15,500.00
60002 · PIE3-Wedsite Maintenance	4,392.36	7,750.00
6041 · PIE4-Septic system Main Worksho	5,727.81	4,500.00
6042 · PIE5-Watershed Steward & Report	5,180.01	13,500.00
60421 · PIE1-Green Infrast. Campaign	37,425.61	51,500.00
Total 60420 · Public Involv. & Education Com.	70,343.95	92,750.00

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Accrual Basis

Alliance of Rouge Communities

Profit & Loss Budget vs. Actual

January through December 2013

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	Jan - Dec 13	Budget
60430 - Technical Committee		
60004 - TC3-IDEP	9,862.91	42,300.00
60431 - TC1-R. R. Water. Monitor Act.	75,726.74	148,100.00
6449 - TC2-Stormwater Reporting System	5,840.05	12,400.00
Total 60430 - Technical Committee	91,429.70	202,800.00
Total 60400 - 2010 Awards and Grants	345,985.85	496,571.00
60451 - GLRI1 Transforming the Rouge		
60452 - GLRI1A-Grow Zone Design/const	2,742.59	
60453 - GLRI1G-Grant Mange/Reporting	1,484.99	
60454 - GLRI1C-Vall Wds Per/cons Ovrst	192.12	
60455 - GLRI1F-Public Education	630.56	2,000.00
60456 - GLRI1B-Construct Grow Zones	15,686.44	
60457 - GLRI1D-Construct vall wds impv	2,027.33	
60458 - GLRI1E-Monitoring	7,372.96	
60459 - GLRI1H-WC Park Grow Zones	10,512.00	
60461 - GLRI1I-Southfield Valleywoods R	12,966.28	
60463 - GLRI1-match	0.00	41,693.00
60451 - GLRI1 Transforming the Rouge - Other	0.00	52,048.65
Total 60451 - GLRI1 Transforming the Rouge	53,615.27	95,741.65
60470 - GLRI2 Danvers Dam Removal		
60474 - GLRI2C-Construction Oversight	1,038.00	1,038.00
Total 60470 - GLRI2 Danvers Dam Removal	1,038.00	1,038.00
60580 - CMI1 TMDL Monitoring	13,639.56	19,136.69
60590 - NOAA1 Wayne Dam Removal		
60592 - NOAA1B-Grant Report/Outreach	16,400.56	
60594 - NOAA1D-Monitoring	40,685.17	
60595 - NOAA1C-Construction Oversight	63,523.21	
60656 - NOAA1E-graphics public open	12,537.25	
60590 - NOAA1 Wayne Dam Removal - Other	0.00	138,887.86
Total 60590 - NOAA1 Wayne Dam Removal	133,146.19	138,887.86
60600 - FS1- US Forestry EAB Restore		
606001 - FS1A-Project Oversight	935.78	
606002 - FS1B-Tree Purchase/Installation	87,794.77	
606003 - FS1C-Grant Management	997.78	
60600 - FS1- US Forestry EAB Restore - Other	0.00	263,240.11
Total 60600 - FS1- US Forestry EAB Restore	89,728.33	263,240.11
60650 - ERB1-Legacy Proposal/Project		
60651 - ERB1A-GLLA Proposal	35,369.49	
60654 - ERB1D-Grant Administration	1,016.32	
60650 - ERB1-Legacy Proposal/Project - Other	0.00	125,134.41
Total 60650 - ERB1-Legacy Proposal/Project	36,385.81	125,134.41
60900 - Business Expenses		
60920 - Business Registration Fees	20.00	
Total 60900 - Business Expenses	20.00	
62100 - Contract Services		
62110 - FC1-Accounting Fees	12,082.00	15,000.00
62140 - FC1-Legal Fees	0.00	2,000.00
Total 62100 - Contract Services	12,082.00	17,000.00
65100 - Other Types of Expenses		
65120 - FC2-Insurance - D&O	3,360.00	4,000.00
Total 65100 - Other Types of Expenses	3,360.00	4,000.00
Total Expense	705,874.83	1,177,624.06
Net Ordinary Income	71,298.42	24,584.87
Net Income	71,298.42	24,584.87

**Alliance of Rouge Communities
DRAFT 2013 Budget**

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Expected Revenues Available for 2013

2013 Dues from Communities	\$ 269,195
2013 Rouge Project Grant (estimated)	\$ 235,786
Rouge Project Grant Match	\$ 25,000
GLRI/FS Grants	\$ 315,289
GLRI Match	\$ 41,693
CMI Grant	\$ 19,137
NOAA Grant	\$ 203,888
SPAC Grant	\$ 29,735
ERB Foundation Grant	\$ 125,134
2013 Rain Barrel Sales (estimated)	\$ 1,400
Corporate Support	\$ -
Rollover Dues from 2012 Budget (estimated)	\$ 8,915
	\$ 1,275,170

Draft 10/2/13

Proposed ARC Budget Items		Committee Proposal	Funding Source								"Provider" Using Budget (3)
			ARC Dues	Rouge Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	ERB Grant	Other Source/Match	
Rouge Grant											
Organization Committee											
(1)(9)OC1 Executive Director Services		\$ 171,021	\$ 85,511	\$ 85,511							EDS
(2)(11) Pursuing Grant Opportunities		\$ 30,000	\$ 30,000	-							EDS
Organization Committee Total		\$ 201,021	\$ 115,511	\$ 85,511							
Finance Committee											
(2)FC1 Accounting/Legal Services		\$ 17,000	\$ 17,000	\$ -							outside purchase
(2)FC2 ARC Insurance		\$ 4,000	\$ 4,000	\$ -							outside purchase
Finance Committee Total		\$ 21,000	\$ 21,000	\$ -							
Public Education and Involvement Committee											
PIE1 Green Infrastructure Campaign		\$ 51,500	\$ 25,750	\$ 25,750							EDS/WC/ARC
PIE2 Public Ed Materials		\$ 15,500	\$ 7,750	\$ 7,750							EDS/WC/ARC
PIE3 Website Maintenance		\$ 7,750	\$ 3,875	\$ 3,875							EDS/WC
PIE4 Septic System Maintenance Workshops		\$ 4,500	\$ 2,250	\$ 2,250							EDS
PIE5 Watershed Stewardship and Reporting		\$ 13,500	\$ 4,250	\$ 6,750					\$ 2,500		FOTR
PIE Committee Total		\$ 92,750	\$ 43,875	\$ 46,375					\$ 2,500		
Technical Committee											
TC1 Rouge River Watershed Monitoring Activities		\$ 148,100	\$ 54,050	\$ 74,050					\$ 20,000		WC/EDS/FOTR
TC2 Storm Water Reporting		\$ 12,400	\$ 6,200	\$ 6,200							EDS/ARC
(9)TC3 IDEP		\$ 42,300	\$ 21,150	\$ 21,150							EDS/WC/OC
(12)TC4 Second IDEP Training		\$ 5,000		\$ 2,500					\$ 2,500		WCWRC
Technical Committee Total		\$ 207,800	\$ 81,400	\$ 103,900					\$ 22,500		
Total Amount Requested by All Committees		\$ 522,571	\$ 261,786	\$ 235,786					\$ 25,000		
			ARC Dues	Rouge Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	ERB Grant	Other Source/Match	
GLRI Grant											
GLRI 1	Transforming the Rouge AOC from Mowed Down to Grown Up	\$93,742			\$52,049					\$41,693	
GLRI1F	Public Education	\$2,000	\$2,000								
	Sub-total GLRI 1	\$95,742	\$2,000		\$52,049					\$41,693	
(6)FS 1	US Forestry EAB Restoring Community Trees in Urban Watershed	\$263,240			\$263,240						
TOTAL GLRI		\$358,982	\$2,000		\$315,289					\$41,693	
			ARC Dues	Rouge Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	ERB Grant	Other Source/Match	
CMI											
(5)CMI1	CMI1 Rouge River Monitoring for E.coli TMDL Implementation	\$19,137						\$19,137			
TOTAL CMI		\$19,137						\$19,137			
NOAA											
(4) NOAA1	NOAA1 Wayne Road Dam Removal	\$138,888					\$138,888				
(13) NOAA2	NOAA2 Oxbow Phase III	\$65,000					\$65,000				
TOTAL NOAA		\$203,888					\$203,888				
SPAC											
(7)SPAC4	SPAC4 RRAC Facilitation	\$15,735				\$15,735					
(10) SPAC5	SPAC5 RRAC Facilitation 7/13-6/14	\$14,000				\$14,000					
TOTAL SPAC		\$29,735				\$29,735					
ERB Foundation											
(8)ERB1	Legacy Act Proposal	\$125,134							\$125,134		
TOTAL ERB		\$125,134							\$125,134		
TOTAL BUDGET		\$1,259,447	\$263,786	\$235,786	\$315,289	\$29,735	\$203,888	\$19,137	\$125,134	\$66,693	
TOTAL INCOME		\$1,275,170									
Available Unallocated ARC Budget (total income minus total budget)		\$15,724									

Notes

- (1) Includes fiduciary services, advocacy and administration
- (2) Not a Rouge grant eligible item; funded 100% from ARC dues
- (3) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- (4) NOAA grant amount of \$138,888 remains and is budgeted in 2013. Total award is \$1,033,536.
- (5) CMI1 grant amount of \$19,137 remains and is budgeted in 2013. Total award is \$49,895.
- (6) FS1 GLRI/USDA Forest Service grant amount of \$263,240.11 remains and is budgeted in 2013. Total award is \$374,980.
- (7) SPAC4 grant amount of \$15,735 remains and is budgeted in 2013. Total award is \$50,207.
- (8) ERB1 grant amount of \$125,134 remains and is budgeted in 2013. Total award is \$150,000.

Amendments approved on 3/28/13:

- (9) OC Amendment 1: Financing options for the ARC after Rouge Grant is eliminated in June 2014, increase OC1 budget from \$158,421 to \$171,021, and a decrease in TC3 from \$62,500 to \$49,900.

Amendments approved on 7/11/13:

- (10) FC Amendment 1: SPAC5 for RRAC Facilitation 12 month grant, total award is \$28,878 with \$14,000 anticipated in 2013 and the remainder of \$14,878 will be budgeted in 2014
- (11) OC Amendment 2: Grant preparation for SAW grant and ERB Foundation, increase OC1 from \$20,000 to \$30,000

Amendments drafted on 10/2/13:

- (12) TC Amendment 1: Adding TC4 - Second IDEP Training, Budget of \$5,000, 1/2 paid by Rouge Grant and up to \$2,500 donated by Washtenaw County Water Resource Commissioner's Office
- (13) FC Amendment 2: Adding NOAA2 - Funding anticipated for 2013 activities in the amount of \$65,000. No match is required. The remainder of the grant funds (\$191,272) will be booked in the 2014 budget.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2013 BUDGET AMENDMENT: Finance Committee Amendment 2

REQUEST DATE: September 16, 2013

LINE ITEM: Add NOAA 2 Oxbow Phase III

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The Alliance of Rouge Communities (ARC) has received a \$256,272 federal grant to design the final open cut to the Oxbow located on the channelized portion of the Rouge River at The Henry Ford. The 18-month grant was awarded to the ARC by NOAA , which provides financial and technical assistance to remove dams and barriers, construct fish passages, clean up marine debris, restore coastal wetlands, and remove invasive species in the region. The activities per the grant can begin August 1, 2013.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Phase III design includes the reconnection/restoration of the historic river channel to the existing lined and channelized segment of the Rouge River and of the adjacent forested floodplain that complements the existing oxbow restoration and creation of passive recreation and interpretive education opportunities for the facility. The design will provide an open hydraulic connection to restored areas including benthic macro-invertebrates, amphibians, birds, fish and small mammals. Proposed modifications to the riverbank include bioengineering techniques, riparian habitat creation, and slope stabilization. The following tasks will be completed under this project:

- Task 1. Preliminary Engineering and Field Investigation
- Task 2. Design and Permitting
- Task 3. NOAA Grant Requirements/Management

RATIONALE: The 2013 budget must be adjusted to reflect this additional funding.

BUDGET: This amendment adds the NOAA2 Oxbow Phase III grant budget line to the 2013 ARC Budget with funding anticipated for 2013 activities in the amount of \$65,000. No match is required. The remainder of the grant funds (\$191,272) will be booked in the 2014 budget.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by the ARC Executive Director Staff.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2013 Budget Amendment Technical Committee – Amendment 1

REQUEST DATE: September 24, 2013

LINE ITEM: TC4: IDEP Training

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: As part of a 5 year training plan, in 2013 the ARC offered Illicit Discharge Investigator Training to communities within Macomb, Oakland, Wayne, Washtenaw and St. Clair counties. One hundred and twenty-five (125) people signed up for the training, but, in order to provide the most effective experience, the class size is limited to 60 people.

DESCRIPTION OF ANTICIPATED ACTIVITIES: A second training will be offered to handle the other 65 people. The second training is tentatively planned for October 22nd and Farmington Hills has offered to host the training at no charge.

RATIONALE (including why needed): This training is needed for municipal staff as part of MS4 permit requirements. This training is not planned again until 2015.

BUDGET (including how the amount requested was established): The estimated budget for this initiative is \$5,000 as shown below. The Washtenaw County Water Resource Commissioners Office has offered to pay up to \$2,500 for the training. The rest of the cost will be paid by Wayne County as part of the federal grant. If less than \$5,000 is incurred for this item, the costs will be split 50/50 between the two agencies.

Item	Effort	Responsible Party
ECT Trainer	\$800	ECT
2 WC Trainers, 1 training assistant for group exercise, exam grading, certificate mailings, registration	\$2,200	WC
Reset group exercise for next training	\$1,000	WC
ED administration	\$500	ECT
Follow-up questions from attendees	\$500	WC
Total	\$5,000	

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: ED staff and Wayne County will implement these activities. The Technical Committee Chair will oversee this task on behalf of the ARC.

Alliance of Rouge Communities
Executive Director Services
Appendix C - Scope of Services for NOAA Grant:
Rouge Oxbow Restoration Project - Phase III Design
Environmental Consulting & Technology, Inc.
September 16, 2013 to December 31, 2014

The total compensation for this scope of services is \$241,272. The ARC will be reimbursed by National Oceanic and Atmospheric Administration (NOAA) for 100% of this cost. NOAA has advised the ARC that the project start date was 8/1/2013 per the grant application.

