

John O'Meara, P.E.
Executive Director



DRAFT AGENDA – November 20, 2023, 1:00 p.m. – 2:30 p.m.
Online Teams Meeting [Click here to join the meeting](#)
Meeting ID: 267 507 298 817

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

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

		<u>Page</u>
1. Welcome –Doug Moore, Chair	Information	
a. Roll Call/Determination of Quorum		
b. Additions or changes to the Draft Meeting Agenda		
c. Approval of April 6, 2023, Meeting Summary	Action	
2. ARC Executive Director and Technical Services RFP and Habitat Restoration RFP – Karen Mondora	Action	3
3. Executive Director Report – ARC Staff		
a. MS4 Permit Update	Information	
b. Investigational Sampling Update	Information	
c. Grant Status Report	Information	
d. Call for Projects	Information	7
e. Great Lakes Restoration Celebration at The Henry Ford 9/22/23	Information	
4. Treasurers/Finance Committee Report – Rebecca Runkel, Treasurer		
a. A/R, A/P and Profit/Loss Reports	Information	10
b. 2023 ARC Dues	Information	
c. 2022 Single Audit	Action	14
d. Ratify E-mail Votes	Action	
• 4/19/23: 22 yea 0 nay – Adding budget amendment FC2 in the amount of \$50,000 to 2023 budget to conduct investigational sampling in the Evergreen-Farmington Sanitary Sewer District.		
• 5/3/23: 23 yea 0 nay – Adding Work Order 2023-3 for \$50,000 to ECT's contract to complete the sampling work in the Evergreen-Farmington Sanitary Sewer District.		
• 6/12/23: 23 yea and 0 nay – Adding budget amendment FC3 EPA grant in the amount of \$365,000 to 2023 budget for EPA12 Merriman Hollow Restoration and EPA13 Wallaceville West Restoration and the associated ECT Work Order 2023-4.		
• 8/4/23: 29 yea 0 nay – Adding budget amendment FC4 \$894,273 (with \$30,000 in 2023 and remainder in 2024) to EPA7 in grant funds and extending the grant to 12/31/24 and associated revision to ECT Work Order 2020-5 adding \$100,000 for activities related to the amendment.		
• 8/4/23: 25 yea and 0 nay – FC5 adding budget amendment PIE3 Media Support in the amount of \$17,500 for marketing activities to promote ARC and member activities along with the associated ECT contract amendment adding Work Order 2023-5 for the associated activities by Near Perfect Media.		
e. 2023 Budget Amendment FC6 – ERB2 Monitoring & Training Grant	Action	38
f. 5-Year Plan for 2024-2028	Action	52
g. 2024 Budget Recommendations	Action	53
h. 2024 FOTR and ECT Work Orders	Action	67

		<u>Page</u>
5. Standing Committee Reports – Doug Moore		
a. Organization Committee Progress Report (T. Gabriel, Chair)	<i>Information</i>	
b. PIE Committee Progress Report (J. Garrison, Chair)	<i>Information</i>	79
c. Technical Committee Progress Report (K. Mondora, Chair)	<i>Information</i>	
6. Report from Cooperating Partners – Doug Moore	<i>Information</i>	
7. Report from Counties – Doug Moore	<i>Information</i>	
8. Report from EGLE – Doug Moore	<i>Information</i>	
9. Opportunity for Public Comment – Doug Moore	<i>Information</i>	
10. Other Business – Doug Moore	<i>Information</i>	
11. Summary of Actions of Full Alliance – Tennille Newsome	<i>Information</i>	
12. Adjourn	<i>Action</i>	

John O'Meara, P.E.
Executive Director



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

Date: October 30, 2023
To: ARC Executive Committee
From: Karen Mondora, ARC RFQ Selection Committee
RE: ARC Executive Director Services RFP Results

Request for Qualifications for EXECUTIVE DIRECTOR OPERATION AND TECHNICAL SUPPORT SERVICES were publicly advertised on the Michigan Intergovernmental Trade Network by the City of Farmington Hills on behalf of the ARC on August 22, 2023. The RFQ notice was issued to 358 registered vendors. The RFQs were due on October 2, 2023. One submission was received by Environmental Consulting and Technology (ECT).

The selection committee noted in section 6 of the RFQ included:

- Doug Moore—Chairperson (City of Livonia)
- Charles Markus—Vice Chairperson (Birmingham)
- Rebecca Runkel—Treasurer (City of Novi)
- Brandy Siedlaczek—Past Chair (City of Southfield)
- Trisha Gabriel – Organization Committee Chairperson (City of Livonia)
- Karen Mondora—Technical Committee Chairperson (City of Farmington Hills)
- Jacy Garrison – PIE Committee Chairperson (OCWRC)
- Bob Belair – ARC Grant Representative (Northville Twp.)

The selection committee independently reviewed this submission package and submitted their score sheets which were then tabulated in the attached overall summary table. The committee met on October 30, 2023 to review the scores and make a recommendation to the Executive Committee.

The Committee's recommendation is to proceed with contract negotiations with the top score, that being ECT.

Cooperating Partners:

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

A 501(c)(3) Organization – www.allianceofrougecommunities.com

46036 Michigan Ave., Suite 126, Canton, MI 48188 – Ph: 734-768-2180 – Email: info@allianceofrougecommunities.com

Executive Director Cumulative Scores - 2023

Executive Director Operational & Technical Support Services		
		ECT
Belair		94.00
Siedlaczek		100.00
Markus		100.00
Mondora		100.00
Moore		96.00
Gabriel		99.00
Garrison		100.00
Runkel		100.00
Average		98.63

John O'Meara, P.E.
Executive Director



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

Date: October 30, 2023

To: ARC Executive Committee

From: Karen Mondora, ARC RFQ Selection Committee

RE: AOC Habitat Restoration Services RFP Results

Requests for Qualifications for ROUGE RIVER AOC HABITAT RESTORATION SERVICES were publicly advertised on the Michigan Intergovernmental Trade Network by the City of Farmington Hills on behalf of the ARC on August 22, 2023. The RFQ notice was issued to 381 registered vendors. The RFQs were due on October 2, 2023. Three submissions were received. These included:

EA Engineering, Science, and Technology
Environmental Consulting and Technology (ECT)
Stantec

The selection committee noted in section 6 of the RFQ included:

- Doug Moore—Chairperson (City of Livonia)
- Charles Markus—Vice Chairperson (Birmingham)
- Rebecca Runkel—Treasure (City of Novi)
- Brandy Siedlaczek—Past Chair (City of Southfield)
- Trisha Gabriel – Organization Committee Chairperson (City of Livonia)
- Karen Mondora—Technical Committee Chairperson (City of Farmington Hills)
- Jacy Garrison – PIE Committee Chairperson (OCWRC)
- Bob Belair – ARC Grant Representative (Northville Twp.)

The selection committee independently reviewed the submission packages and submitted their score sheets which were then tabulated in the attached overall summary table. The committee met on October 30, 2023 to review the scores and make a recommendation to the Executive Committee.

The Committee's recommendation is to proceed with contract negotiations with the top score, that being ECT.

Cooperating Partners:

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

A 501(c)(3) Organization – www.allianceofrougecommunities.com

46036 Michigan Ave., Suite 126, Canton, MI 48188 – Ph: 734-768-2180 – Email: info@allianceofrougecommunities.com

Rouge River AOC Habitat Restoration Services				
		EA Engineering, Science and Technology, Inc	ECT	Stantec
Belair		84	97	71
Gabirel		88	98	85
Garrison		93	100	90
Markus		86	100	89
Mondora		80	95	70
Moore		87	97	85
Runkel		85	100	85
Siedlaczek		90	99	80
Average		87	98	81.9

ARC GRANT PROJECTS STATUS – November 2023

ARC CURRENT GRANTS

EGLE PAC Support Grant 2023-2025

- FOTR conducted fish monitoring at 15 sites.
- FOTR proved spring bug hunt report.
- RRAC meeting was held October 17th.

EPA Wayne County Henry Ford Estate Dam Fish Passage

- Full opening work was done in the 2nd week of August.
- Contractor did cleanup and the project is complete.

Nankin Lake Restoration

- Vegetation maintenance finished in September.
- Project is complete.

EPA Johnson Creek Fish Hatchery and Tamarack Creek Restoration Implementation

Johnson Creek Fish Hatchery Restoration

- Vegetation maintenance finished up in October.
- The contractor installed replacement aquatic plants and reseeded bioswale.
- Writing final report.
- Grant/project ends December 2023.

Tamarack Creek Restoration

- Contractor replaced trees in October.
- Contractor is installing fence in November 2023.
- Vegetation maintenance occurred through October 2023.
- Live stakes will be installed in November 2023.
- Writing final report.
- Grant/project ends December 2023.

EPA Seeley Creek Habitat Restoration

- Contractor conducted fall invasive work.
- Vegetation maintenance went through October.
- ARC received a no cost extension through September 31, 2024, to allow for additional invasive treatments and site maintenance.

EPA Colonial & Venoy Restoration

Colonial Restoration

- Vegetation maintenance conducted through October 2023. Additional maintenance in 2024.
- Contractor working on punch list items.

Venoy Restoration

- Vegetation maintenance conducted through October 2023. Additional maintenance in 2024.
- Contractor working on punch list items.

EPA Wayne County Parkland Implementation

Sherwood Restoration

- Vegetation maintenance conducted through October 2023. Additional maintenance in 2024.
- Contractor working on punch list items.

Bell Restoration

- Vegetation maintenance will be conducted through September 2024.
- Contractor working on punch list items.

Lola Restoration

- Additional turf conversion to habitat areas to be done in November 2023.
- Vegetation maintenance will be conducted through September 2024.
- Contractor working on punch list items.

Lower Rouge

- Log Jam removals complete
- Reforestation of initial installations complete.

Riverview Restoration

- Riverview construction contract was fully signed in October 2023.
- Work started in October 30, 2023.

EPA LTU Wetland Habitat Restoration Implementation Grant

- The contractor completed major earth-moving activities and installed wetland and floodplain habitat features.
- The contractor began the first phase of vegetation establishment from seed and regular maintenance visits are ongoing.
- Vegetation maintenance in 2024.

EPA Wilcox/Phoenix Implementation

Wilcox Lake Restoration

- Construction bids received and Construction Contract in process.
- Submittal work to begin January 2024
- Main Construction activities to start in March 2024.

Phoenix Lake Restoration

- Construction bids received and Construction Contract in process.
- Submittal work to begin January 2024
- Main Construction activities to start in June 2024.

EPA Wilcox/Inkster/Phoenix Restoration Design

- Drafting of final report chapters for Phoenix and Wilcox has started.
- Grant ends end of February 2024.

Inkster Restoration

- Design is at 60%
- EGLE permit application to be submitted in December 2023.
- Construction starts anticipated in later 2024.

EPA Wallaceville/Merriman Hollow Restoration Design

Wallaceville Restoration

- QAPP approved by EPA October 2023 being drafted.
- Wetland field work was completed in October 2023.

- Survey field work in November 2023.
- Design and permitting being completed late summer 2024.

Merriman Hollow Restoration

- Construction bids received and Construction Contract in process.
- Submittal work to begin January 2024
- Main Construction activities to start in March 2024.

USDA Forest Service – Reducing Runoff in the Rouge River AOC

- ARC following up with last few communities who still need to install trees
- ARC following up on reimbursements for installations
- Contractor solicitation for remaining green infrastructure being drafted. Construction fall spring 2024.

Erb Family Foundation

The ARC received a grant in September from ERB to help identify where sanitary sewage is entering the Rouge River (Rouge Valley Sewage Disposal System Area) and provide training to municipal staff on how to comply with their stormwater permit. Work will begin in 2024.

ARC GRANT APPLICATIONS

EPA Environmental Justice Underserved Communities – ARC working with WC Parks, City of Inkster, and FOTR submitted 3 grant packages (approximately \$17 million) for community connectivity/park amenities layer associated with the Colonial/Inkster Park Habitat Restoration and Venoy Park Habitat Restoration projects. The ARC has been following up with EPA on one of the packages, the one for Inkster Park. ARC anticipates hearing on the Inkster Park beginning of 2024. If awarded work anticipated to start in winter 2024.

EGLE Watershed Council Support Grant – The ARC submitted an application for Southeast Michigan MS4 Training Program with support from SEMCOG (grant amount is \$40,000). Not awarded.

USDA Forest Service Urban & Community IRA – The ARC submitted an application titled Tree Canopy Investment in Underserved Communities in Southeast Michigan (grant amount is \$3,425,330). Not awarded.

9:49 AM

11/09/23

Alliance of Rouge Communities
A/P Aging Summary
As of November 9, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Friends of the Rouge	3,266.57	0.00	0.00	0.00	0.00	3,266.57
TOTAL	<u>3,266.57</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,266.57</u>

9:46 AM

11/09/23

Alliance of Rouge Communities
A/R Aging Summary
 As of November 9, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Dearborn Heights	0.00	0.00	0.00	0.00	12,026.00	12,026.00
EGLE - PAC grant	3,441.28	3,210.85	9,265.88	0.00	0.00	15,918.01
Evergreen Farmington District	0.00	24,344.72	0.00	0.00	0.00	24,344.72
MDEQ SAW Grant	0.00	0.00	0.00	0.00	0.00	0.00
USDA Forest Service	906.96	0.00	0.00	0.00	0.00	906.96
Wayne County DOE	0.00	53,908.19	0.00	0.00	0.00	53,908.19
Wixom	0.00	0.00	0.00	0.00	747.00	747.00
TOTAL	4,348.24	81,463.76	9,265.88	0.00	12,773.00	107,850.88

9:52 AM

11/09/23

Accrual Basis

Alliance of Rouge Communities

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget
Ordinary Income/Expense		
Income		
47200 · Program Income		
4794 · 2023 ARC Membership Dues	350,412.00	350,412.00
Total 47200 · Program Income	350,412.00	350,412.00
47500 · Contributions		
47500.2 · Contributions-GLR Event brkfst	4,292.28	4,242.68
Total 47500 · Contributions	4,292.28	4,242.68
48000 · Grants		
60665 · WC EPA1 HFE Fishway	60,872.57	60,872.57
60667.1 · EPA4-Implement Tam/Johnson Crk	110,670.73	587,000.00
60667.2 · EPA5-Seeley Creek Hab Res	445,140.12	600,000.00
60667.5 · EPA7-WC 5 Parks Implementation	441,184.91	2,237,250.00
60667.6 · EPA6 Colonial and Venoy	128,746.07	600,000.00
60670 · FS4 20-22 Reduce Runoff	44,023.12	197,402.00
60672 · EPA9 - Wil/Pho/Ink Design	176,237.16	142,000.00
60674 · EPA10-Wil/Pho Implementation	45,568.19	4,357,477.65
60675 · EPA11-LTU Implementaion	561,195.21	650,000.00
60676 · SPAC12 - RRAC Facilitation	32,348.13	51,500.00
60677 · EFSDS - Sampling	24,344.72	50,000.00
60678 · EPA12 - Merriman Design	7,125.00	100,000.00
60679 · EPA13 - Wallaceville design	3,555.00	65,000.00
60680 · ERB2 - IDEP and Training	222,000.00	222,000.00
Total 48000 · Grants	2,303,010.93	9,920,502.22
Total Income	2,657,715.21	10,275,156.90
Expense		
12013 · GLR event breakfast	4,292.28	4,242.68
60400 · ARC Awards and Grants		
60410 · Executive Director Services		
60410.2 · 101 Program Support	56,835.44	62,000.00
60410.3 · 102 MGT Admin & Financial	37,192.50	60,901.00
60410.4 · 103 Funding - grants	12,382.50	10,000.00
Total 60410 · Executive Director Services	106,410.44	132,901.00
60420 · Public Involv. & Education Com.		
60420.1 · PIE1-Col PEP/PPP Annual act.	27,796.44	51,280.00
60420.2 · PIE2-Col PEP/PPP 5yr activities	15,614.07	12,410.00
60420.3 · PIE3 - Media Support	15,750.00	17,500.00
Total 60420 · Public Involv. & Education Com.	59,160.51	81,190.00
60430 · Technical Committee		
60430.5 · IDEP Investigations	23,014.22	40,000.00
60430.7 · TC4 Permit Reapplication Suppor	81,744.28	117,683.00
60432.1 · TC1-Col IDEP/TMDL annual	8,124.53	20,800.00
60432.2 · TC2-storm sewer IS/Dye/Repo 5yr	297.50	1,820.00
60432.3 · TC3-Collaborative TMDL permit	13,860.00	17,300.00
60432.4 · EFSDS Sampling	31,858.17	50,000.00
60432.5 · TC4 - ERB2 IDEP and Training	0.00	0.00
Total 60430 · Technical Committee	158,898.70	247,603.00
Total 60400 · ARC Awards and Grants	324,469.65	461,694.00
60665.1 · EPA6 - Colonial and Venoy	128,746.07	600,000.00