The Project:

The Alliance of Rouge Communities (ARC) has received a \$256,272 federal grant to design the final open cut to the Oxbow located on the channelized portion of the Rouge River at The Henry Ford. The 18-month grant was awarded to the ARC by NOAA, which provides financial and technical assistance to remove dams and barriers, construct fish passages, clean up marine debris, restore coastal wetlands, and remove invasive species in the region.

The Phase III design includes the reconnection/restoration of the historic river channel to the existing lined and channelized segment of the Rouge River and of the adjacent forested floodplain that complements the existing oxbow restoration and creation of passive recreation and interpretive education opportunities for the facility. The design will provide an open hydraulic connection to restored areas including benthic macro-invertebrates, amphibians, birds, fish and small mammals. Proposed modifications to the riverbank include bioengineering techniques, riparian habitat creation, and slope stabilization.

Task Summary

The task summaries below provide the background for the activities associated with the proposed project described above.

Task 1. Preliminary Engineering and Field Investigation

\$96,649

Background data will be collected and reviewed, survey information will be collected of the river and land, cross sections will be taken to aid in the hydraulic modeling and development of a site base map of the existing site conditions, including the existing topography and utilities, site investigations will be conducted to help define site conditions and constraints. Additionally, T&E information and geotechnical data along the proposed new passage will be collected. Field assessment and evaluations of flora, fish, wildlife populations and habitats will be conducted to document existing conditions and utilization of the area by target and non-target species within the areas subject to the proposed new passage. Consultation with project partners will assist in

developing field investigation plans that will collect data necessary to meet the needs of the proposed project. The three main elements of this task are further defined below:

Topographic Survey- Topographic mapping will consist of measuring three-dimensional locations of natural and artificial features within the project site. The field collected data will serve as a basis for land planning, route planning, architectural and civil design, drainage analysis, and geotechnical analysis. Mass points and break lines will be collected at sufficient intervals and with regard to changes in terrain to adequately illustrate surface drainage. Spot elevations will be collected at critical points and at a reasonable interval to supplement contour lines. Site utilities will be field located at the surface, with subsurface connectivity estimated through review of plan information and flow line measurements.

Geotechnical Investigation - Up to 10 (ten) soil borings will be performed with each extending to a depth of below the river bottom. Soil samples will be visually classified. Moisture content tests, unit weight determinations and unconfined compressive strength tests will be performed on representative cohesive soil samples. Loss on Ignition Tests (LOI) will be performed on samples suspected to contain organic content. Sieve analysis will be performed on representative samples of existing granular material.

Soil Characterization - The purpose of the soil evaluation will be to characterize the chemical characteristics of the soil prior to its excavation for evaluation of potential disposal alternatives for the soils (upland, fill or at a Class II sanitary landfill). The samples will be analyzed based on the State of Michigan criteria for Metals, Volatile and Semi-Volatile and PCB scans.

Task 2. Design and Permitting

\$119,184

This task will include the final design and MDEQ/USACOE Joint Permit application. The design will take into account the technical needs for the Oxbow connection, constructability, and public programming for The Henry Ford. This task will include hydrology and hydraulics modeling, geotechnical analysis, identification and analysis of final design concept, development of construction design plans and technical specifications, and development of final cost estimate. A joint permit application package with appropriate permit fee will be developed, turned in and a meeting will be conducted with the MDEQ regarding the project. Additionally, a local permit package and fee will be developed.

Periodic communication with District permitting staff will allow dialogue on design before the MDEQ/USACOE application is submitted. This will include project partner meetings 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.

Task 3. NOAA Grant Requirements/Management

\$25,439

This task will include the development of a project QAPP, HACCP, semi-annual reports to NOAA, and the drafting of the final project report. This task includes the following elements:

- Perform Grant Management activities as required by NOAA. ECT will provide grant management services and assure compliance with terms and conditions of the anticipated grant.
- Prepare the Quality Assurance Project Plan (QAPP) 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 to NOAA for review and approval prior to beginning any data collection activities.
- Coordinate with Partners: ECT will provide coordination between partners and stakeholders in the project. Throughout the design process, active participation will be fostered among the stakeholders through monthly meetings and a formal technical workshop.
- Public Outreach. Throughout the design process, ECT will assist the ARC with reach out to the public to inform them of the proposed activities and to obtain input. During the development of the field information and design documents there will a focused workshop for the interested public. ECT will also be posting information related to the project on the ARC web site and informational flyers will distributed to interested organizations.

Deliverables:

Quality Assurance Project Plan (QAPP)

Geotechnical Analysis Memorandum

Soil Characterization Memorandum

MDEQ/USACOE Joint Permit application

Design Plans for Oxbow Open Cut and Crossing

Technical Specifications for Oxbow Open Cut and Crossing

NOAA Semi-Annual Reporting

NOAA Final Report

Alliance of Rouge Communities
Executive Director Services
Third Revision, Appendix A- Scope of Services for Basic Services

Environmental Consulting & Technology, Inc.
January 1, 2013 to December 31, 2013

The total compensation for the scope of services included in Appendix A is: \$297,071, which includes a fixed fee of \$43,885.65 and direct expenses of \$4,500.

Third revision includes an increase of \$1,300 for item 7. *Technical Committee, Task B: IDEP Training* (see page 14).

1. **EXECUTIVE DIRECTOR ARC MEMBERSHIP MEETING SUPPORT**
(ED Services, \$44,833, 2013 ARC Budget)

a. Full Alliance Meetings (Jim Ridgway)

Staff support will be provided for each meeting, including preparation of the agenda (under the direction of the Chair), distribution of the materials prior to the three (3) full ARC meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.

b. Executive Committee Meetings (Jim Ridgway)

Staff support will be provided for six (6) Executive Committee meetings. Staff support for each meeting will include (under the direction of the ARC Officers), preparation of the agenda, distribution of the materials prior to the meetings, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution.

c. Organization Committee Meetings (Zachare Ball)

Staff support will be provided for two (2) Organization Committee meetings. Staff support for each meeting will include (under the direction of the co-chairs), preparation of the agenda, distribution of the materials prior to the meeting, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken).

Staff support will be provided to research and describe options for communities to fund the activities of the ARC in the absence of federal funding. In addition, given the increased requirements of the Phase 2 stormwater permit, the Committee requested a discussion of the tasks and budget needed to fund the current and anticipated permit elements.

To accomplish this, Executive Director staff will develop a white paper that describes the steps and data requirements for implementing funding options. Based on direction from the Organization Committee in late 2012, ED staff will focus on the establishment of 1)

Table 2: Traditional IDEP Training Responsibilities - DRAFT

Year	Staff cost	Facility	Registration	Print Certificates	Mail Certificates	Refreshments
1	ADW, ARC	Wayne Co.	Wayne Co.	Wayne Co.	Wayne Co.	Wayne Co.
3	ADW, ARC	Oakland Co.	Oakland Co.	Wayne Co.	Wayne Co.	Oakland Co.
5	ADW, ARC	Macomb Co.	Macomb Co.	Wayne Co.	Wayne Co.	Macomb Co.

Table 3: SEMCOG Municipal Facility and Illicit Discharge Training Responsibilities - DRAFT

Year	Staff Cost	Facility	Registration	Refreshment
2	Host County, SEMCOG	St. Clair Co.	St. Clair Co.	St. Clair Co.
4	Host County, SEMCOG	Washtenaw Co.	Washtenaw Co.	Washtenaw Co.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The tasks addressed under this initiative are A) IDEP field investigations, B) IDEP training, and C) Collaborative IDEP plan. Each task is described below.

Task A. IDEP Field Investigations

Conduct concentrated field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. This work would be overseen and coordinated by ED staff to ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC. The field work will be undertaken by Wayne and Oakland County's IDEP staff with cooperation of the local communities. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary.

Prior to Oakland and Wayne counties expending budget for this task, they will each present a scope of work and budget for review by the Technical Committee and approval by the ED. Two inter-agency agreements (one for each county) will be drafted by the ED staff for approval by each county and the ED. Agreements and funding needed between participating entities will be identified in the scope of work.

ED staff will occasionally solicit progress reports from both counties for reporting to the Technical Committee. The ED will also provide an update at a full ARC meeting, as deemed appropriate. Responsibility: ED (oversight), Wayne & Oakland counties (implementation)

ED Staff Total Subtask Budget: \$1,500

Task B: IDEP Training

Wayne County and ED staff will hold two (2) IDEP training workshops that is open to all Southeast Michigan communities. The workshop will fulfill the IDEP training requirements for the Phase II permit. The task will include workshop setup, preparation

and meeting room coordination carried out by WC in 2013. Instruction will be provided by WC and ED staff.

ED Staff Total Subtask Budget: \$2,300

Task C. Collaborative IDEP Plan

In preparation for the new permit, the ED and WC will complete the Collaborative IDEP plan for use by the membership. The plan will guide IDEP activities and delineate responsibilities for the communities, counties and ARC. This will be drafted as a standalone document, but can be rolled into a watershed-wide Stormwater Management Plan (which will replace the SWPPI in the next permit).

Deliverables: OC IDEP Investigation Summary (OC); WC IDEP Investigation Summary (WC); Training list of attendees (WC); Collaborative Plan (ED)

ED Staff Total Subtask Budget: \$3,000

Wayne County Fair Share Goals: The CONTRACTOR shall meet the Fair Share Goals established by Wayne County, and approved by the EPA. The goal is 3% Minority Business Enterprise (MBE) and 5% Woman Business Enterprise (WBE). Note that the federal regulation regarding Disadvantaged Business Enterprises (DBEs) has been changed and some firms that were considered as DBEs under the old regulation may not qualify as DBEs under the new regulation. All DBE contractors must be certified by Wayne County or an appropriate agency as specified by the Michigan Unified Certification Program (MUCP) (see http://www.michigan.gov/mdot/0,1607,7-151-9625_21539_23108---,00.html).

**Alliance of Rouge Communities
DRAFT 2014 Budget**

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Expected Revenues Available for 2014

2013 Dues from Communities	\$	269,195
2013 Rouge Project Grant (estimated)	\$	64,369
Rouge Project Grant Match	\$	1,250
GLRI/FS Grants	\$	60,670
CMI Grant	\$	10,000
NOAA Grant	\$	191,272
SPAC Grant	\$	14,878
ERB Foundation Grant	\$	63,883
2014 Rain Barrel Sales (estimated)	\$	-
Corporate Support	\$	-
Rollover Dues from 2013 Budget (estimated)	\$	15,724
	\$	691,241

Draft 11/12/13

Proposed ARC Budget Items		Committee Proposal	Funding Source								"Provider" Using Budget (3)
			ARC Dues Jan-Dec	Rouge Grant Jan-May	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	ERB Grant	Other Source/Match	
Rouge Grant											
Organization Committee											
(1)OC1	Executive Director Services	\$ 103,945	\$ 80,701	\$ 23,244							EDS
(2)	Pursuing Grant Opportunities	\$ 19,874	\$ 19,874	-							EDS
Organization Committee Total		\$ 123,819	\$ 100,575	\$ 23,244							
Finance Committee											
(2)FC1	Accounting/Legal Services	\$ 17,000	\$ 17,000	\$ -							outside purchase
(2)FC2	ARC Insurance	\$ 4,000	\$ 4,000	\$ -							outside purchase
Finance Committee Total		\$ 21,000	\$ 21,000	\$ -							
Public Education and Involvement Committee											
PIE1	Green Infrastructure Campaign	\$ 28,500	\$ 19,750	\$ 8,750							EDS/WC/ARC
PIE2	Public Ed Materials	\$ 15,500	\$ 11,750	\$ 3,750							EDS/WC/ARC
PIE3	Website Maintenance	\$ 5,500	\$ 4,625	\$ 875							EDS/WC
PIE4	Septic system Maintenance Workshops	\$ -	\$ -	\$ -							
PIE5	Watershed Stewardship and Reporting	\$ 13,500	\$ 6,500	\$ 5,750					\$ 1,250		EDS
PIE Committee Total		\$ 63,000	\$ 42,625	\$ 19,125					\$ 1,250		
Technical Committee											
TC1	Rouge River Watershed Monitoring Activities	\$ 25,500	\$ 16,500	\$ 9,000							WC/EDS/FOTR
TC2	Collaborative IDEP Plan	\$ 10,000	\$ 5,000	\$ 5,000							EDS/ARC
(9)TC3	IDEP	\$ 82,500	\$ 74,500	\$ 8,000							EDS/WC/OC
Technical Committee Total		\$ 118,000	\$ 96,000	\$ 22,000						\$ -	
Total Amount Requested by All Committees		\$ 325,819	\$ 260,200	\$ 64,369						\$ 1,250	
			ARC Dues	Rouge Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	ERB Grant	Other Source/Match	
GLRI Grant											
(6)FS 1	US Forestry EAB Restoring Community Trees in Urban Watershed	\$60,670			\$60,670						
TOTAL GLRI		\$60,670			\$60,670					\$0	
			ARC Dues	Rouge Grant	GLRI Grant	SPAC Grant	NOAA Grant	CMI Grant	ERB Grant	Other Source/Match	
CMI											
(5)CMI1	CMI1 Rouge River Monitoring for E.coli TMDL Implementation	\$10,000						\$10,000			
TOTAL CMI		\$10,000						\$10,000			
NOAA											
(13) NOAA2	NOAA2 Oxbow Phase III	\$191,272					\$191,272				
TOTAL NOAA		\$191,272					\$191,272				
SPAC											
(10) SPAC5	SPAC5 RRAC Facilitation 7/13-6/14	\$14,878				\$14,878					
TOTAL SPAC		\$14,878				\$14,878					
ERB Foundation											
(8)ERB1	Legacy Act Proposal	\$63,883							\$63,883		
TOTAL ERB		\$63,883							\$63,883		
TOTAL BUDGET		\$666,522	\$260,200	\$64,369	\$60,670	\$14,878	\$191,272	\$10,000	\$63,883	\$1,250	
TOTAL INCOME		\$691,241									
Available Unallocated ARC Budget (total income minus total budget)		\$24,719									

Notes

- (1) Includes fiduciary services, advocacy and administration
- (2) Not a Rouge grant eligible item; funded 100% from ARC dues
- (3) EDS - Executive Director Services, WC - Wayne County, OC - Oakland County Officers and committee members provide assistance to implement most of the ARC tasks. Cost for this assistance is not included in ARC budget.
- (5) CMI1 grant amount of \$19,137 remains and is budgeted in 2014. Total award is \$49,895.
- (6) FS1 GLRI/USDA Forest Service grant amount of \$263,240.11 remains and is budgeted in 2014. Total award is \$374,980.
- (8) ERB1 grant amount of \$88,128 remains and is budgeted in 2014. Total award is \$150,000.
- (10) SPAC5 grant amount of \$14,878 remains and is budgeted in 2014. Total award is \$28,878.
- (13) NOAA2 grant amount of \$191,272 remains and is budgeted in 2014. Total award is \$256,272.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET RECOMMENDATION

REQUEST DATE: September 19, 2013

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

BACKGROUND: The ARC hired Environmental Consulting & Technology (ECT) in early 2007 to provide Executive Director Services to the ARC. In 2012, the ARC put out an RFP for Executive Director Services, and on October 4, 2012, the Executive Committee recommended that ECT be selected to provide those services. Based on ECT's performance to date, the ARC Officers requested an updated cost proposal from ECT. Attached is a cost proposal from ECT for ED Services for 2014 with the breakdown of hours and costs.