9:52 AM

11/09/23

Accrual Basis

Alliance of Rouge Communities

Profit & Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget
606651 · WC EPA1 HFE Fishway	60,872.57	60,872.57
606655 · EPA5-Seeley Creek Hab Restor.	445,140.12	600,000.00
606656 · EPA4-Implement Tam/Johnson Crk	110,670.73	587,000.00
606660 · EPA7 WC 5 Park Implementation	441,184.91	2,237,250.00
606661 · FS4 20-22 Reduce Runoff	44,248.48	197,402.00
606663 · EPA9 - Wil/Phoe/Ink Design	176,237.16	142,000.00
606667 · EPA11 - LTU Implementation	561,195.21	650,000.00
606668 · EPA10-Wilcox/Phoenix Implement	45,568.19	4,357,477.65
606669 · SPAC12 - RRAC Facilitation	32,348.13	51,500.00
606670 · EPA12 - Merriman Design	7,125.00	100,000.00
606671 · EPA13 - Wallaceville design	3,555.00	65,000.00
60900 · Business Expenses		
60920 · Business Registration Fees	20.00	
60900 · Business Expenses - Other	859.54	
Total 60900 · Business Expenses	879.54	
62100 · Contract Services		
62110 · FC1-Accounting Fees	16,779.00	20,500.00
62140 · FC1-Legal Fees	0.00	1,000.00
65120 · FC2-Insurance - D&O	1,073.00	1,500.00
65121 · Mailbox and web hosting fee	1,693.64	1,750.00
Total 62100 · Contract Services	19,545.64	24,750.00
Total Expense	2,406,078.68	10,139,188.90
Net Ordinary Income	251,636.53	135,968.00
Net Income	251,636.53	135,968.00

ALLIANCE OF
ROUGE
COMMUNITIES

**Audited Financial
Statements**

For the years ended
December 31, 2022 and 2021

ALLIANCE OF ROUGE COMMUNITIES
TABLE OF CONTENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

INDEPENDENT AUDITOR'S REPORT	1
FINANCIAL STATEMENTS -	
Statement of Financial Position	3
Statement of Activities and Changes in Net Assets	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to the Financial Statements	7
SINGLE AUDIT ACT COMPLIANCE	
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i>	12
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE	14
Schedule of Expenditures of Federal Awards	17
Notes to Schedule of Expenditures of Federal Awards	20
Schedule of Findings and Questioned Costs	21



INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022 and 2021, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Alliance of Rouge Communities as of December 31, 2022 and 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters***Other Information***

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 27, 2023, on our consideration of Alliance of Rouge Communities' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Alliance of Rouge Communities' internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Alliance of Rouge Communities' internal control over financial reporting and compliance.

Jason F. Clausen, P.C.

Fraser, MI
September 27, 2023

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022 AND 2021

ASSETS

	<u>2022</u>	<u>2021</u>
CURRENT ASSETS:		
Cash and Cash Equivalents	\$ 259,498	\$ 310,122
Accounts Receivable	<u>887,856</u>	<u>266,958</u>
 TOTAL ASSETS	 <u>\$ 1,147,354</u>	 <u>\$ 577,080</u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:		
Accounts Payable	<u>\$ 929,333</u>	<u>\$ 325,044</u>
 TOTAL LIABILITIES	 929,333	 325,044
 NET ASSETS:		
Without Donor Restrictions	(607,757)	(57,794)
Board Designated Quasi Endowment	<u>50,000</u>	<u>50,000</u>
Total Without Donor Restrictions	(557,757)	(7,794)
With Donor Restrictions	<u>775,778</u>	<u>259,830</u>
 TOTAL NET ASSETS	 <u>218,021</u>	 <u>252,036</u>
 TOTAL LIABILITIES AND NET ASSETS	 <u>\$ 1,147,354</u>	 <u>\$ 577,080</u>

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

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	2022			
	Without Donor Restrictions	With Donor Restrictions	Total	2021
REVENUE:				
Membership Dues	\$ 343,539	\$ -	\$ 343,539	\$ 336,801
Grants	-	3,994,665	3,994,665	2,117,644
Contributions	-	-	-	-
Services	518,797	-	518,797	4,050
In-kind Donations	30,000	-	30,000	94,945
Net Assets Released from Restrictions	3,478,717	(3,478,717)	-	-
Total Revenue	4,371,053	515,948	4,887,001	2,553,440
EXPENSES:				
Program	4,835,747	-	4,835,747	2,410,087
Management and General	69,139	-	69,139	73,378
Fundraising	16,130	-	16,130	13,013
Total Expenses	4,921,016	-	4,921,016	2,496,478
CHANGE IN NET ASSETS	(549,963)	515,948	(34,015)	56,962
NET ASSETS:				
Beginning of year	(7,794)	259,830	252,036	195,074
End of year	\$ (557,757)	\$ 775,778	\$ 218,021	\$ 252,036

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

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	2022				2021
	Program	Management and General	Fundraising	Total	
Executive Director Services	\$ 59,926	\$ 47,120	\$ 15,685	\$ 122,731	\$ 127,155
Public Involvement & Education	102,800	-	-	102,800	67,040
Technical Committee	157,856	-	-	157,856	96,232
Project Expenses	3,994,665	-	-	3,994,665	2,179,089
Professional Fees	-	20,680	-	20,680	19,425
Subcontractors	518,797	-	-	518,797	4,050
Insurance	509	400	133	1,042	1,012
Website	637	501	166	1,304	1,460
Office Expense	557	438	146	1,141	1,015
Total Expenses	<u>\$ 4,835,747</u>	<u>\$ 69,139</u>	<u>\$ 16,130</u>	<u>\$ 4,921,016</u>	<u>\$ 2,496,478</u>

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

ALLIANCE OF ROUGE COMMUNITIES
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

	<u>2022</u>	<u>2021</u>
RECONCILIATION OF CHANGE IN NET ASSETS TO NET CASH FROM OPERATING ACTIVITIES:		
CHANGE IN NET ASSETS	\$ (34,015)	\$ 56,962
Changes in operating assets and liabilities which increase (decrease) cash flow -		
Accounts receivable	(620,898)	(16,852)
Accounts payable	604,289	100,335
Accrued expenses	<u>-</u>	<u>(48,227)</u>
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	<u>(50,624)</u>	<u>92,218</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(50,624)	92,218
CASH AND CASH EQUIVALENTS BALANCE - beginning of year	<u>310,122</u>	<u>217,904</u>
BALANCE - end of year	<u>\$ 259,498</u>	<u>\$ 310,122</u>
Supplemental disclosures of cash flow information:		
Cash paid during the year for:		
Interest	\$ -	\$ -
Income taxes	\$ -	\$ -

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

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations

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

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with our audited financial statements for the year ended December 31, 2021, from which the summarized information was derived.

Cash and Cash Equivalents

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

Receivables

Accounts receivable consist primarily of noninterest-bearing amounts due for membership dues and reimbursements due from local and federal agencies under various grant agreements. The determination for allowance for uncollectable accounts receivable is based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectible. At December 31, 2022 and 2021, the allowance was \$0.

Net Assets

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

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

See independent auditor's report and financial statements

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

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

Revenue and Revenue Recognition

The Organization's revenue consists primarily of membership dues and cost-reimbursable federal and state contracts and grants. Membership dues, which are nonrefundable, are comprised of an exchange element based on the value of benefits provided for assisting communities with state imposed water permit requirements, and are recognized over the membership period, which is the calendar year in which they are billed. Cost-reimbursable contracts and grants are conditioned upon certain performance requirements and/ or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Organization has incurred expenditures in compliance with specific contract or grant provisions. The Organization received cost-reimbursable grants of \$11,228,630 that have not been recognized at December 31, 2022 because qualifying expenditures have not yet been incurred.

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

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

One and two grantor(s) accounted for approximately 95% and 81% of grant revenue during the years ended December 31, 2022 and 2021, respectively.

Donated Services and In-Kind Donations

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

Allocation of Functional Expenses

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

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates

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

Income Tax Status

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

NOTE 2 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

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

Financial assets at year-end:

Cash	\$ 259,498
Accounts Receivable	887,856
Total financial assets	<u>1,147,354</u>

Less amounts unavailable to be used within one year:

Quasi endowment established by the board	<u>50,000</u>
--	---------------

Financial assets available to meet general expenditures
within one year

\$1,097,354

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

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

NOTE 3 – CONCENTRATION OF CREDIT RISK

The Organization maintains its cash account in a commercial bank located in Michigan. The account is guaranteed by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. At December 31, 2022 and 2021, the balance exceeded the FDIC limit by \$9,498 and \$60,122, respectively.

NOTE 4 – CONTINGENCIES

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

NOTE 5 – REVENUE FROM CONTRACTS WITH CUSTOMERS

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

NOTE 6 – IN-KIND DONATIONS

For the years ended December 31, 2022 and 2021, contributed nonfinancial assets recognized within the statement of activities include the following:

	2022	2021
Professional services	\$ 30,000	\$ 33,500
Trees	-	61,445
Total	<u>\$ 30,000</u>	<u>\$ 94,945</u>

Contributed professional services are provided by a local government agency for assistance with tasks related to the public involvement and education committee and technical committee. Contributed professional services are used in program activities and are recognized at fair value based on current rates for similar services. Contributed trees are valued using the cost paid by the member community at time of purchase.

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2022 AND 2021

NOTE 7 – RELATED PARTY TRANSACTIONS

The Organization has a contract with ECT, Inc. for Executive Director services. The Executive Director is a shareholder and employee of ECT, Inc. The amount billed from ECT, Inc. for services and reimbursable expenses were \$1,321,713 and \$1,100,465 for the years ended December 31, 2022 and 2021, respectively.

NOTE 8 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through September 27, 2023, the date which the financial statements were available to be issued.



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

To the Board of Directors of
Alliance of Rouge Communities

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alliance of Rouge Communities (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 27, 2023.

Report on Internal Control over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of This Report

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

Jason F. Clausen, P.C.

Fraser, MI
September 27, 2023



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

To the Board of Directors of
Alliance of Rouge Communities

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Alliance of Rouge Communities' compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Alliance of Rouge Communities' major federal programs for the year ended December 31, 2022. Alliance of Rouge Communities' major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Alliance of Rouge Communities complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2022.

Basis for Opinion on Each Major Federal Program

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

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

Responsibilities of Management for Compliance

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

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

Auditor's Responsibilities for the Audit of Compliance

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

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

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

Other Matters

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

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

Report on Internal Control over Compliance

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

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

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

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

Jason F. Clausen, P.C.

Fraser, MI
September 27, 2023

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2022

Federal Agency/Cluster or Program Title	Pass-Through Grant Number	CFDA Number	Federal Expenditures
U.S. ENVIRONMENTAL PROTECTION AGENCY			
<i>Passed through Great Lakes National Program Office</i>			
Great Lakes Programs GLRI: Seeley Creek Habitat Restoration	GL-00E02700-0	66.469	\$ 3,379
Rouge River AOC Habitat Restoration Implementation - Tamarack/Johnson Fish Hatchery	GL-00E02478-0	66.469	536,222
Rouge River AOC Habitat - Colonial & Venoy Restoration	GL-00E02830-0	66.469	1,088,915
Rouge River AOC Habitat Restoration Implementation - Wayne County Parkland	GL-00E02896-0	66.469	1,713,885
Rouge River AOC Habitat Restoration - LTU Wetland Habitat Design	GL-00E02976-0	66.469	70,961
Rouge River AOC Habitat Restoration - Wilcox/Phoenix/Inkster Habitat Design	GL-00E02997-0	66.469	455,932
Rouge River AOC Habitat Restoration - Wilcox/Phoenix Implementation	GL-00E03267-0	66.469	6,985

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

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2022

Federal Agency/Cluster or Program Title	Pass-Through Grant Number	CFDA Number	Federal Expenditures
Rouge River AOC Habitat Restoration - LTU Wetland Habitat Implementation	GL-00E3268-0	66.469	<u>5,704</u>
<i>Total passed through Great Lakes National Program Office</i>			<u>3,881,983</u>
<i>Passed through Michigan Department of Environment, Great Lakes, and Energy</i>			
Rouge River AOC PAC Support - Facilitation, Habitat, and Fish Surveys	GL-00E02481	66.469	<u>43,281</u>
<i>Total passed through Michigan Department of Environment, Great Lakes, and Energy</i>			<u>43,281</u>
<i>Passed through Wayne County</i>			
Great Lakes Restoration Initiative Rouge River Areas of Concern Wayne County Habitat Restoration	GL-00E02040-0	66.469	<u>16,527</u>
<i>Total passed through Wayne County</i>			<u>16,527</u>
TOTAL U.S. ENVIRONMENTAL PROTECTION AGENCY			<u>3,941,791</u>

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

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2022

Federal Agency/Cluster or Program Title	Pass-Through Grant Number	CFDA Number	Federal Expenditures
USDA, FOREST SERVICE			
<i>Passed through Great Lakes Restoration Initiative</i>			
Region 9, State & Private Forestry GLRI: Reducing Runoff in the Rouge River Area of Concern	21-DG-11094200-007	10.664	<u>52,874</u>
<i>Total passed through Great Lakes Restoration Initiative</i>			<u>52,874</u>
TOTAL USDA, FOREST SERVICE			<u>52,874</u>
TOTAL FEDERAL AWARDS			<u>\$ 3,994,665</u>

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

ALLIANCE OF ROUGE COMMUNITIES
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2022

NOTE 1 - BASIS OF ACCOUNTING

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

NOTE 2 - INDIRECT COST RATE

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

Financial Statements

Federal Awards

Identification of major programs:

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

ALLIANCE OF ROUGE COMMUNITIES
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2022

SECTION II – Corrective Action Plan

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

SECTION III - Summary Schedule of Prior Audit Findings

There were no findings from prior years.