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. Additional duties for 2014 include:

- **ARC Meetings (OC1a)** - Staffing and facilitation of the full ARC (3 meetings); the Executive Committee (4 meetings); the Organization Committee (2 meetings); the Finance Committee (3 meetings); the Technical Committee (budget support and 1 meeting); and the PIE Committee (budget support and 1 meeting). This task will also include FOIA requests and activities to meet the Open Meetings Act requirements.
- **Advocate for Rouge River Watershed and Primary Liaison (OC1b)** – The Executive Director will serve as the primary liaison and advocate for the Rouge River Watershed.
- **Quick Books Monthly Tracking and Reporting (OC1c)** – The Executive Director Staff will use Quickbooks for the financial tracking for the ARC including payables and receivables activities.
- **Communication and Administration (OC1d)** - This also includes preparing the 2013 ARC Annual Report along with the 2014 RPO Annual Report for the period January through May of 2014.
- **Pursuing Grant Opportunities (OC1e)** – Executive Director Staff will research and prepare up to 4 grant applications. This represents \$19,874 in non-federal ARC monies to pursue grants in 2014.

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

BUDGET: ECT has submitted an estimated 2014 budget of \$123,819 for basic executive director services.

RECOMMENDATION: Executive Director Services: \$123,819

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

January - December 2014

Proposed: 9/4/2013

OC 1 - ARC Executive Director Services Budget

ECT - PHS Executive Director's Office - Service Budget												
Line Item	Task Description	ECT Staff	Jim Ridgway	Annette DeMaria	Meghan Price	Chris O'Meara	Admin	Total Hours by Task	Total Labor Costs by Task	Overhead @ 1.6944	Fixed Fee @ 15%	Total Cost by Task
		Hourly Rate	\$60	\$43	\$31	\$30	\$22					
1a	Meeting Support											
	Full Alliance Meetings (3)	18	18	6	30	10	82	\$3,160	\$5,354	\$1,277	\$9,791	
	Executive Committee (4)	24	24		32	10	90	\$3,652	\$6,188	\$1,476	\$11,316	
	Organizational Committee (2)	8	8		8		24	\$1,064	\$1,803	\$430	\$3,297	
	Finance Committee (3)		8		36		44	\$1,424	\$2,413	\$576	\$4,412	
	Technical Committee (1)		41				41	\$1,763	\$2,987	\$713	\$5,463	
	Public Involvement & Education Committee (1)			41			41	\$1,271	\$2,154	\$514	\$3,938	
Total Hours Item 1a (Meetings)		50	99	47	106	20	322	Total Cost Item 1a (Meetings)				\$38,218
1b	Advocate for ARC & Primary Liaison	102	25		50		177	\$8,695	\$14,733	\$3,514	\$26,942	
1c	Quick Books Monthly Tracking & Reporting				180	30	210	\$6,060	\$10,268	\$2,449	\$18,777	
1d	Communication and Administration	4	55	4	92		155	\$5,489	\$9,301	\$2,218	\$17,008	
1e	Grant Preparation (up to 4 grant applications)		94	52	14		160	\$6,074	\$11,208	\$2,592	\$19,874	
Total Estimated Hours by Staff		156	273	103	442	50	1024	Expenses:				\$3,000
Total Budget:												\$123,819

In comparison to the 2013 Budget:

Eliminated 9 meetings.

Eliminated the ARC marketing task.

Eliminated SWAG meeting task.

Included material distribution/FOIA responses with other tasks.

9% reduction in average hourly rate

31% reduction in budget

24% reduction in total hours

33% reduction in expenses

38% reduction in ED's (JWR's) hours.

ARC Executive Director Salary Budget												
Line Item	ECT Staff Hourly Rate	Jim Ridgway \$60	Annette DeMaria \$43	Meghan Price \$31	Chris O'Meara \$30	Admin \$22	Total Hours by Task	Total Labor Costs by Task	Overhead @ 1.6944	Fixed Fee @ 15%	Total Cost by Task	
Task Description												
1a	Meeting Support											
	Full Alliance Meetings (3)	6	6	2	10	5	29	\$1,090	\$1,847	\$441	\$3,377	
	Executive Committee (4)	12	12		16	5	45	\$1,826	\$3,094	\$738	\$5,658	
	Organizational Committee (2)	4	4		4		12	\$532	\$901	\$215	\$1,648	
	Finance Committee (3)		4		18		22	\$712	\$1,206	\$288	\$2,206	
	Technical Committee (1)		25				25	\$1,075	\$1,821	\$434	\$3,331	
	Public Involvement & Education Committee (1)			25			25	\$775	\$1,313	\$313	\$2,401	
Total Hours Item 1a (Meetings)		22	51	27	48	10	158	Total Cost Item 1a (Meetings)			\$18,622	
1b	Advocate for ARC & Primary Liaison	42	10		20		72	\$3,550	\$6,015	\$1,435	\$11,000	
1c	Quick Books Monthly Tracking & Reporting				75	10	85	\$2,470	\$4,185	\$998	\$7,653	
1d	Communication and Administration	2	28	2	40		72	\$2,586	\$4,382	\$1,045	\$8,013	
1e	Grant Preparation (up to 4 grant applications)		70	40	10		120	\$4,550	\$8,396	\$1,942	\$14,888	
Total Estimated Hours by Staff		66	159	69	193	20	507	Expenses:			\$1,200	
											Total Budget:	\$61,376

Proposed: 9/4/2013

Detailed Budget for Staff												
Line Item	Task Description	ECT Staff	Jim Ridgway	Annette DeMaria	Meghan Price	Chris O'Meara	Admin	Total Hours by Task	Total Labor Costs by Task	Overhead @ 1.6944	Fixed Fee @ 15%	Total Cost by Task
		Hourly Rate	\$60	\$43	\$31	\$30	\$22					
1a	Meeting Support											
	Full Alliance Meetings (3)	12	12	4	20	5	53	\$2,070	\$3,507	\$837		\$6,414
	Executive Committee (4)	12	12		16	5	45	\$1,826	\$3,094	\$738		\$5,658
	Organizational Committee (2)	4	4		4		12	\$532	\$901	\$215		\$1,648
	Finance Committee (3)		4		18		22	\$712	\$1,206	\$288		\$2,206
	Technical Committee (1)		16				16	\$688	\$1,166	\$278		\$2,132
	Public Involvement & Education Committee (1)			16			16	\$496	\$840	\$200		\$1,537
Total Hours Item 1a (Meetings)		28	48	20	58	10	164	Total Cost Item 1a (Meetings)				\$19,595
1b	Advocate for ARC & Primary Liaison	60	15		30		105	\$5,145	\$8,718	\$2,079		\$15,942
1c	Quick Books Monthly Tracking & Reporting				105	20	125	\$3,590	\$6,083	\$1,451		\$11,124
1d	Communication and Administration	2	27	2	52		83	\$2,903	\$4,919	\$1,173		\$8,995
1e	Grant Preparation (up to 4 grant applications)		24	12	4		40	\$1,524	\$2,812	\$650		\$4,986
Total Estimated Hours by Staff		90	114	34	249	30	517	Expenses:				\$1,800
Total Budget:												\$62,443

**Alliance of Rouge Communities
Executive Director Services
Appendix A- Scope of Services for Basic Services**

Environmental Consulting & Technology, Inc.

January 1, 2014 to December 31, 2014

The total compensation for the scope of services included in Appendix A is: \$185,519, which includes a fixed fee of \$27,378 and direct expenses of \$3,000.

OC1a - ARC MEETINGS

Full Alliance Meetings

Staff support will be provided for each meeting, including preparation of the agenda (under the direction of the Chair), distribution of the materials prior to the three (3) full ARC meetings, facilitation of the meetings (including note-taking and tallying of votes at the meeting), and preparation/distribution of meeting summaries to members and other interested parties.

Deliverables:

- Meeting agenda and handouts
- Meeting summary

Executive Committee Meetings

Staff support will be provided for four (4) Executive Committee meetings. Staff support for each meeting will include (under the direction of the ARC Officers), preparation of the agenda, distribution of the materials prior to the meetings, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken), and meeting summary preparation and distribution.

Deliverables:

- Meeting agenda and handouts
- Meeting summary

Organization Committee Meetings

Staff support will be provided for two (2) Organization Committee meetings. Staff support for each meeting will include (under the direction of the co-chairs), preparation of the agenda, distribution of the materials prior to the meeting, facilitation of the meetings (including note-taking and documenting recommendations considered and actions taken). ECT will also aid in the development of policies and procedures as necessary. ECT will aid in any revisions to the ARC Bylaws.

Deliverables:

- Meeting agenda and handouts
- Final policies and procedures
- 2015 Organization Committee Budget

Finance Committee

ECT will work with the Finance Committee to develop and administer the annual budget and work plan. ECT will prepare monthly financial reports and coordinate the annual audit in accordance with ARC bylaws. ECT will attend up to three (3) Finance Committee meetings, including preparation of the agenda, distribution of materials prior to the meetings, and preparation/distribution of meeting summaries to appropriate parties. Ongoing support services for the committee outside of the regular meetings will also be provided.

Deliverables:

- Meeting agenda and handouts
- Final 2014 budget and amendments (as necessary) for all committees along with supporting documentation
- Final 2015 budget recommendations for all committees along with supporting documentation
- Final 2015 annual budget
- Final 2013 A133 Audit

Technical Committee Support

ECT Staff support will be provided for one (1) meeting, including preparation of the agenda (under the direction of the Technical Committee Chair), distribution of the materials prior to the meeting, facilitation of the meeting (including note-taking and record of actions taken), and preparation/distribution of the meeting summary to members and other interested parties. Staff support will be provided for developing the 2015 Technical Committee budget.

Deliverables:

- Meeting agenda and handouts
- Meeting summary
- 2015 Technical Committee Budget

Public Involvement & Education Committee Support

ECT Staff support will be provided for one (1) meeting, including preparation of the agenda (under the direction of the PIE Committee Chair), distribution of the materials prior to the meeting, facilitation of the meeting (including note-taking and record of actions taken), and preparation/distribution of the meeting summary to members and other interested parties. Staff support will be provided for developing the 2015 PIE Committee budget.

Deliverables:

- Meeting agenda and handouts
- Meeting summary
- 2015 PIE Committee Budget

In addition to staffing the above meetings, ECT will respond to FOIA requests and meet the Open Meetings Act requirements consistent with the policies developed and adopted by the ARC.

Deliverables (as necessary):

- Letter responses to requests along with supporting documentation

OC1b - ADVOCATE FOR ROUGE RIVER WATERSHED AND PRIMARY LIAISON

ECT will promote the ARC as the advocate for the Rouge River Watershed, serve as the primary spokesperson for the ARC, respond to requests for information and seek opportunities to promote ARC awareness. ECT will serve as the ARC primary liaison to all members, including both formal and informal interaction with government officials, legislators and staff on a regular basis.

Deliverables:

- **Copies of letters and presentation advocating the ARC**
- **Summary of meetings with members, government officials, legislators and/or staff**

OC1c - FINANCIAL SERVICES

ECT will provide financial services in accordance with the ARC's Accounting Procedures Manual. ECT will provide necessary staff to meet the separation of financial duties and responsibilities documented in the ARC's Accounting Procedures Manual so that no Executive Director staff member has sole control over cash receipts, bank reconciliations, accounts payable, mail or other accounting functions. ECT will maintain financial records and files as required by the ARC Accounting Procedures Manual including grants and vendor contracts. ECT will coordinate the ARC's taxes, financial statement and A133 audit with the ARC's Accountant and Auditor. In accordance with the ARC's Accounting Procedures Manual ECT will provide and maintain the following:

- | | |
|---------------------------------------|---|
| • Security and access | • Property and inventory control (if necessary) |
| • Data backup | • Audits |
| • Funds received | • Taxes and reporting |
| • Receipt book | • Grants and contracts |
| • Fund disbursements | • Budgets |
| • Purchasing | • Internal and external reporting |
| • Consultant/contract services | • Record retention |
| • Bank accounts | • Insurance |
| • Travel reimbursement (if necessary) | |
| • Allocation of costs | |

Deliverables:

- **Final ARC annual budget**
- **Completed A133 Audit, taxes and Financial Statements**
- **Completed vendor and grant contracts as necessary**

OC1d - COMMUNICATION AND ADMINISTRATION

ECT will provide administrative oversight of the ARC day-to-day activities of staff, consultants and contractors, and will foster external relationships with other agencies, organizations, and individuals to meet the goals of the ARC. ECT will also prepare and distribute the 2013 ARC Annual Report along with the 2014 RPO Annual Report for the period January through May reflecting ARC accomplishments.