**Alliance of Rouge Communities
Draft 2023 Budget**

ORIGINALLY APPROVED: 11/16/2022
AMENDMENTS: 4/6/2023, 6/12/23

2023 Anticipated Dues from Communities(includes EF funds for EVIS1)	\$400,412	TOTAL 2023 ARC FUNDING	\$559,910
Rollover funds from 2022	<u>\$209,498</u>	TOTAL 2023 OUTSIDE FUNDING	<u>\$9,690,585</u>
Total ARC Dues Available	\$609,910	TOTAL 2023 FUNDING	\$10,250,495
2023 ARC Activities Budgetec	<u>\$486,444</u>	TOTAL 2023 ACTIVITY COST (Committee & Grants)	<u>\$10,127,029</u>
2023 estimated balance (estimated 2024 rollover ⁽³⁾)	\$173,466	TOTAL 2023 ESTIMATED BALANCE (ALL SOURCES)	\$173,466

Note ⁽³⁾: in 2019 \$50,000 was put aside for future use to meet sampling requirements and is added back in to the 2023 rollover for use in 2024

Proposed ARC Budget Items		Activity Cost	ARC Dues	Funding Source					Other Source/Match	"Provider" Using Budget (1)
Organization Committee										
OC1	Executive Director Operational Services									
	101-Program	\$ 62,000	\$ 62,000							ED
	102-Management	\$ 60,901	\$ 60,901							ED
	103-Fundraising	\$ 10,000	\$ 10,000							ED
	ARC Operations - Direct Expenses	\$ 1,750	\$ 1,750							ARC
Organization Committee Total		\$ 134,651	\$ 134,651							
Finance Committee										
FC1	Accounting/Legal Services	\$ 21,500	\$ 21,500							Outside vendor
FC2	ARC Insurance	\$ 1,500	\$ 1,500							Outside vendor
Finance Committee Total		\$ 23,000	\$ 23,000							
ARC Operational Services Total		\$ 157,651	\$ 157,651							
Public Education and Involvement Committee										
PIE1	Collaborative PEP/PPP Annual permit activitie:	\$ 29,780	\$ 29,780							ED
	Watershed Monitoring	\$ 9,000	\$ 9,000							FOTR
	Printing	\$ 12,500	\$ 12,500							ARC/SEMCOG
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activitie:	\$ 8,250	\$ 8,250							ED
	Permit Cycle Support	\$ 4,160	\$ 4,160							ARC/FOTR
PIE3	Media Support	\$ 17,500	\$ 17,500							ED
PIE Committee Total		\$ 81,190	\$ 81,190					\$ -		
Technical Committee										
TC1	Collaborative IDEP Plan annual permit activities	\$ 20,800	\$ 20,800							ED
	IDEP Investigation	\$ 40,000	\$ 40,000							ED
TC2	Storm Sewer GIS/Facility Dye Testing/Reporting 5yr Permit Cycle	\$ 1,820	\$ 1,820							ED
TC3	Collaborative TMDL Plan permit activities	\$ 17,300	\$ 17,300							ED
TC4	Permit Reapplication Support	\$ 117,683	\$ 117,683							ED
EVIS1	Investigational Sampling in EVSSD	\$ 50,000	\$ -					\$50,000		IAA w/EVSSD
ERB2	Erb monitoring & Municipal Training	\$ -	\$ -							
Technical Committee Total		\$ 247,603	\$ 197,603	\$ -	\$ -	\$ -	\$ -	\$ 50,000		
Total Amount Requested by All Committees		\$ 486,444	\$ 436,444	\$ -	\$ -	\$ -	\$ -	\$ 50,000		
Grants (2)		Activity Cost	ARC Match Dues	SPAC or State	USFS	EPA	Wayne County	Other Source/Match	Outside Funding	
WCEPA1	HFE Dam Fishway Implementation thru 9/23/23 (total authorized \$493,000)	\$60,433	\$0				\$60,433			
EPA4	Rouge AOC Habitat Restoration Implementation - Tamarack/Johnson thru 4/01/23 (total award \$3,367,559)	\$587,000	\$0			\$587,000				
EPA5	Rouge AOC Seeley Creek Habitat Restoration thru 9/30/23 (total award \$815,000)	\$600,000	\$0			\$600,000				
EPA6 (A&B)	Rouge River AOC Colonial & Venoy Habitat Restoration thru 12/31/24 (total award \$1,834,000)	\$600,000	\$0			\$600,000				
EPA7	Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23 (total award \$4,222,090)	\$2,237,250	\$0			\$2,237,250				
EPA9	Rouge River AOC Habitat Restoration Design - Wilcox/Phoenix/Inkster Habita thru 2/3/23 (total award \$785,100)	\$142,000	\$0			\$142,000				
FS4	USDA FS Reducing Runoff in the Rouge River AOC thru 5/30/25 (total award \$261,780 & inkind match \$65,445)	\$197,402	\$0		\$193,402			\$4,000	FOTR volunteer match	
EPA10	Rouge River AOC Habitat Restoration - Wilcox/Phoenix Habitat Implementation (total award \$5,008,595)	\$4,350,000	\$0			\$4,350,000				
EPA11	Rouge River AOC Habitat Restoration - LTU wetland Habitat Implementation (total award \$810,000)	\$650,000	\$0			\$650,000				
EPA12	Rouge River AOC Habitat Restoration - Merriman Hollow Design	\$100,000	\$0			\$100,000				
EPA13	Rouge River AOC Habitat Restoration - Wallaceville Design	\$65,000	\$0			\$65,000				
SPAC12	PAC Support RRAC Facilitation & Monitoring thru 12/31/25 (total award \$154,500)	\$51,500	\$0	\$51,500						
Total Other Grants:		\$9,640,585	\$0	\$51,500	\$193,402	\$9,331,250	\$60,433	\$4,000		
TOTAL OUTSIDE FUNDING				\$51,500	\$193,402	\$9,331,250	\$60,433	\$54,000	\$9,690,585	

TOTAL ARC DUES AVAILABLE	\$609,910
TOTAL ACTIVITIES BUDGETED	<u>\$486,444</u>
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 173,466

Notes

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

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

(3) In 2019 \$50,000 was put aside for future use to meet sampling requirements

Budget Amendments/Adjustments

FC1	Adding SPAC12, total award is \$154,500 with \$51,500 planned for the 2023 budget with the remaining in increments of \$51,500 for 2024 and 2025.
FC2	Adding EVIS1, \$50,000 to conduct investigational sampling in Evergreen-Farmington Sanitary Sewer District (EFSSD) - line item paid by IAA with EFSSD.
FC3	Adding EPA12 Merriman Hollow in the amount of \$100,000 and EPA13 Wallaceville in the amount of \$65,000 planned for the 2023 budget with the remaining budgeted for 2024. Total award is \$365,000.
FC4	Adding \$894,273 to EPA7 with \$30,000 added to the 2023 budget and the remainder in 2024.
FC5	Adding PIE3 in the amount of \$17,500 media support.
FC6	DRAFT - Adding Erb Family Foundation grant in the amount of \$375,000. \$222k planned for 2024 budget, 133k planned for 2025 budget and \$20k in 2026



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2023 BUDGET AMENDMENT: Finance Committee Amendment FC6

REQUEST DATE: October 9, 2023

LINE ITEM: ERB2 TC4 Erb Monitoring & Municipal Training

COMMITTEE MAKING REQUEST: Technical Committee

BACKGROUND: Although water quality in the Rouge River has improved dramatically due to the reduction in combined sewer overflows, most of the river still does not meet water quality standards that allow for consistent safe recreation. In part, this is due to the presence of illicit discharges from sanitary sewers that are entering storm drains and the river. Unlike combined sewer overflows, the locations of illicit discharges are unknown, making them difficult to identify and correct. Due to the age of the infrastructure in Wayne County's Rouge Valley Sewage Disposal System (RVSDS) area of the watershed, we expect that there are numerous illicit discharges going undetected in this area, which has many historically underserved communities.

Another challenge that the region faces is the constant turnover of municipal staff charged with maintaining the sanitary and storm sewer systems and implementing the community stormwater permits. Minimal training is available on this topic, which leads to poor implementation of stormwater best management measures. Therefore, providing detailed educational materials and training sessions for municipal staff is an important strategy to ensuring comprehensive and ubiquitous understanding of how the permitting process works, tools to implement, and connections between improved water quality and quality of life.

DESCRIPTION OF ANTICIPATED ACTIVITIES: ARC staff will complete the following activities:

The goal of this project is to improve water quality through stewardship, education, and collaboration throughout Wayne County's RVSDS portion of the Rouge River watershed. Field data collection and comprehensive training will be used as the basis for understanding existing water-quality conditions, while simultaneously educating municipal staff on the requirements of the municipal separate storm sewer system (MS4) permit procedures. These two activities are intended to help support the Erb Family Foundation's Great Lakes goal by creating a sustainable and repeatable process that integrates investigational data on water quality with a training program that covers all elements of the MS4 permit process and best management practices.

The following outcomes will be used to help drive project goals:

1. Sample 45 in-stream locations to identify illicit discharges; specifically, storm drains that are discharging sanitary sewage from unknown sources.
2. Prioritize stream segments identified as illicit charges during the in-stream sampling phase, and screen upstream stormwater outfalls to determine the next steps needed to investigate point

sources of the illicit discharges. These next steps will be completed by the ARC in cooperation with the communities outside of Foundation's funding.

3. Increase municipal staff and leadership's understanding of the requirements of the municipal stormwater permit that help protect water quality.
4. Extend the training program beyond the Rouge River watershed.

The following activities will be implemented: 1) Planning and communications: Developing a strategy to utilize existing committees and groups to inform, seek input from, and collaborate with to help support the development and future implementation of the project, 2) Collect *Escherichia coli* (E. coli) data from in-stream locations to locate where sewage is entering the river from unknown sources, and 3) Priority outfall sampling and reporting: Screening upstream outfalls from high-priority in-stream sites for sewage discharges using E. coli and HF183 analyses, 4) Administer ARC-member MS4 training program for stormwater managers, and 5) Administer MS4 training program for regional stormwater managers.

Communicating project progress and details on sampling results and training content will be an important component in building and maintaining collaborations. The intent is to provide networking opportunities for municipalities to strengthen collaboration between the Rouge Valley Sewage Disposal System (RVSDS) member communities, Southeast Michigan Council of Governments (SEMCOG), Great Lakes Water Authority (GLWA), and the Rouge River Advisory Council (RRAC) by sharing program results and extending the training to the rest of southeast Michigan. A briefer will be developed to help summarize project information and offer insights into the need and direction for future implementation and prioritization. Content of the final briefer will focus on municipal decision makers and stormwater managers.

Phase one of in-stream data collection includes weekly sampling for 20 weeks at 45 sites to identify stream segments with elevated E. coli concentrations. Phase 2 entails prioritizing stream segments based on high E. coli concentrations and screening upstream outfalls for sewage discharges using E. coli and HF183 analysis, which is a DNA marker used to identify chronic human fecal pollution sources. HF183 will only be analyzed on samples that have an E. coli concentration above 1,000 MPN/100 ml. The sampling results will be summarized and accompanied with recommended next steps for each community. The ARC will work with the local community to correct (or identify funding to correct) any discovered illicit discharges.

Data collection will focus specifically on E. coli and HF183 concentrations. Additional parameters were considered; however, it was determined to continue with only two analytes based on professional knowledge and experience with illicit discharge investigations. Together, E. coli and HF183 are strong indicators of fecal bacteria levels originating from illicit connections or discharges of sanitary sewage. Elevated levels of fecal bacteria can pose potential health risks to people who come into physical contact with these waters. Identifying where high concentrations may exist is a critical step toward eliminating the source of contamination. Collecting single grab samples from surface waters and analyzing only for E. coli provides communities with important information about water quality, while also helping maintain a sustainable and repeatable program by minimizing laboratory and personnel costs. This is especially important given the density of locations and collection frequency necessary to spatially understand water quality at the watershed scale.

The ARC will develop and implement two stormwater permit training programs; one specific to the ARC communities, and another that will focus on regional communities throughout southeast Michigan. The training will include examples of successful permit implementation efforts, best practices, and practical tools on how to administer various elements of the permit. The primary target audiences are municipal stormwater coordinators responsible for permit implementation. This will complement, and not duplicate,

the existing Alert Observer and Advanced Investigator training programs developed by the ARC and supported by SEMCOG.

RATIONALE: This project is needed to identify where sanitary sewage is entering the Rouge River and provide training to municipal staff on how to comply with their stormwater permit.

BUDGET: The budget for this work is \$375,000 which will be expended in 2024 (\$222,000), 2025 (\$133,000) and 2026 (\$20,000). The funds will be reimbursed with funding from the Erb Family Foundation.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: Work will be completed by the ARC Staff and overseen by the Technical Committee Chair.



The Fred A. and Barbara M. Erb Family Foundation

September 27, 2023

Mr. John O'Meara
Alliance of Rouge Communities
46036 Michigan Ave,
Suite #126
Canton, MI 48188-2304

Re: 2338: Employing training and investigational sampling to improve water quality in the Rouge River watershed

Dear Mr. O'Meara:

I am pleased to inform you that the Fred A. and Barbara M. Erb Family Foundation has approved a grant to Alliance of Rouge Communities in the amount of \$375,000 to identify where sanitary sewage is entering the Rouge River and to provide training to municipal staff on how to comply with their stormwater permit. The grant term will commence November 1, 2023, the date selected in your Proposal. Please let us know if you would like to change the start date.

The Grant Term will be 30 months, to be paid as follows: \$222,000 in 2023, \$133,000 in 2024 and \$20,000 in 2025. Payments must be authorized by the Foundation and will be contingent upon satisfactory performance of the grant. By accepting this grant, you agree to the following:

1. Grant funds will be expended solely for the purposes and in accordance with the budget detailed in your Proposal submitted on July 12, 2023 (a copy of which is incorporated herein by reference), including the following Goals:
 - Increase understanding of water quality in Wayne County's portion of the Rouge River.
 - Identify storm drains that are discharging sanitary sewage from unknown sources.
 - Identify the next steps needed to investigate the sources of the illicit discharges. These next steps will be completed by the ARC in cooperation with the communities outside of Erb funding.
 - Increase municipal staff and leadership's understanding of the requirements of the municipal stormwater permit.
 - Provide networking opportunities and collaborate with SEMCOG to bring the training to the rest of southeast Michigan.

Approval from the Foundation is required for:

- a) material changes to the Goals or Activities described in your Proposal,
- b) changes to the budget which amount to more than 10% of the annual grant, or

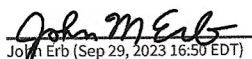
- c) an extension of the Grant Term. Funds not expended by the end of the Grant Term must be returned to the Foundation.
2. Narrative and Financial Reports will be submitted to the Foundation annually. Email reminders are sent approximately four weeks before the due date. Please see the linked Reporting Requirements for detailed instructions and the list of due dates included below.
 3. The Foundation's grant will be appropriately recognized. Please use the Foundation's logo where possible (an electronic copy is available upon request). The Foundation would also like to share your impact on our social media channels. We invite you to share details about your events and achievements using our Content Submission Form.
 4. Grant funds will not be used for impermissible lobbying activities as defined in Section 4945(d)(1) of the Internal Revenue Code.
 5. Alert your Program Officer by phone or email to any changes in executive leadership or program management as it relates to the above referenced grant.

A check in the amount of \$222,000 will be sent via ACH upon receipt by the foundation of a properly executed copy of this Grant Agreement Letter. The Foundation will only issue grant payments via electronic ACH. To submit your banking information, please use this form. If your organization is outside the United States or you require an exception, contact Dianne Warren at dwarren@erbff.org.