Deliverables:

- **2013 ARC Annual Report**
- **2014 January-May RPO Annual Report**
- **Final vendor contracts**

OC1e - PURSUING GRANT OPPORTUNITIES

ECT will research and develop four (4) grant applications to support ARC activities and initiatives.

Deliverables:

- **Summary report of grants considered and pursued**
- **Final submitted grant applications and budgets**

TC1 – ROUGE RIVER WATERSHED MONITORING ACTIVITIES

ECT will complete a water quality summary for 2013. This summary is needed on an annual basis for the federal grant per Wayne County. This task includes the following components:

- Acquiring the rainfall, flow and continuous temperature and dissolved oxygen data from USGS. This includes all data from all USGS-monitored sites located within the Rouge River watershed,
- Reviewing the data for anomalies,
- Loading the data into the ARC web-based water quality database and maintaining the database,
- Analyzing the data for temporal trends,
- Assigning the data to wet and dry weather conditions,
- Graphing of the data, and
- A brief report describing the results of the 2013 flow and DO data collection effort and an assessment of historic data trends.

Deliverables:

- **Water Quality Summary report**

TC2 – COLLABORATIVE IDEP PLAN

ECT will work with Wayne County to further the development and potentially finalize the Collaborative IDEP plan. This effort will involve edits to the draft plan, and obtaining and incorporating feedback from the members on their responsibilities as outlined in the plan. Feedback will also be sought from the MDEQ.

Deliverables:

- **Collaborative IDEP Plan**

TC3 – IDEP INVESTIGATIONS

ECT will oversee and coordinate Wayne and Oakland County's field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. ECT staff will ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC.

ECT will assist the Technical Committee in reviewing the scope of work and budget prior to Oakland and Wayne counties expending budget for this task. ECT will draft two inter-agency agreements (one for each county).

ECT staff will occasionally solicit progress reports from both counties for reporting to the Technical Committee. ECT will also provide an update at a full ARC meeting, as deemed appropriate.

Deliverables:

- **IAA's between the ARC and each county including the scope of work**

PIE1 – GREEN INFRASTRUCTURE CAMPAIGN

Workshops

ECT will support the presentation by FOTR of the following workshops in 2014:

- Native Landscaping Workshop for Homeowners: The ARC, Wayne County and Friends of the Rouge will present four (4) workshops around the Rouge River Watershed that focus on actual residential sites owned by participants and how to design and plant a residential native garden/grow zone. This is a follow-up to a similar successful workshop held in Southfield in 2012 for watershed residents, and the four workshops held in 2013.
- Maintenance Update Workshop for Stakeholders: The ARC, Wayne County and Friends of the Rouge will conduct a workshop for stakeholders who installed ARC and FOTR grow zones from 2009-12 to discuss any issues, provide information and assistance, and discuss lessons learned.

Deliverables:

- Attendance at workshop planning meetings and support at workshops
- Workshop handouts
- Workshop powerpoint presentation

Collaborative PEP

The MDEQ has encouraged the ARC to develop a collaborative PEP for ARC communities. This task will support the development a Collaborative PEP for the ARC.

Deliverables:

- Collaborative PEP

PIE2 – PUBLIC EDUCATION MATERIALS

ECT staff will plan and prepare for up to four (4) public events and provide printing and related graphics support for the seedling packaging and for ECT staff to coordinate distribution of materials at various events.

Deliverable:

- 2014 distribution list of public education materials and seedlings.
- Copies of materials distributed

PIE3 - WEBSITE MAINTENANCE

ED staff will perform regular updates to the ARC website, including adding documents and graphics, editing and review.

Deliverable:

- Website updates
- 2014 report of events/activities disseminated on the ARC's website

ARC 2014 Draft Budget
Summary of Finance Committee Budget Items

<i>Item #</i>	<i>Description</i>	<i>Budget</i>	<i>Responsibility</i>			
			<i>Wayne County</i>	<i>Executive Director</i>	<i>FOTR</i>	<i>ARC</i>
FC1	Accounting/Legal Services	\$17,000				\$17,000
FC2	Insurance	\$4,000				\$4,000
Total 2014 Finance Committee Budget		\$21,000	\$0	\$0	\$0	\$21,000



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET REQUEST

REQUEST DATE: October 2, 2013

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 will be required to provide an A133 audit. 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 2013 taxes, preparation of the financial report and the required A133 audit. These funds would also cover any legal issues that may arise related to the ARC. This line item has increased from previous years due to the costs involved with the A133 audit.

RATIONALE: The budget allocation would cover the costs incurred by a law firm and accounting firm. This line item is the same as the costs budgeted in 2013.

BUDGET: \$17,000 (legal - \$1,000, accounting - \$16,000). This budget item will be paid with 100% ARC dues.

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



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET REQUEST

REQUEST DATE: October 2, 2013

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): \$4,000, based on an estimated budget. \$4,000 was budgeted in 2013. It is anticipated that this line item will be confirmed prior to the November, 2013 Full ARC meeting.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2014.

2014 PUBLIC INVOLVEMENT AND EDUCATION (PIE) COMMITTEE BUDGET HIGHLIGHTS

Total Budget: \$63,000

The 2014 PIE budget reflects a substantial decrease (\$37,250) in cost from the 2013 budget due to the fact that accommodations had to be made to find budget to pay for the benthic macroinvertebrate sampling that had been paid for by the GLRI grant and ERB foundation for 2011 and 2012. (The ARC paid for this in previous years) Because of ARC budget constraints, the PIE budget was reduced to pay for the sampling, which is the foundation of the ARC's monitoring program. 2013 PIE Committee highlights are:

- (PIE 1) The *Green Infrastructure Activities* task budget is about \$30,000 lower. The ARC will not be creating new grow zones in 2014, nor will monitoring take place. We eliminated the rain barrel sales, because the sales this year were not as popular (total of 138 rain barrels at 2 events) and due to budget constraints. The Collaborative PEP activity has been increased in order to complete the task. Additionally, the PIE Initiatives subtask was removed. This was a line item in previous year's budgets to provide funds for activities not described here that we may want to conduct as the year progresses. This item was cut due to budget constraints. It is anticipated that if the ARC is awarded the SAW grant, the grow zone monitoring and rain barrel sales tasks will be re-established, as the SAW grant will be used to create the Collaborative PEP.
- (PIE 2) The *Public Education Materials* task remains the same as it was in the 2013 budget but redistributes some of the funds for printed materials and giveaways and to increase the budget for distribution (Wayne County). This task supports the purchase and distribution of seedlings at local events, such as community events, rain barrel sales and HHW collection days. The printing budget will pay for seedling packaging, bookmarks, and magnetic clips.
- (PIE 3) The *Website Maintenance* task budget has been cut by \$2,250 and supports design, writing and maintenance fees for the ARC website.
- (PIE 4) *Septic System Maintenance Workshops* which were part of previous PIE Committee budgets are being cut from the 2014 budget. Ideally, these will be re-instituted in 2015 to support the findings of the water quality monitoring activities in Main and Upper subwatersheds (CMI grant-funded), which is showing that there could be failing septic systems in some areas. There will be no workshops in 2014.
- (PIE 5) The *Watershed Stewardship and Reporting* task supports Friends of the Rouge presenting (with assistance from the ARC and Wayne County) four hands-on workshops for homeowners to design native plant gardens and a grow zone maintenance workshop for participants in the ARC's grow zone project from previous years (2009-12). Additionally, FOTR is working with ARC staff, Wayne County and PIE Committee members to facilitate a Grow Zone maintenance subcommittee to investigate ways to provide for ongoing maintenance of grow zones installed by the ARC, FOTR and Wayne County. *FYI, FOTR will provide \$2,500 match for the workshops that can be used by the ARC against the grant it receives from Wayne County.*

Item #	Description	2014 Budget	Responsible Party					
			Wayne County	Executive Director	FOTR	ARC	Match	
PIE 1	Green Infrastructure Campaign							
	1. Grow zone maintenance follow-up							
	2. Workshop Support		\$ 2,500	\$ 6,000				
	3. Rain Barrel Education/Sales							
	4. Green Schools Trees		\$ 5,000					
	5. Collaborative PEP		\$ 2,500	\$ 12,500				
	6. PIE Initiatives							
	Subtotal:	\$ 28,500	\$ 10,000	\$ 18,500	\$ -	\$ -	\$ -	
PIE 2	Public Ed Materials							
	1. Seedlings for events		\$ 1,470					
	2. Printing					\$5,000		
	3. Management/Distribution		\$4,030	\$5,000				
	Subtotal:	\$ 15,500	\$ 5,500	\$ 5,000	\$ -	\$ 5,000	\$ -	
PIE 3	Website Maintenance							
	1. Update and Edit			\$5,000				
	2. Fees					\$ 500		
	Subtotal:	\$5,500	\$0	\$5,000		\$ 500	\$ -	
PIE 4	Septic System Maintenance Workshops							
	(Southfield/Franklin & FH)							
	Subtotal:	\$ -		\$0				
PIE 5	Watershed Stewardship and Reporting							
	1. Workshops/ Annual Report				\$ 11,000			
	Subtotal:	\$13,500			\$ 11,000		\$ 2,500	
Grand Total		\$ 63,000	\$ 15,500	\$ 28,500	\$ 11,000	\$ 5,500	\$ 2,500	

	Total Budget	Budget by Responsible Party				
		Wayne County	Executive Director	FOTR	ARC	Match
Jan-May Total	\$38,250	\$7,500	\$16,500	\$9,000	\$2,750	\$2,500
June-December Total	\$24,750	\$8,000	\$12,000	\$2,000	\$2,750	\$0
2014 Total Budget	\$63,000	\$15,500	\$28,500	\$11,000	\$5,500	\$2,500

PIE Jan-May 2014 Budget
 PIE Committee Budget Summary
 8-Nov-13

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Item #	Description	2014 Budget	Wayne County	Responsible Party				Match
				Executive Director	FOTR	ARC		
PIE 1	Green Infrastructure Campaign							
	1. Grow zone maintenance follow-up		\$ -	\$ -		\$-		
	2. Workshop Support		2500	\$5,000				
	3. Rain Barrel Education/Sales			\$ -				
	4. Green Schools Trees							
	5. Collaborative PEP		\$ 2,500.00	\$ 7,500				
	6. PIE Initiatives			\$ -				
	Subtotal:	\$17,500	\$5,000	\$12,500	\$0	\$0		\$0
PIE 2	Public Ed Materials							
	1. Seedlings for events		\$ 700					
	2. Printing		\$ -			\$ 2,500		
	3. Management/Distribution		\$ 1,800	\$ 2,500				
	Subtotal:	\$ 7,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500		\$ -
PIE 3	Website Maintenance							
	1. Update and Edit			\$1,500				
	2. Fees			\$0		\$250		
	Subtotal:	\$1,750	\$0	\$1,500	\$0	\$250		\$0
PIE 4	Septic System Maintenance Workshops			\$0				
	(Southfield/Franklin & FH)							
	Subtotal:	\$ -		\$0				
PIE 5	Watershed Stewardship and Reporting							
	1. Workshops/ Annual Report				\$9,000			2500
	Subtotal:	\$ 11,500.00	\$ -	\$ -	\$ 9,000.00	\$ -		\$2,500
Grand Total		\$38,250	\$7,500	\$16,500	\$9,000	\$2,750		\$2,500

PIE June-Dec 2014 Budget
 PIE Committee Budget Summary
 8-Nov-13

Item #	Description	2014 Budget	Wayne County	Executive Director	FOTR	ARC	Match
PIE 1	Green Infrastructure Campaign						
	1. Grow zone maintenance follow-up		\$ -			\$ -	
	2. Workshop Support			\$ 1,000			
	3. Rain Barrel Education/Sales						
	4. Green Schools Trees		\$ 5,000				
	5. Collaborative PEP		\$ -	\$ 5,000			
	6. PIE Initiatives			\$ -			
	Subtotal:	\$ 11,000	\$ 5,000	\$ 6,000	\$ -	\$ -	\$ -
PIE 2	Public Ed Materials						
	1. Seedlings for events		\$ 770				
	2. Printing		\$ -			\$ 2,500	
	3. Management/Distribution		\$ 2,230	\$ 2,500			
	Subtotal:	\$ 8,000	\$ 3,000	\$ 2,500	\$ -	\$ 2,500	\$ -
PIE 3	Website Maintenance						
	1. Update and Edit			\$ 3,500			
	2. Fees			\$ -		\$ 250	
	Subtotal:	\$ 3,750	\$ -	\$ 3,500	\$ -	\$ 250	\$ -
PIE 4	Septic System Maintenance Workshops						
	(Southfield/Franklin & FH)			\$ -			
	Subtotal:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PIE 5	Watershed Stewardship and Reporting						
	1. Workshops/ Annual Report				\$ 2,000		
	Subtotal:	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ -	\$ -
Grand Total		\$ 24,750	\$ 8,000	\$ 12,000	\$ 2,000	\$ 2,750	\$ -



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET RECOMMENDATION

REQUEST DATE: November 7, 2013

LINE ITEM: Green Infrastructure Campaign (PIE 1)

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: This task continues the work begun in 2009 to educate the public about the benefits of green infrastructure. Since 2005, the ARC PIE Committee has conducted such activities as septic system maintenance workshops, green infrastructure workshops and bus tours across the watershed, and sales of rain barrels to interested citizens. Additionally, a successful green infrastructure grant program was conducted by the PIE Committee in 2009-12 that has provided funding for 31 small green infrastructure projects across the Rouge River Watershed.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Proposed budget for the Green Infrastructure Campaign is \$28,500. This task will include the following activities and budgets:

- *Workshops:* Total Subtask Budget: \$8,500 (no change)
The PIE Committee proposes to support the presentation by FOTR of the following workshops in 2014:
 - *Native Landscaping Workshop for Homeowners:* The ARC, Wayne County and Friends of the Rouge will present four (4) workshops around the Rouge River Watershed that focus on actual residential sites owned by participants and how to design and plant a residential native garden/grow zone. This is a follow-up to a similar successful workshop held in Southfield in 2012 for watershed residents, and the four workshops held in 2013.
 - *Maintenance Update Workshop for Stakeholders:* The ARC, Wayne County and Friends of the Rouge will conduct a workshop for stakeholders who installed ARC and FOTR grow zones from 2009-12 to discuss any issues, provide information and assistance, and discuss lessons learned.
- *Green Schools:* Total Subtask Budget: \$5,000
Wayne County, on behalf of the PIE Committee, will continue to oversee the Green Schools program in Wayne County and coordinate with Oakland County. The Green Schools Program educates students about waste reduction and pollution prevention. Each new Green School will get a tree to plant to promote green infrastructure. In 2013, 16 trees were ordered for new schools.
- *Collaborative PEP:* Total Subtask Budget: \$15,000

The ARC is interested in collaborating on as many permit elements as possible in order to be as cost effective as possible. The MDEQ is allowing for a collaborative approach for implementing public education plan (PEP) efforts. The MDEQ will approve a Collaborative PEP under the 2003 permit under which all members are currently operating.

Wayne County and ED staff will develop a collaborative PEP with a goal of finalizing it in 2014. Member comments will be sought and addressed, and the plan will be submitted to MDEQ for review.

If a SAW grant is awarded to the ARC, the PIE committee will utilize SAW funds for this subtask, allowing this budgeted amount to be reallocated within the PIE to be used for subtasks eliminated.

RATIONALE (including why needed): Green Infrastructure is a catch-all term for many of the post-construction storm water BMPs that need to be implemented to maintain storm water permit compliance and should be implemented on an increasing basis to realize the restoration of the Rouge River. This task encompasses a variety of green infrastructure elements including grow zone education and installation, rain barrel sales and education, and tree planting at local schools. This activity directly impacts reducing storm water runoff and sewer overflows. Green Infrastructure has a variety of environmental and economic benefits. These benefits include: cleaner water, enhanced water supplies, cleaner air, reduced urban temperatures, moderates the impacts of climate change, increased energy efficiency, source water protection, community aesthetics, and cost savings. Additionally, these activities are a good way to publicize the ARC and its mission. The collaborative PEP will move members closer to having a common permit across the watershed.

BUDGET (including how the requested amount was established): \$28,500

Workshops: The \$8,500 budget was based on providing support for other workshops presented in previous years. The budget for this task will be earmarked in the following way:

- \$2,500 for Wayne County to provide technical support for five workshops planned by Friends of the Rouge.
- \$6,000 for ARC to provide technical support and assistance in planning and presenting at five workshops presented by FOTR.

Green Schools Program: The \$5,000 budget cost is based on similar work conducted by Wayne County in 2009-13 to conduct the Green Schools program in Wayne County and Oakland County. This budget would pay for Wayne County staff to purchase trees for newly designated Green Schools in Wayne and Oakland County. This budget will purchase 16 trees.

Collaborative PEP: The \$15,000 budget earmarked for this task will pay for Wayne County and ARC staff to develop the PEP, seek member approval of the draft document, address comments, and submit to the MDEQ for review. The budget for this task will be earmarked in the following way:

- \$2,500 for Wayne County
- \$12,500 for ARC ED staff (approximately 120 hours)

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. ARC Executive Director staff will perform the work with assistance from Wayne County on the subtasks within the Green Infrastructure Campaign task.



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET RECOMMENDATION

REQUEST DATE: September 16, 2013

LINE ITEM: Public Education Materials (PIE 2)

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: This task will blend the creation of public education materials with continuing to distribute items that have been successful in the past. Since 2010, the PIE Committee staff has distributed native seedlings at community events, rather than printing materials that may or may not be distributed by communities. In 2013, ARC staff distributed seedlings at the rain barrel sales events and community events. Additionally, ARC staff distributed bookmarks with helpful stewardship tips and magnetic clips at various events. Distribution of these items helped to publicize the ARC and enabled ARC staff to do the following:

- Make direct contact with the public to promote the Alliance of Rouge Communities. In 2013, over 2,200 bookmarks were distributed to ARC member communities; community events in Southfield, Bloomfield Township, Livonia, Lathrup Village, Farmington Hills and Novi.
- Directly distribute focused public education materials with the seedlings. These materials included *The Value of Trees* brochure and illicit connection hotline brochures.
- Promote the ARC website. Recipients of seedlings were asked to register their trees on the ARC website.

DESCRIPTION OF ANTICIPATED ACTIVITIES: This task will cover the cost of purchasing tree seedlings to distribute at up to four (4) public events; purchase of bookmarks; the purchase of magnetic clips and public education materials necessary to educate the public in the Rouge River Watershed. Finally, this task will pay for ARC staff to plan and prep for the events and provide printing and related graphics support for the seedling packaging and for ARC staff to coordinate distribution of materials at various events.

RATIONALE (including why needed): This activity would help ARC communities fulfill the public education program (PEP) requirements as it relates to stewardship and watershed awareness. It will also promote the ARC to residents of ARC communities.

BUDGET (including how the requested amount was established): \$15,500

- *1,050 Seedlings:* \$1,470 for 1,050 seedlings based on the cost of seedlings (\$1.40 ea.) in 2013. The \$1,470 figure anticipates any increases in the cost of seedlings or

shipping. The seedlings are distributed at ARC community events. (*Wayne County task*)

- *Printing:* \$5,000 for any printed materials included with the trees, packaging, labels and other incidentals. This cost also provides for small printings of other materials as requested by ARC communities. (*\$5,000 for the ARC*)
- *Management and Distribution:* \$9,030 in labor for ordering, packaging and distributing the trees; distributing bookmarks and clips and related activities. (\$4,030 for Wayne County and \$5,000 for ARC staff)

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. ARC Executive Director staff and Wayne County staff will track and manage inventory and orders, and distribute seedlings. ARC staff will write and design any written materials as well as perform other activities required by this task. The ARC will pay for printed materials.



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET RECOMMENDATION

REQUEST DATE: September 16, 2013

LINE ITEM: ARC Website Update and Maintenance (PIE 3)

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: Monthly maintenance and regular updates are required for the ARC website (www.allianceofrougecommunities.com). This task would provide budget to pay the monthly website fee and staff time to provide regular updates to the site.

DESCRIPTION OF ANTICIPATED ACTIVITIES: This budget would cover the cost of monthly maintenance, including adding graphics, editing and review, and the monthly website fee.

RATIONALE: This activity would provide for technical support to the website as well as production of a website that is useful to ARC members and the general public.

BUDGET: \$5,500. The budget is based on hours per month to perform updates and maintenance and the monthly website fee. Annual website fee: \$500; Graphics, editing and review: \$5,000 (54 hours).

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee will oversee this task on behalf of the PIE Committee. The ARC Executive Director staff will perform the work and the ARC will pay the maintenance fees.



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 BUDGET RECOMMENDATION

REQUEST DATE: September 16, 2013

LINE ITEM: Watershed Stewardship and Reporting (PIE4)

COMMITTEE MAKING REQUEST: PIE

BACKGROUND: In 2013, FOTR, Wayne County, and the ARC partnered to present five very successful workshops. They were:

- Four workshops focused on native plant landscaping for homeowners, and
- A grow zone maintenance workshop for participants in the ARC grow zone program.

In 2014, FOTR will once again partner with the ARC and Wayne County to produce the same five workshops: one focused on grow zone maintenance for ARC grow zone participants and four focused on native plant landscaping for homeowners. The homeowner workshops will be offered around the watershed and are based on the highly successful workshop presented by FOTR, the ARC and Wayne County in April, 2012 in Southfield. This task will also enable FOTR to provide the ARC a detailed report on various activities sponsored around the watershed, including the Frog and Toad Survey, Benthic Macroinvertebrate Surveys, and Rouge Rescue to assist ARC members in reporting these activities for as part of their annual reports.

RATIONALE: These activities support the ARC mission of providing public education and supporting river stewardship, as well as providing a tool for ARC members' annual reporting.

TOTAL BUDGET: \$11,000

DESCRIPTION OF ANTICIPATED ACTIVITIES: This budget would cover the cost of presenting five workshops, including planning meetings and facilitating the grow zone maintenance committee and the 2013 annual summary of participation in FOTR activities. Specific activities are as follows:

Task 1: Workshops

Naturalizing the Home Garden (March and April): Presentation of four how-to workshops with hands-on instruction on the mechanics of planting a residential grow zone. This would be an expansion of a similar workshop presented by FOTR, ARC and Wayne County workshop held in April, 2012. The draft agenda is:

Designing your garden (Participants would be asked to bring a sketch or Google map of their garden area)

Class time to design garden/list of plants

Q&A discussion

Rewards: For the best design. Winner gets native plants for their garden.

Participants get a certificate: Managing their yard for storm water

Signs available for purchase designating their garden is certified.

Maintenance/Follow-up Workshop (July/August) A workshop will be held for ARC and FOTR grow zone participants in July or August to survey participants and discuss what has worked and what hasn't during the four-year ARC grow zone program. Resources available and maintenance issues will be discussed and a hands-on maintenance activity will be included.

Budget: \$9,500

Task 2: Annual Report

Friends of the Rouge will develop and generate an annual report of the activities it conducts in 2013 that help ARC members fulfill the requirements of the storm water permit. This will include all FOTR programs (Rouge Rescue, Rouge Education Project, Benthic Monitoring, Frog and Toad Survey, River Restoration) and Local and Regional Outreach. Information will include event dates and locations; number of volunteers; residency of volunteers, etc.

Budget: \$1,500

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Chair of the Public Involvement and Education Committee and ARC staff will oversee this task on behalf of the PIE Committee. FOTR will perform the work in conjunction with similar tasks conducted by the ARC and Wayne County.

**Alliance of Rouge Communities
2014 Technical Committee Budget
Highlights
November 7, 2013**

The 2014 Technical Committee (TC) budget is \$118,000 which is \$109,900 (48%) less than the 2013 budget. A SAW grant is being sought to fund some of the activities that are needed, but were cut due to budget constraints. These activities include development of a monitoring plan and conducting ecosystem monitoring. The 2014 TC activities are summarized below.

- (TC1) The Rouge River Watershed Monitoring Activities task includes:
 - Development of a summary report of the 2013 monitoring data, and
 - Partially funding for macroinvertebrate monitoring for the Fall Bug Hunt.
- (TC2) Wayne County and ED staff will further the development of the Collaborative IDEP plan with a goal of finalizing it in 2013. Member comments will be sought and addressed, and the plan will be submitted to the MDEQ for review.

If a SAW grant is awarded to the ARC, the plan will be further developed to include standard operating procedures for implementing various BMPs and to gain additional member buy-in to the proposed plan.

- (TC3) The IDEP task continues field investigations in priority areas. TC3 allows the ARC to address illicit discharges on a watershed-wide basis, which is far more productive than working on a community by community basis.

Alliance of Rouge Communities
2014 Technical Committee Budget
 Version: 11/5/2013

PROPOSED

Item #	Description	Budget	Responsible Party						
			Wayne County	Executive Director	USGS	Oakland County	FOTR	ARC*	
TC1	Rouge River Watershed Monitoring Activities								
	A. Macroinvertebrate Monitoring						\$7,500		
	B. DO/Flow Monitoring								
	C. Water Quality Summary			\$18,000					
	D. Monitoring Plan Development								
	Subtotal:	\$25,500	\$0	\$18,000	\$0	\$0	\$7,500	\$0	
TC2	Collaborative IDEP Plan								
	A. Develop Plan		\$4,000	\$6,000					
	Subtotal:	\$10,000	\$4,000	\$6,000					
TC3	IDEP								
	A. IDEP Field Investigations		\$40,000	\$2,500		\$40,000			
	B. IDEP Training								
	Subtotal:	\$82,500	\$40,000	\$2,500	\$0	\$40,000	\$0	\$0	
2014 Total		\$118,000	\$44,000	\$26,500	\$0	\$40,000	\$7,500	\$0	

*website/server hosting charges.

	Total Budget	Budget by Responsible Party					
		Wayne County	Executive Director	USGS	Oakland County	FOTR	ARC
Jan-May Total	\$44,000	\$19,000	\$25,000	\$0	\$0	\$0	\$0
Jun-Dec Total	\$74,000	\$25,000	\$1,500	\$0	\$40,000	\$7,500	\$0
2014 Total Budget	\$118,000	\$44,000	\$26,500	\$0	\$40,000	\$7,500	\$0

Alliance of Rouge Communities

Jan-May 2014 Technical Committee Budget Distribution

PROPOSED

Item #	Description	Budget	Responsible Party					
			Wayne County	Executive Director	USGS	Oakland County	FOTR	ARC*
TC1	Rouge River Watershed Monitoring Activities							
	A. Macroinvertebrate Monitoring							
	B. DO/Flow Monitoring							
	C. Water Quality Summary			\$18,000				
	D. Monitoring Plan Development							
	Subtotal:	\$18,000	\$0	\$18,000	\$0	\$0	\$0	\$0
TC2	Collaborative IDEP Plan							
	A. Develop Plan	\$10,000	\$4,000	\$6,000				
	Subtotal:		\$4,000	\$6,000	\$0	\$0	\$0	\$0
TC3	IDEP							
	A. IDEP Field Investigations		\$15,000	\$1,000				
	B. IDEP Training							
	Subtotal:	\$16,000	\$15,000	\$1,000	\$0	\$0	\$0	\$0
Jan-May Total		\$44,000	\$19,000	\$25,000	\$0	\$0	\$0	\$0

*website/server hosting charges.

Jun-Dec 2014 Technical Committee Budget Distribution

Jun-Dec 2024 Technical Committee Budget Distribution								
Item #	Description	Budget	Responsible Party					
			Wayne County	Executive Director	USGS	Oakland County	FOTR	ARC*
TC1	Rouge River Watershed Monitoring Activities							
	A. Macroinvertebrate Monitoring						\$7,500	
	B. DO/Flow Monitoring							
	C. Water Quality Summary							
	D. Monitoring Plan Development							
	Subtotal:	\$7,500	\$0	\$0	\$0	\$0	\$7,500	\$0
TC2	Collaborative IDEP Plan							
	A. Develop Plan	\$0						
	Subtotal:		\$0	\$0	\$0	\$0	\$0	\$0
TC3	IDEP							
	A. IDEP Field Investigations		\$25,000	\$1,500		\$40,000		
	B. IDEP Training							
	Subtotal:	\$66,500	\$25,000	\$1,500	\$0	\$40,000	\$0	\$0
Jun-Dec Total		\$74,000	\$25,000	\$1,500	\$0	\$40,000	\$7,500	\$0

*website/server hosting charges.