Please e-sign the Grant Agreement Letter below. A copy will be sent to dwarren@erbff.org automatically. You should retain a copy for your files, as this Letter and your Proposal together constitute the contract governing your grant from the Foundation.

Congratulations on your grant. We look forward to working with you.

Sincerely,


John Erb (Sep 29, 2023 16:50 EDT)

Mr. John M. Erb
President

AGREED & ACCEPTED

Oct 2, 2023 _____, 2023


John O'Meara (Oct 2, 2023 12:50 EDT)

Mr. John O'Meara

Reporting Requirements

Schedule Date	Type
6/2024	Multiyear Progress Report
6/2025	Multiyear Progress Report
6/2026	Final Report

PROJECT NARRATIVE

Organization Name: Alliance of Rouge Communities

Organization Description: The Alliance of Rouge Communities (ARC), a 501(c)(3) organization, is a voluntary public watershed entity comprised of municipal governments, counties, educational institutions, and cooperating partners as authorized by Part 312 (Watershed Alliances) of the Michigan Natural Resources and Environmental Protection Act (MCL 324.101 to 324.90106) as amended by Act No. 517, Public Acts of 2004. The ARC's mission is to encourage watershed-wide cooperation and support to restore beneficial uses of the Rouge River to the area residents, while meeting water quality permit requirements. This is accomplished by: 1) developing collaborative stormwater permitting efforts, 2) implementing best management practices to improve the health of the river on a watershed scale and often targeting areas with the poorest water quality, and 3) providing a platform to share experiences with municipal governments across southeast Michigan.

The ARC's primary activities are providing stormwater education to the public, identifying, and eliminating illicit discharges/connections, and conducting water quality monitoring to meet the requirements of the municipal stormwater permit. In addition, the ARC's activities include planning, design, and implementation of watershed restoration projects to support removal of the watershed's impairments as identified by the Great Lakes Area of Concern program.

The ARC has no employees. Rather it is staffed by professionals from an outside consultant. That consultant is Environmental Consulting & Technology, Inc. (ECT) who have been competitively selected multiple times to implement the organization's leadership, technical and administrative needs.

Project Title: Employing training and investigational sampling to improve water quality in the Rouge River watershed.

Purpose of Project: To identify where sanitary sewage is entering the Rouge River and provide training to municipal staff on how to comply with their stormwater permit.

Estimated Total Budget: \$375,000

Amount Requested: \$375,000

Grant Period: Start Date: January 1, 2024; End Date: June 30, 2026; Duration: 30 months.

Project Need: Although water quality in the Rouge River has improved dramatically due to the reduction in combined sewer overflows, most of the river still does not meet water quality standards that allow for consistent safe recreation. In part, this is due to the presence of illicit discharges from sanitary sewers that are entering storm drains and the river. Unlike combined sewer overflows, the locations of illicit discharges are unknown, making them difficult to identify and correct. Due to the age of the infrastructure in Wayne County's portion of the watershed, we expect that there are numerous illicit discharges going undetected in this area, which has many historically underserved communities.

Another challenge that the region faces is the constant turnover of municipal staff charged with maintaining the sanitary and storm sewer systems and implementing the community stormwater permits. Minimal training is available on this topic, which leads to poor implementation of stormwater best management measures. Therefore, providing detailed educational materials and training sessions

for municipal staff is an important strategy to ensuring comprehensive and ubiquitous understanding of how the permitting process works, tools to implement, and connections between improved water quality and quality of life.

Project Goals: The goal of this project is to improve water quality through stewardship, education, and collaboration throughout Wayne County's portion of the Rouge River watershed. Field data collection and comprehensive training will be used as the basis for understanding existing water-quality conditions, while simultaneously educating municipal staff on the requirements of the municipal separate storm sewer system (MS4) permit procedures. These two activities are intended to help support the Foundation's Great Lakes goal by creating a sustainable and repeatable process that integrates investigational data on water quality with a training program that covers all elements of the MS4 permit process and best management practices.

The following outcomes will be used to help drive project goals:

1. Sample 45 in-stream locations to identify illicit discharges; specifically, storm drains that are discharging sanitary sewage from unknown sources.
2. Prioritize stream segments identified as illicit charges during the in-stream sampling phase, and screen upstream stormwater outfalls to determine the next steps needed to investigate point sources of the illicit discharges. These next steps will be completed by the ARC in cooperation with the communities outside of Foundation's funding.
3. Increase municipal staff and leadership's understanding of the requirements of the municipal stormwater permit that help protect water quality.
4. Extend the training program beyond the Rouge River watershed.

The following activities will be implemented (Table 1): 1) Planning and communications: Developing a strategy to utilize existing committees and groups to inform, seek input from, and collaborate with to help support the development and future implementation of the project, 2) Collect *Escherichia coli* (E. coli) data from in-stream locations to locate where sewage is entering the river from unknown sources, and 3) Priority outfall sampling and reporting: Screening upstream outfalls from high-priority in-stream sites for sewage discharges using E. coli and HF183 analyses, 4) Administer ARC-member MS4 training program for stormwater managers, and 5) Administer MS4 training program for regional stormwater managers.

Communicating project progress and details on sampling results and training content will be an important component in building and maintaining collaborations. The intent is to provide networking opportunities for municipalities to strengthen collaboration between the Rouge Valley Sewage Disposal System (RVSDS) member communities, Southeast Michigan Council of Governments (SEMCOG), Great Lakes Water Authority (GLWA), and the Rouge River Advisory Council (RRAC) by sharing program results and extending the training to the rest of southeast Michigan. A briefer will be developed to help summarize project information and offer insights into the need and direction for future implementation and prioritization. Content of the final briefer will focus on municipal decision makers and stormwater managers.

Phase one of in-stream data collection includes weekly sampling for 20 weeks at 45 sites to identify stream segments with elevated E. coli concentrations. Phase 2 entails prioritizing stream segments based on high E. coli concentrations and screening upstream outfalls for sewage discharges using E. coli and

HF183 analysis, which is a DNA marker used to identify chronic human fecal pollution sources. HF183 will only be analyzed on samples that have an E. coli concentration above 1,000 MPN/100 ml. The sampling results will be summarized and accompanied with recommended next steps for each community. The ARC will work with the local community to correct (or identify funding to correct) any discovered illicit discharges.

Data collection will focus specifically on E. coli and HF183 concentrations. Additional parameters were considered; however, it was determined to continue with only two analytes based on professional knowledge and experience with illicit discharge investigations. Together, E. coli and HF183 are strong indicators of fecal bacteria levels originating from illicit connections or discharges of sanitary sewage. Elevated levels of fecal bacteria can pose potential health risks to people who come into physical contact with these waters. Identifying where high concentrations may exist is a critical step toward eliminating the source of contamination. Collecting single grab samples from surface waters and analyzing only for E. coli provides communities with important information about water quality, while also helping maintain a sustainable and repeatable program by minimizing laboratory and personnel costs. This is especially important given the density of locations and collection frequency necessary to spatially understand water quality at the watershed scale.

The ARC will develop and implement two stormwater permit training programs; one specific to the ARC communities, and another that will focus on regional communities throughout southeast Michigan. The training will include examples of successful permit implementation efforts, best practices, and practical tools on how to administer various elements of the permit. The primary target audiences are municipal stormwater coordinators responsible for permit implementation. This will complement, and not duplicate, the existing Alert Observer and Advanced Investigator training programs developed by the ARC and supported by SEMCOG.