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ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 Budget Recommendation Technical Committee Monitoring Services

REQUEST DATE: November 13, 2013

LINE ITEM TC1: Rouge River Watershed Monitoring Activities

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: Field activities conducted under the 2009-2013 monitoring plan will be completed in 2013. A report is needed that summarizes the 2013 data collection efforts. This report will be submitted to the EPA as one of Wayne County's deliverables required by the Rouge Program Office's federal grant.

Friends of the Rouge (FOTR) and Wayne County have collected macroinvertebrate data throughout the watershed for the past 13 years. Macroinvertebrate density and diversity data are used as indicators for stream habitat and water quality. Data collection efforts have historically occurred three times a year (spring and fall for macroinvertebrates and winter for stoneflies) by volunteers and Wayne County staff, who are organized by Friends of the Rouge (FOTR). This sampling occurs at more than 20 sites by FOTR volunteers and 15 sites that are not safe for volunteer monitoring by Wayne County staff. Although much of the data is collected by volunteers, data is collected under a quality assurance plan approved by the MDEQ. This data collection not only provides historical water and habitat quality conditions based on the presence of certain aquatic organisms, but also provides opportunities for public involvement. Therefore, it is suggested that macroinvertebrate sampling continue in the watershed to provide stakeholders an overall assessment of conditions at multiple locations within each subwatershed (more than can be assessed by the continuous water quality monitoring) and to promote stewardship within the watershed.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Due to budget constraints, the anticipated activities for 2014 only include the following:

1. Macroinvertebrate monitoring in the fall of 2014 (partially funded), and
2. Summarizing the 2013 water quality monitoring effort in a brief report for the Technical Committee and communities.

If grant funding is obtained, additional monitoring will be carried out as proposed in the Stormwater, Asset Management and Wastewater application.

Task A. Macroinvertebrate Monitoring

This budget only funds 50% of Friends of the Rouge's (FOTR) cost for the fall monitoring event. They will seek other funding to cover the remaining costs. Assuming FOTR identifies the remaining funding, this task will include the following components:

- Recruit volunteers;
- Facilitate team leader training once a year (spring);
- Hold spring bug hunts at 20-24 locations;
- Hold bug identification workshop for leaders;
- Input, analyze and report on data findings and volunteer participation;
- Submit data to MiCorps website;
- Maintain quality control through re-evaluation and specimen collections;
- Continually evaluate current sampling sites and add new sites, as needed;
- Provide maps of sampling sites; and
- Provide event reports which describe the results of the data collection effort.

The Executive Director will oversee and administer FOTR's contract.

Task B. Water Quality Summary

A water quality summary will be completed by the ED. This task covers the elements listed under Planning & Reporting as shown in Table 1. This summary is needed on an annual basis for the federal grant per Wayne County. This task includes the following components:

- Acquiring the rainfall, flow and continuous temperature and dissolved oxygen data from USGS. This includes all data from all USGS-monitored sites located within the Rouge River watershed,
- Reviewing the data for anomalies,
- Loading the data into the ARC web-based water quality database and maintaining the database,
- Analyzing the data for temporal trends,
- Assigning the data to wet and dry weather conditions,
- Graphing of the data, and
- A brief report describing the results of the 2013 flow and DO data collection effort and an assessment of historic data trends.

RATIONALE (including why needed): Measuring the condition of the Rouge River ecosystem is an ongoing activity that helps determine if the ARC's storm water management efforts are effective and if they are appropriately directed. The monitoring program is detailed in the approved Watershed Management Plan (WMP) as a way of measuring progress toward watershed restoration.

BUDGET (including how the amount requested was established): The total monitoring cost for 2014 is \$25,500.00. This cost is divided by agency and funding source as shown below.

Budget Estimate

Activity	Responsible Party	ARC Dues	Federal Funding	Total	Rational
A. Macroinvertebrate Monitoring	FOTR	\$7,500		\$7,500	50% of previous estimates from FOTR
B. Data Management and Water Quality Summary	ED	\$9,000	\$9,000	\$18,000	Based on previous estimates.
Total:		\$16,500.00	\$16,500.00	\$25,500.00	

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The various agencies identified above will carry out the work. The Chair of the Technical Committee will oversee the task on behalf of the ARC.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 Budget Recommendation Technical Committee Collaborative IDEP Plan

REQUEST DATE: November 5, 2013

LINE ITEM TC2: Collaborative IDEP Plan

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: The ARC is interested in collaborating on as many permit elements as possible in order to be as cost effective as possible. The MDEQ is allowing for a collaborative approach for implementing illicit discharge elimination plan (IDEP) efforts. The MDEQ will approve a Collaborative IDEP plan under the 2003 permit under which all members are currently operating.

A draft Collaborative IDEP plan was partially prepared in 2012 by Wayne County and ED staff.

DESCRIPTION OF ANTICIPATED ACTIVITIES: Wayne County and ED staff will further the development of the Collaborative IDEP plan with a goal of finalizing it in 2013. The plan will include: a description of BMPs, schedule, responsible parties (counties, communities, and ARC), priority area map, and method for determining effectiveness. Member comments will be sought and addressed, and the plan will be submitted to the MDEQ for review.

If a SAW grant is awarded to the ARC, the plan will be further developed to include standard operating procedures for implementing various BMPs and to gain member buy-in to the proposed plan.

RATIONALE (including why needed): A collaborative approach to IDEP implementation is proposed in lieu of completing the more prescriptive IDEP requirements. Completion of this plan will move members closer to having a common permit across the watershed.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$10,000 and summarized in the table below. It will be paid for 50/50 with ARC dues and federal funding.

Task	Responsible Party	Estimate	Rationale
Collaborative Plan	WC, ED	\$10,000	ED: \$6,000 (44 hours) WC: \$4,000
Total:		\$10,000.00	

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The responsible parties are outlined in the table above. The Chair of the Technical Committee will oversee the task on behalf of the Technical Committee.



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2014 Budget Recommendation Technical Committee IDEP

REQUEST DATE: September 14, 2013

LINE ITEM TC3: IDEP Investigations

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: There is evidence of contamination from sewage throughout the Rouge River during both wet and dry weather conditions based on the State of Michigan's 2007 Total Maximum Daily Load (TMDL) report for *E. coli*. As such, the MDEQ-approved Rouge River Watershed Management Plan (RRWMP) identifies *E. coli* as a priority pollutant, along with sediment, nutrients and hydrology as requiring reduction. In 2008, Executive Director (ED) staff identified several areas as highest priority for further illicit discharge investigations. These areas were selected based on the presence of elevated *E. coli* concentrations and human *E. coli* biomarkers in dry weather conditions (See Table 1). Between 2010 and 2013, some progress was made in further defining the sources in these problem areas, but more effort is required.

In addition, over the past several years Oakland County has conducted outfall screening which has revealed several drains with elevated *E. coli* concentrations in dry weather. These locations have been added to the high priority list (See Table 1).

Table 1. High Priority Areas needing further IDEP Investigations

Location	Community
Based on the Rouge River <i>E. coli</i> TMDL	
U01-Upper Branch u/s of Powers Rd.	Farmington Hills (mostly), Farmington, West Bloomfield Twp*, Walled Lake
U15-Bell Branch u/s of 6 Mile Rd.	Livonia, Farmington Hills
D62-Tonquish Creek u/s of Joy Rd.	Plymouth, Plymouth Twp
G97-Lower Branch u/s of Henry Ruff Rd.	Wayne, Westland, Romulus and all of the Lower 1 communities
G39-Franklin Branch u/s of Middlebelt Rd.	West Bloomfield*
G61-Pebble Creek u/s of Franklin Rd.	Southfield, Franklin
Based on OCWRC Outfall Survey Data**	
Devonshire Drain	Bloomfield Twp.
Fracassi Drain	Southfield
Emily Drain	Southfield

Amy Drain	Bloomfield Twp.
Law Drain	Bloomfield Twp.

*Not an ARC member, so no ARC funding will be expended in this community.

**Drains with average *E. coli* concentrations above 1,000 cfu/100 mL.

DESCRIPTION OF ANTICIPATED ACTIVITIES:

Conduct concentrated field investigations in priority areas to further isolate problem areas, identify illicit connections, and take corrective action to remove them. This work would be overseen and coordinated by ED staff to ensure field efforts in each county are occurring in a manner that is most beneficial to the ARC. The field work will be undertaken by Wayne and Oakland County's IDEP staff with cooperation of the local communities. The field work will involve a combination of sampling, dye testing, smoke testing and CCTV inspections, as necessary.

Prior to Oakland and Wayne counties expending budget for this task, they will each present a scope of work and budget for review by the Technical Committee and approval by the ED. Two inter-agency agreements (one for each county) will be drafted by the ED staff for approval by each county and the ED.

ED staff will occasionally solicit progress reports from both counties for reporting to the Technical Committee. The ED will also provide an update at a full ARC meeting, as deemed appropriate.

Responsibility: ED (oversight), Wayne & Oakland counties (implementation)

RATIONALE (including why needed): We anticipate that the new Phase II permit will allow for collaborative approaches. This watershed-wide approach to IDEP implementation is proposed in lieu of completing the more prescriptive IDEP requirements.

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$82,500 as summarized in the table below. It will be paid for with ARC dues and federal funding according to the table below. The effort budgeted for the Jan – May period must be completed by May 30, 2014 in order to receive federal funding.

Budget Estimate

Task	Responsible Party	Estimate	Rationale
IDEP Field Investigations	ED, WC and OC	\$82,500	OC: \$40,000* WC: \$40,000* ED: \$2,500, 30 hrs for IAA preparation, scope of work and final report review, oversight, technical input and reporting to ARC
Total:		\$82,500.00	

*Scopes of work to be defined and approved prior to budget expenditures

ARC Dues – Federal Funding Distribution

Period	ARC Dues			Federal Funding			Total		
	OC	WC	ED	OC	WC	ED	OC	WC	ED
Jan – May 2014	\$0	\$7,500	\$500	\$0	\$7,500	\$500	\$0	\$15,000	\$1,000
Jun – Dec 2014	\$40,000	\$25,000	\$1,500				\$40,000	\$25,000	\$1,500
Total:	\$40,000	\$32,500	\$2,000	\$0	\$7,500	\$500	\$40,000	\$40,000	\$2,500

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The responsible parties are outlined in the table above. The Chair of the Technical Committee will oversee the task on behalf of the ARC.



James W. Ridgway, P.E.
Executive Director

Auburn Hills
Beverly Hills
Bingham Farms
Birmingham
Bloomfield Hills
Bloomfield Twp.
Canton Twp.
Commerce Twp.
Dearborn
Dearborn Heights
Farmington
Farmington Hills
Franklin
Garden City
Henry Ford Community College
Lathrup Village
Livonia
Melvindale
Northville
Northville Twp.
Novi
Oak Park
Oakland County
Orchard Lake
Plymouth
Plymouth Twp.
Redford Twp.
Rochester Hills
Romulus
Southfield
Troy
University of Michigan-Dearborn
Van Buren Twp.
Walled Lake
Washtenaw County
Wayne
Wayne County
Wayne County Airport Authority
Westland
Wixom

Cooperating Partners:

Cranbrook Institute of Science
Friends of the Rouge
Rouge River Advisory Council
Southeastern Oakland County Water Authority
The Henry Ford
Wayne State University

TO: Executive Committee

FROM: Kelly Cave, Organization Committee Chair

DATE: November 7, 2013

RE: White Paper on Funding Stormwater Activities

On behalf of the Organization Committee, the White Paper on funding Stormwater Activities is available for your information on the ARC's website at the following link:

<http://www.allianceofrougecommunities.com/PDFs/organization/20131112fundingwhitepaper.pdf>

The white paper describes the two most practical approaches for securing funding for stormwater management activities: Establishing a Stormwater Utility and use of the Drain Code. Both approaches will require a shift in thinking for municipalities, elected officials, and the public; stormwater management and compliance is not free. The white paper does not include a recommended approach because the pros and cons of each will vary from community to community.

To provide the ARC members context for the paper, the white paper includes the ARC's typical budget and scope of work, an outline of the most recent stormwater permit application, the potential cost for complying with the new permit with and without assistance from the ARC, and the benefits of continuing the ARC (noting that the ARC has returned \$2.70 in grant funding for every dollar paid by the communities excluding any funding from the Rouge Program Office. The paper is not perfect. It does, however, include a great deal of information that will aid the individual communities, as well as the ARC, as they make decisions on how best to move forward. We look forward to your review and feedback on the paper and continued discussions on how to sustain the ARC in the absence of continued funding from the federal government.



10/30/13 DRAFT Purchasing Policy
Adopted by the Alliance of Rouge Communities on 9/23/08
Revised on 9/9/10 and 10/26/10

1. PURPOSE

This purchasing policy guides the procurement of goods and services by the Alliance of Rouge Communities (ARC).

Specifically, the purpose of this policy is to:

- Ensure proper accounting procedures necessary to maintain efficient control over the ARC's expenditures.
- Ensure necessary authorization is obtained for applicable expenditures.
- Detail specific procedures for emergency purchases.
- Identify eligible expenditure reimbursements.
- Specify the procurement guidelines for Executive Director and Technical Services.
- Specify the vendor selection guidelines for grant-funded projects.
- Detail the procedure for processing of invoices.
- Detail the procedure for check distribution.

2. EXPENDITURE CONTROL

A summary of the purchasing policy is provided in the following table with more detail provided in the following paragraphs.

Amount of Purchase	\$0 to \$999	\$1,000 to \$4,999	\$5,000 to \$9,999	\$10,000 to \$19,999	Over \$20,000*
Public Bids/Proposals Required	NO	NO	NO	NO	YES
Quotes Required	NO	3 Verbal	3 Written	3 Written	--
Type of Documentation Required	Receipt	Purchase Order	Purchase Order	Purchase Order	Contract
Formal Approval Required By	NO	Exec. Director	Exec. Director	Exec. Director AND Officer	Exec. Committee*
Signature Required on PO and/or Contract	--	Exec. Director	Exec. Director	Exec. Director AND Officer	Exec. Director AND Officer

*Formal approval of full ARC is required for contracts for Executive Director Services (see Section 4)

- **For Purchases between \$ 0.00 to \$ 999.00**

The Executive Director can authorize with his/her signature. A receipt is required.

- **For purchases between \$ 1000.00 to \$ 4,999.00**

The Executive Director can authorize with his/her signature. Price comparison shall be prepared and attached to purchase order. Verbal quotes are acceptable. A Purchase Order shall be issued.

- **For purchases between \$ 5,000.00 to \$ 9,999.00**

The Executive Director can authorize with his/her signature. Price comparison shall be prepared and attached to purchase order. Three written quotes will be received. A Purchase Order shall be issued.

- **For Purchase between \$ 10,000.00 to \$19,999.00**

Purchases exceeding \$10,000.00 can be authorized by signature of the Executive Director of the ARC and an ARC officer. Price comparison schedule shall be prepared and/or reason for vendor selection to be filled out and attached to purchase order. Three written quotes will be received. A Purchase Order shall be issued.

- **\$20,000.00 and higher**

Formal, publically advertised, competitive sealed bids/proposals are required. A Request for Bids/Proposals shall be developed by the Executive Director, which shall be approved by the ARC Executive Committee. The Request for Bids/Proposals shall require interested bidders/proponents to provide the following information as appropriate:

- description of service or goods desired
- desired delivery date or commencement date
- desired termination date
- bidder's/proponent's qualifications
- warranties
- references
- performance bonds (if required)
- acquisition cost, fees, or other potential ARC financial obligation

The Request for Bids/Proposals shall also indicate the following information:

- deadline to submit
- date, time and place that bids/proposals will be publicly opened
- address to which bids/proposals are to be submitted

All Requests for Bids/Proposals shall include a statement that the Alliance of Rouge Communities reserves the right to accept or reject any or all bids/proposals to waive informalities or errors in the process, and to accept any bid/proposal deemed to be in the best interest of the ARC, including bids/proposals that are not for the lowest amount.

Sealed bids/proposals shall be submitted to the ARC Executive Director by a date and time specified, and shall be marked on the outside "sealed bid/proposal for _____ (indicate goods and or services)." Each bid/proposal shall be stamped with date and time received. The ARC Executive Director or her/his designee and one ARC Executive Committee Member shall publicly open all bids/proposals submitted at the date and time indicated on the request for bids/proposals. All bidders/proponents shall be notified of the contract award in a timely manner.

No purchase shall be divided for the purpose of circumventing the dollar value limitation contained in this section. However, a series of purchases from one vendor which individually are within the above limits, but collectively exceed them, shall not be deemed to be one purchase for the purposes of this division if such series of purchases could not reasonably have been made at one time.

3. EXCEPTIONS TO PRICE COMPARISON OR COMPETITIVE BID/PROPOSAL REQUIREMENTS

As described above, purchases between \$1,000 and \$19,999 require price comparison and purchases above \$20,000 require a competitive process for bids/proposals. Criteria for when an exception to these requirements may be made are:

- a. Where there is only one source able, suitable, or acceptable to provide the service or equipment desired;
- b. Where the subject of the contract is not competitive in nature and/or no advantage to the ARC would result from requiring competitive bidding; or
- c. Where the urgency of the need is determined to be of an emergency nature by the Executive Director or ARC Chair and time requirements imposed for receipt of quotations for price comparison or competitive, sealed bids would be detrimental to the best interest of the ARC. Such emergency procurements shall be made with such competition as is practicable under the circumstances.

For exceptions based on criteria (1) and (2), documentation of potential exceptions to the price comparison or competitive bid/proposal requirements should be included in the request forms for annual budget items or amendments to budget items submitted to the Finance Committee by an ARC Committee. After the Finance Committee has verified that a sole source vendor or a sole source purchase is warranted, the purchase will proceed according to other terms of this policy.

For exceptions based on criteria (3), the Executive Director or ARC Chair will proceed with the emergency procurement and will provide a report to the Executive Committee and Full ARC that describes the details of the needed service or equipment, documentation of the emergency circumstances, actions taken, and details of the expenditure.

4. REQUIREMENTS FOR EXECUTIVE DIRECTOR AND TECHNICAL SERVICES PROCUREMENT

As necessary, the ARC shall advertise a request for qualifications and/or proposals for Executive Director, Administrative and Technical Services. After reviewing all submitted proposals, the ARC shall choose one respondent for a contract to provide Executive Director, Administrative and Technical Services to the ARC. The ARC may establish a special committee (e.g., Proposal Review Committee) to assist with procurement of the Executive Director, Administrative and Technical Services, as provided under Article II.c.5 of the ARC Bylaws. The full ARC will approve the selection of the vendor to provide Executive Director, Administrative and Technical Services.

Additionally, the RFP Committee may choose additional respondents to potentially provide technical services to the ARC for grant-funded projects. The full ARC will approve the selection of pre-qualified vendors to provide additional technical services.

5. VENDOR SELECTION GUIDELINES FOR GRANT-FUNDED PROJECTS

The ARC Executive Director and Administrative staff provide grant administration services to the ARC for grant funded projects. Options for procurement of vendors to provide other services under grant funded projects are described in this section.

Watershed-Wide Projects. In the event that grant monies are received for activities that benefit the entire watershed or a subwatershed area containing more than one ARC community, the vendor selected under Section 4 to provide Executive Director, Administrative and Technical Services may lead the technical services if the scope of work is consistent with the provisions of their procurement. Similarly, the vendors pre-qualified to provide technical services under Section 4 may also lead grant funded technical services if the scope of work is consistent with the provisions of their procurement. The determination of the consistency of the grant funded work with the vendor procurement under Section 4 will be made by the Executive Committee.

The Executive Committee may also choose to solicit vendors for grant funded work through a competitive process consistent with the provisions of Section 2 of this policy and other applicable ARC policies and procedures, and consistent with the granting agency's procurement requirements. If this option is pursued, the ARC's pre-selected technical services vendors may submit proposals unless determined to be precluded by the Executive Committee on a case by case basis.

Area Specific Projects. When the ARC receives grant monies to conduct activities within a specific ARC member community or county, the community/county may provide input into the selection of the vendor to provide the grant funded services. The community/county may provide comments to the Executive Committee regarding use of the Executive Director staff or pre-qualified vendors procured under Section 4. The community/county may also provide comments to the Executive Committee regarding vendor selection if the Executive Committee chooses to solicit vendors for grant funded area specific projects through a competitive process. Such process must be consistent with the provisions of Section 2 of this policy and other applicable ARC policies and procedures, and that meets the granting agency's procurement requirements. If this option is pursued, the ARC's pre-selected technical services vendors may submit proposals unless determined to be precluded by the Executive Committee on a case by case basis.

If the community/county involved in the area-specific grant funded project desires that a vendor different than that selected by the ARC as described herein be utilized to complete the project, then the ARC and community/county may pursue executing a subgrant agreement whereby the community/county will complete the project subsidized all, or in part, with grant funds. Selection of a vendor to complete the work by the community/county under a subgrant agreement must meet vendor procurement requirements and other terms of the grant agreement between the ARC and the granting agency. If this option is pursued, the ARC's pre-selected technical services vendors may submit proposals unless determined to be precluded by the Executive Committee on a case by case basis.

6. DETERMINATION OF DEBARMENT OR SUSPENSION STATUS BEFORE AWARDING OF CONTRACTS

For award of contracts where federal funds will be utilized (e.g., contract funded by a grant award to the ARC by a federal agency), the ARC will require that the selected contractor, consultant, subgrantee, or individual confirm that:

- a. They are not excluded or disqualified sub-grantees or contractors in any federal program,
- b. They are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under federal non-procurement programs by any federal department or agency;
- c. They are not included on the "Excluded Parties List" system maintained by the federal government,
- d. They have not, within the three year period preceding the proposal, had one or more public transactions (federal, state or local) terminated for cause or default, and

- e. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it as follows:
 - I. For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local) or a procurement contract under such a public transaction;
 - II. For the violation of federal or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging, or
 - III. For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- f. The contractor, consultant, subgrantee, or individual agrees that it shall not knowingly enter into any subcontract with a contractor, consultant, or person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.

An authorized representative of the prospective ARC contractor or subgrantee is required to sign a statement verifying that they are not suspended or debarred from doing business with the federal government as described by items 1-6 above. After contract execution, the contractor shall provide immediate written notice to the ARC if, at any time, contractor or subgrantee learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. If the ARC determines that the consultant, subgrantee, or individual knowingly rendered an erroneous certification, in addition to other remedies available to the ARC, the ARC County may terminate this Contract for cause or default.

The terms “covered transaction”, “debarred”, “suspended”, “ineligible”, “lower tier covered transaction”, “Grantee”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meaning set out in the Code of Federal Regulations (45 CFR Part 76).

7. PURCHASE ORDERS

All purchases shall require the issuance of a purchase order as described in Expenditure Control, except for the following expenditures:

- | | |
|--|---------------------------|
| • Utilities | • Per Diems |
| • Telephone | • Insurance |
| • Postage | • Payroll withholdings |
| • Publications | • Contractual Obligations |
| • Fuel oil and gasoline | • Professional |
| • Intergovernmental Contracts/Inter Agency Agreement | |
| • Services Authorized by the ARC Executive Committee | |

A purchase order shall be issued provided that the nature of the purchase is indicated, the account number (taken from the annual budget) is provided and the account has a sufficient balance.

8. BLANKET PURCHASE ORDERS

Requests for blanket purchase orders shall be made in the same manner as other purchases. The blanket purchase order shall contain the vendor, a general description of item(s) requested, amount of appropriation, period of time the blanket order will remain valid (maximum of 1 year, but not beyond the current fiscal year) and account number to charge the expense.

After the blanket purchase order is issued, the Executive Director shall draw on the order and keep a record of the cost of the items received until the blanket purchase order is completed.

The Executive Director shall still be required to adhere to the requirements set forth in the expenditure control section of this policy, when issuing blanket purchase orders. When certain monetary levels are exceeded the proper authorization, quotes and bids/proposals shall still be obtained prior to purchase.

9. EXPENDITURE AUTHORIZATION

The Alliance of Rouge Communities shall not be responsible for any expenses incurred by an official or ARC member that is contrary to the provisions of this administrative policy. Authorization shall be obtained through the proper channels discussed in this purchasing policy.

10. EMERGENCY PURCHASES

Occasionally, situations arise that do not allow pre-approval for expenditures. Situations that require immediate attention for the sake of public health and safety should be addressed accordingly. The expenditure shall be provided by the ARC Executive Director or treasurer as soon as possible with the information explaining why the expenditure could not meet the pre-approval requirement.

11. TAX EXEMPT STATUS

The Alliance of Rouge Communities is a tax-exempt entity and is not required to pay tax. Occasionally, ARC Staff Members purchase goods and/or services with their own funds and submit for reimbursement. Whenever possible, ARC members should obtain a tax-exempt certificate from the ARC Executive Director prior to the purchase.

12. PROCESSING OF INVOICES

Requests for payments to vendors shall be documented in writing by a vendor invoice or, in the few instances where no invoice is forthcoming, by a written request by the ARC Executive Director. Except for rare exceptions (example: lost invoice), only original invoices shall be processed for payments, as statements or copies of invoices may result in duplicate payments.

ARC member expense reimbursements shall be documented on an expense voucher prepared by the ARC member. Invoices and expense vouchers shall include the following:

- Vendor name and mailing address
- Purpose of payment
- Total amount due
- Unit price and units delivered
- Date goods were delivered or services rendered
- Attached purchase order or resolution

13. CREDIT CARDS

The Alliance of Rouge Communities will not issue nor allow the use of credit cards issued in the name of the ARC.

Receipts must be obtained for all purchases made using a personal credit card and submitted to the Executive Director's Office for tracking to respective invoices/billings. In those instances when a purchase order or voucher has not been approved prior to the purchase, the credit card holder shall submit receipts clearly marked with the appropriate account to be charged immediately upon return to the ARC to properly account for the purchase.

14. CHECKING ACCOUNT

The ARC will maintain an interest bearing (when possible) checking account for purchases as defined by this policy. The Executive Director has the authority to request that a check be initiated. The ARC staff

will generate the check. All ARC checks require the signatures of two members of the Executive Committee, being the Treasurer and one other member of the Executive Committee.

15. CONFLICTS

The Executive Director must notify the ARC Executive Committee, in writing, of any known or perceived conflicts of interest within 48 hours of becoming aware of the potential conflict. The Executive Committee shall determine whether, in their opinion, a conflict exists. The decision will be forwarded, in writing, to the Executive Director within seven days of the conclusion of next Executive Committee meeting. The decision of the Executive Committee is final. If it is determined that a conflict exists, the Chair of the ARC, or his/her designee, will assume the duties of the purchasing agent.



POLICY FOR PURSUIT AND ACCEPTANCE OF GRANTS, SUBGRANT ELIGIBILITY AND GRANT MANAGEMENT

(Draft October 30, 2013)

BACKGROUND

The Alliance of Rouge Communities routinely applies for grants from the state and federal government and from private foundations. The projects proposed for grant funding can benefit the entire watershed or a specific area, i.e., a branch of the Rouge River, a specific area of the watershed, or a member community or cooperating partner. Upon receipt of a grant for Rouge River restoration activities, the ARC may implement the project on behalf of the watershed and/or may issue subgrants for all or part of the work to ARC members, cooperating partners, or other parties.

Further, the ARC has advised Wayne County Department of Public Service on the eligibility requirements for subgrants awarded under the provisions of the Rouge River National Wet Weather Demonstration Project (Rouge Project). Wayne County has acted upon the advice of the ARC including limiting the subgrant eligibility of communities in the Rouge watershed to those that are members of the ARC. At its August 2006 meeting, the ARC passed a resolution concerning future eligibility of communities within the Rouge River watershed for grant dollars from both the Rouge Project administered by Wayne County, and future grants obtained by the ARC itself.

This policy addresses:

- Pursuit and Acceptance of Grants, including Determination of Grant Match and Documentation,
- Grant Management,
- Subgrant Eligibility, and
- Subgrant Requirements and Management.

Any divergence from this policy shall be first reviewed by the ARC Executive Committee and subsequently approved by the ARC members at a regular meeting of the ARC.

PURSUIT AND ACCEPTANCE OF GRANTS

On March 25, 2010, the ARC approved the document "Procedures for the Pursuit and Acceptance of Grants", shown below and hereby incorporated into this Policy.

Objectives

- Take a proactive approach to the pursuit of grant opportunities to support ongoing ARC activities
- Develop a policy that maximizes probability of success and includes proper authorization to commit grant pursuit and match funds

Application Criteria

The ARC will apply for grants that offer watershed-wide benefits. Application for grants that provide only local benefits may be reviewed on a case by case basis.

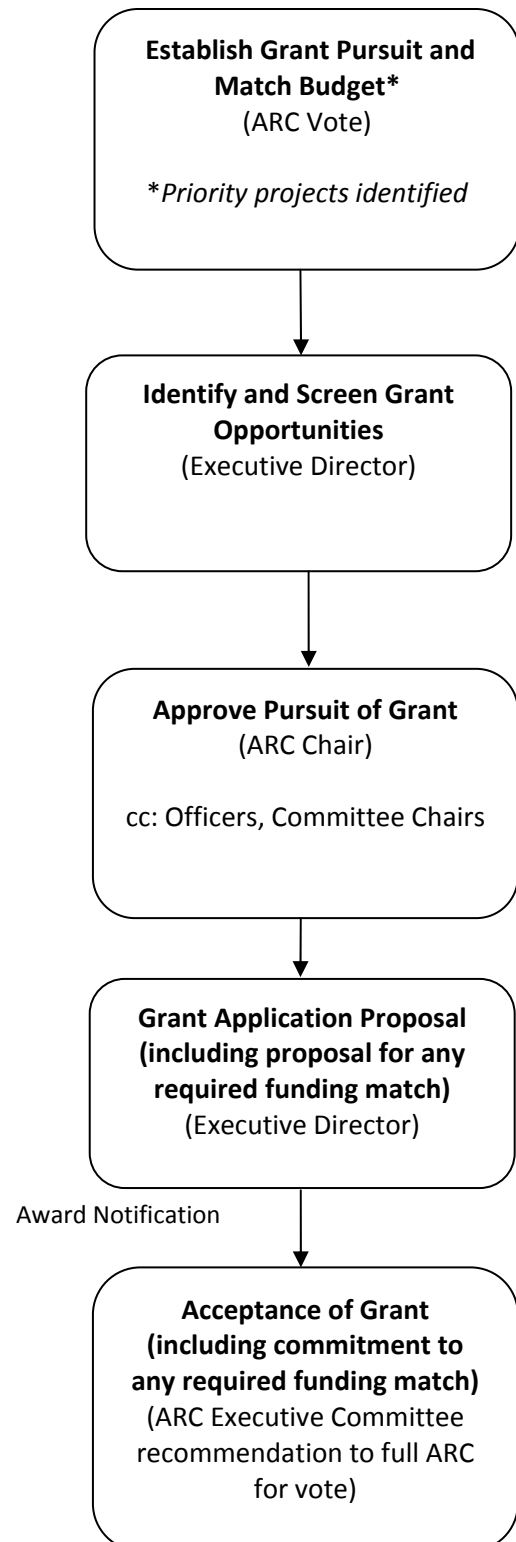
ARC grant applications shall focus on ARC core priorities such as:

- Watershed management planning and implementation
- Illicit Discharge Elimination Plan investigations
- Public involvement and education
- Studies and collection of data
- Data management and analysis
- Annual reporting
- Staff support

Policies

Consistent with ARC procurement policy, the ARC may accept assistance from ARC members, consultants and other interested parties to help prepare grant applications.

The ARC may choose to provide letters of support and/or commitment for grant applications submitted by ARC members, cooperating partners, or other appropriate organizations. Letters of support/commitment from the ARC will be issued at the discretion of and by the ARC Chair upon receipt of requests submitted directly to the Chair.



DETERMINATION OF GRANT MATCH AND DOCUMENTATION

In some cases, a granting agency may require that the successful grantee provide funding for part of the estimated project costs ("grant match"). Typically, if grant match is required, it must be described and enumerated in the grant application. In the event that match is required to be pledged in a grant application, ARC staff will recommend a grant match plan based on the proposed grant activities. If the grant match plan includes contributions by individual ARC member communities, cooperating partners, or others, those parties included in the ARC's grant application ("ARC team") will provide a letter committing to and detailing any match that they will provide. Eligible activities for grant match are specified by the grant contract and if allowed, typically include in-kind services, cash and/or volunteer time.

In Kind Services

If consistent with the grant requirements, in-kind services furnished by professional and technical personnel, consultants, and other skilled and unskilled labor may be included as grant match if the service is an integral and necessary part of an approved project or program. In-kind services shall be consistent with those paid for by the ARC for similar work or in a subgrantee's organization. In those instances where the required skills are not found in the ARC team's organization, rates shall be consistent with those paid for similar work in the labor market in which the ARC team competes for the type of services involved. In either case, paid fringe benefits that are reasonable, allowable and allocable may be included in the valuation. When an employer other than the ARC furnishes the services of an employee, these services shall be valued at the employee's regular rate of pay (plus an amount of fringe benefits that are reasonable, allowable, and allocable, but exclusive of overhead costs), provided these services utilize the same skill for which the employee is normally paid. In-kind match will be documented using timesheets.

Cash Match

Cash match is payment for services/goods related to the grant and is documented by paid invoices.

Volunteer Match

If consistent with the grant requirements, the value of volunteer match will be calculated based on generally accepted hourly rates approved by the granting agency and will be documented using sign-in sheets that include the activity, the date, times worked and the name of the volunteer.

The grant match plan will be enumerated in the grant application and will meet the following criteria:

- Is verifiable from the ARC's or subgrantee's records;
- Is not included as contributions for any other federally-assisted project or program;
- Is necessary and reasonable for proper and efficient accomplishment of project or program objectives; and.
- Is not paid by the Federal Government under another award, except where authorized by Federal statute to be used for cost sharing or matching.

GRANT MANAGEMENT

The ARC and its staff will be responsible for the overall administration, direction, and quality management for all accepted grant contracts. Grant management activities include but are not limited to administration of the grant and any subgrants, reporting, quality assurance and quality control, communication with granting agencies, and other necessary activities to ensure that the project is conducted in accordance with the grant agreement and any other requirements of the granting agency and with ARC policies and procedures.

Changes to the grant match plan included in the grant application and/or contract which are needed during the term of the grant agreement will be approved by the ARC Executive Committee prior to implementation.

SUBGRANT ELIGIBILITY

It is the policy of the ARC that any grants received by the ARC and allocated in the form of subgrants to other entities shall be limited to:

- Agencies that are members in good standing of the ARC (Primary and Associate Members, i.e., public agencies that have adopted the bylaws of the ARC and have paid their assessments as well as approved nested jurisdictions of ARC members in good standing); or
- Public or private entities not eligible for ARC membership (i.e. Cooperating Partners, such as autonomous public entities with no Rouge River water discharge permit requirements, and private non-profit or private educational institutions).

Further, it is the policy of the ARC that it will conduct projects at locations in ARC and non-ARC member communities if it is awarded grants related to the Rouge River Area of Concern (i.e., Great Lakes Restoration grants) which cover the entire watershed and are tied to beneficial use impairments in the entire Rouge River Watershed.

SUBGRANT REQUIREMENTS AND MANAGEMENT OF AWARDED SUBGRANTS

Any ARC member awarded a subgrant shall remain an ARC member in good standing throughout the term of the subgrant award. In the event that an ARC member is awarded a subgrant and subsequently chooses not to remain a member of the ARC during the term of any subgrant, the subgrant award or interagency subgrant agreement shall provide for a means to authorize the ARC to terminate the subgrant and retain any unpaid portion of the subgrant.

In the event a grant is awarded to the ARC for the Rouge River Area of Concern, which encompasses the entire Rouge River Watershed, subgrants may be awarded to non-ARC member communities. Grants may also be administered by the ARC on behalf of non-ARC member communities.

In addition to grant and contractual requirements enumerated in agreements between the ARC and another party, any subgrants issued by the ARC will be monitored in the following ways:

- Subrecipients will be required to provide written monthly financial and project progress reports to the ARC, unless otherwise noted in the contract, and
- Projects covered by subawards between the ARC and another party will be monitored during site visits by ARC staff.

Other criteria may be enumerated in the contract between the ARC and the subgrantee.



10/30/13 DRAFT VENDOR MANAGEMENT POLICY

Purpose

The Alliance of Rouge Communities (ARC) relies on products and services provided by a variety of vendors, including consultants and contractors. A current list of the ARC's vendors shall be maintained online at www.allianceofrougecommunities.com consistent with this Policy.

It is the duty of the Executive Director Staff to ensure:

1. Each vendor relationship supports the ARC's strategic plan and meets the requirements and policies of the ARC;
2. The ARC has sufficient expertise to oversee and manage the relationship;
3. The ARC has evaluated prospective providers based on the scope and criticality of the outsourced services;
4. The risks associated with the use of vendors for the ARC's critical operations are fully understood; and
5. An appropriate oversight program is in place to monitor each vendor's risk management controls, financial condition and contractual performance.

In recognition of the ARC's reliance on vendor supplied products and services and the need to manage the attendant risks, the Executive Director Staff has prepared and the Full ARC has adopted this Vendor Management Policy governing the acceptance, maintenance and ongoing monitoring of contractual relationships with vendors.

Rationale

The Alliance of Rouge Communities (the "ARC") acquires services from third-party suppliers, vendors, consultants and/or contractors (the "Vendor" or "Vendors") which involve risks similar to those that arise when these functions are performed internally by ARC staff. These include such risks as threats to the availability of systems used to support these transactions along with the accuracy, completeness, integrity, security, and privacy of protected information and compliance with applicable regulations.

Under contractual arrangements, risk management measures commonly used by the ARC to address these risks, are generally under the control of the vendor, rather than the ARC. However, the ARC continues to bear certain associated risks of financial loss, reputation damage, or other adverse consequences from actions of the vendor or the failure of the vendor to adequately manage risk. Consequently, it is incumbent upon the ARC to evaluate the ability of existing and prospective vendors to fulfill their contractual obligations and to prepare formal analyses of risks associated with obtaining services from, or outsourcing processing to, third parties.

Applicability

This policy shall apply to ARC services including day-to-day operations and grant-funded projects that require services from Vendors for whom the ARC has oversight.

Custodian

The Alliance of Rouge Communities Executive Director Staff shall be the custodian of the Vendor Management Policy with oversight by the ARC Treasurer.

Classifications of Vendor Criticality

During the vendor selection process, the Executive Director will assess the risks associated with vendor inadequacy (e.g. quality of goods and services, delivery schedules, warranty assurances, user support, etc.). Prior to determining the risk, the ARC will consider the criticality of the services and apply a ranking according to the criteria below.

- **Highly Critical (3)** - Services in this category include those considered "mission critical" to the ARC's operations. The ARC would not be able to operate at adequate capacity without the availability of such services or deliver minimally acceptable levels of customer service.
- **Important (2)** - Services in this category include those considered of importance to the ARC's operations.
- **Incidental (1)** - Services of vendors in this category include those considered incidental to the ARC's operations or for whom the ARC would have an acceptable alternate vendor readily available or an alternative means to process.

Risk Management

Risk management is the process of identifying, measuring, monitoring and managing risk. Risk exists whether the ARC performs work internally or outsources work.

Executive Director Staff, with oversight from the ARC Treasurer, will consider some or all of the following factors in evaluating the quantity of risk at the inception of an outsourcing decision. The degree to which these factors will be considered will depend on the criticality rating of the function provided by the vendor.

Risks pertaining to the function outsourced

- Sensitivity of data accessed, protected or controlled by the vendor
- Volume of transactions
- Criticality to the ARC's business

- Reliance on subcontractors
- Location, especially if foreign based
- Redundancy and reliability of communication lines

Risks pertaining to the vendor

- Strength of financial condition
- Turnover of management and employees
- Ability to maintain business continuity
- Ability to provide accurate, relevant, and timely information systems
- Experience with the function outsourced

Risks pertaining to the technology used by the vendor

- Architecture
- Location (processing and data storage)
- Dependence on third parties
- Reliability
- Security
- Scalability to accommodate future growth

Vendor Procurement

Vendor Procurement will follow the ARC's Purchasing Policy.

Contracts

When contracts are required between the ARC and a vendor, the contract will be developed in accordance with the ARC's Contract Approval Procedure and the ARC Purchasing Policy.

Vendor Contract Management

The Executive Director Staff will ensure vendors provide the goods and/or services in accordance with the vendor contract. Executive Director staff monitoring of contract performance will include but not be limited to review of the quantity and quality of goods and services, delivery schedules, warranty assurances and user support. The program shall monitor the vendor environment including its security controls, financial strength and the impact of any external events. The amount of review and documentation needed to support vendor contract management will vary depending on the criticality and complexity of the system, process or service being outsourced. The following documentation will be required from all vendors:

- Monthly invoices,
- Monthly financial reports,
- Project progress reports.

In addition, vendor monitoring may include periodic site visits as appropriate.

To increase monitoring effectiveness, the Executive Director Staff shall periodically, but at least annually, rank vendor relationships according to risk to determine which vendors require closer monitoring. Executive Director Staff, with oversight from the ARC Treasurer, shall base the rankings on the residual risk of the relationship after analyzing the quantity of risk relative to the controls over those risks. Relationships with higher risk ratings should receive more frequent and stringent monitoring for due diligence, performance (financial and or operational) and independent control validation reviews.