Table 1: Project Tasks

TASK	ACTIVITIES
1. Planning & Communications	1. Site reconnaissance – 45 locations
	2. Sampling plan development
	3. Health and Safety Plan development
	4. Progress meetings with stakeholders
	Deliverables: Sampling plan, Safety Plan, Stakeholder presentations and final report
2. In-stream Sampling	1. Weekly sampling and E. coli analysis at 45 locations for 20-week duration
	2. Data transfer to GLWA Watershed Hub
	3. Download rainfall data and analyze E. coli data based on weather
	4. Identify impaired areas and identify priority outfalls
	5. Data summary report
	Deliverables: Database with E. coli concentration and rainfall data, List/map of priority outfalls, Summary report
3. Priority Outfall Sampling & Reporting	1. Sampling for E. coli and HF183 analyses at priority outfalls (up to three sampling events for each)
	2. Data analysis and summarize findings
	Deliverables: Summary report

4. Training Program Development and Pilot Training	1. Content development: Enforcement, public participation, education, IDEP, SWM during construction, SWM post construction, Pollution prevention Good Housekeeping, TMDL
	2. Develop pre- and post-training survey
	3. Monitor registration to ensure underserved community enrollment priority.
	4. Advertise and update training materials and format based on feedback
	Deliverables: ARC-member MS4 training program for stormwater managers
5. Regional Training Program	1. Modify content for applicability to non-Rouge River communities
	2. Collaborate with County staff and watershed organizations to tailor content
	3. Offer opportunities to customize training on individual community needs
	4. Collaborate with SEMCOG and to host additional training modules
	Deliverables: SE Michigan MS4 training program for stormwater managers

Coordination with Others: This project/proposal is a direct outgrowth of the ARC's participation in the GLWA Watershed Hub and SEMCOG's Partners for Clean Water program. The project's sampling and data analysis is consistent with similar efforts that have been initiated in the Oakland County portion of the Rouge watershed. Project activities will also compliment investigational monitoring efforts underway in Macomb County. Continued coordination with numerous regional and local partners will be a key function that determines the success and sustainability of this project. The communication plan will focus on updating municipal committees and stormwater groups on the importance of project activities and progress. Outcomes from this project can be used as a template for future reporting of water quality data and training programs, which complements the goals of GLWA's Watershed Hub. Presenting at partner forums throughout southeast Michigan (such as RVSDS communities, GLWA Watershed Hub, PAC/RRAC and SEMCOG Partners for Clean Water meetings, etc.) will be an opportunity to inform, seek input from, and collaborate with others.

Sampling will be conducted by the ARC's consultant, who are technically trained and experienced with in-stream and stormwater sample collection, data management and the MS4 permit requirements. This is an important feature of this project due to the technical nature of the work, which does not lend itself to public participation or volunteer engagement currently. The activities proposed for in-stream and outfall sampling will be used to support future infrastructure needs in the watershed. These needs include storm drain and sanitary sewer inspections, repairs, replacements, or sanitary sewer extensions. Given the large investment required for this type of infrastructure work, water quality data will be collected by professionals, rather than volunteers.

In terms of the training, the ARC leads and participates in several cooperative efforts to reduce urban runoff, improve water quality, and increase stewardship in best management practices. For example, there is an existing permit orientation training for new ARC representatives that broadly covers the permit requirements. This project will complement this training by providing greater context on the intent of the permit, tools available to implement best management practices, and effects on water quality at local and regional scales. The ARC will collaborate with SEMCOG to host training sessions for municipal staff during and after the grant period. The initial training will focus on Rouge River Watershed permittees, and a second training will be developed for non-Rouge permittees that covers typical permit implementation, rather than the specific permit requirements for ARC members. This proposal is also

intended to help historically underserved communities in the downstream portion of the Rouge River watershed. These communities experience more staff turnover than most and are the least likely to afford staff training. Therefore, they will take priority during training registration.

Community Engagement: In-stream data collection and associated outfall screening is specifically focused on helping municipalities within the Rouge River watershed identify and eliminate sewage discharges. The data collected may be summarized by each community for public knowledge and understanding and shared with local watershed organizations; however, public outreach and engagement is outside the scope of proposed activities. As part of the communication plan and training curricula, project activities will include engagement with the ARC's Technical and Public Involvement and Education Committees, GLWA's Watershed Hub Work Group, SEMCOG, and RVSDS member communities, and Friends of the Rouge's (FOTR) Rouge River Water Trail Leadership Committee. The intent will be to inform these partners on the implementation status and results of the project.

Barriers and Risks: Turnover in municipal staff and leadership is a risk that this project is trying to minimize by identifying specific locations where water quality may be jeopardized and offering a sustainable framework to educating and training staff on MS4 permits. There also continues to be uncertainties in sustainable sources of funding specific to managing stormwater. One of the goals of this project is to highlight the importance of sustainable funding for water quality investigations and the need for permit training for new staff.

Evaluation and Learning: Project progress and success will be tracked using analytical results from in-stream sampling and associated outfall screening criteria, and evaluations received after the MS4 trainings are delivered. Training evaluations will be monitored to ensure completion of the project objectives. Pre- and post-training knowledge will also be assessed using surveys. Lessons-learned during and after the project is completed will be shared with partner organizations via forum presentations (e.g., RVSDS communities, GLWA Watershed Hub, PAC/RRAC and SEMCOG Partners for Clean Water meetings, etc.) and written reports.

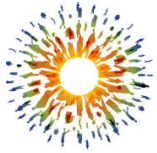
Project deliverables will consist of the following:

1. E. coli and HF183 data results.
2. Mapped outfalls of concern and priority areas identified.
3. Rouge/ARC Collaborative MS4 Permit Training presentation materials and survey results.
4. Regional MS4 Permit Training presentation materials and survey results.
5. Progress presentations to cooperative networks and final report.

Continued Financial Support: The ARC will continue to work with Wayne County and the RVSDS community customers to sustain the program. This will include seeking direct service contracts and state and federal grant opportunities to improve and expand this program. ARC memberships will also continue to partially fund complementary projects that include the Alert Observer and Advanced Investigator training programs in collaboration with SEMCOG. The ARC continues to participate in the GLWA Watershed Hub, which is an incubator for ideas and resources to seek additional funding opportunities.

> Project Schedule

TASK	Months following Notice to Proceed																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
TASK 1: Project Planning and Communications																														
Site reconnaissance	■	■																												
Sampling plan development		■																												
Health & Safety Plan development		■																												
Develop Communications Strategy & Brief	■	■																												
Meetings with Stakeholder Groups			■			■			■			■			■			■			■			■			■			■
Develop Final Report																										■	■	■	■	■
TASK 2: Instream Sampling																														
Instream sample collection & analysis (May - Oct)					■	■	■	■	■	■	■																			
Data upload to web portal					■	■	■	■	■	■	■																			
Data analysis/priority outfall selection												■	■	■	■															
Report preparation														■	■	■														
TASK 3: Priority Outfall Sampling and Reporting																														
Priority outfall sampling & analysis (May - Oct)																■	■	■	■	■	■	■								
Report preparation																							■	■	■	■				
TASK 4: Training Program Development and Rouge Pilot Training																														
Prepare draft training presentation							■	■	■	■	■																			
Obtain feedback from stakeholders												■	■																	
Prepare training survey to solicit feedback													■	■																
Finalize Rouge training														■																
Hold Rouge training & solicit feedback															■															
Incorporate feedback																■	■													
TASK 5: Regional Training Program																														
Create non-Rouge version of the training																■	■													
Obtain feedback from stakeholders																		■	■	■										
Finalize non-Rouge training																				■	■									
Hold non-Rouge training and solicit feedback																					■									
Incorporate feedback																							■	■						



Fred A. and Barbara M.
Erb Family Foundation

Alliance of Rouge Communities

EXPENSES	Year 1 (Jan - Dec 2024)	Year 2 (Jan - Dec 2025)	Year 3 (Jan - Jun 2026)	Total
Salaries, fringe benefits, and payroll taxes				\$0
				\$0
Consultants/contractors				\$0
Environmental Consulting & Technology, Inc.	\$222,000	\$133,000	\$20,000	\$375,000
				\$0
Program expenses				\$0
				\$0
Indirect costs				\$0
				\$0
TOTAL EXPENSES	\$222,000	\$133,000	\$20,000	\$375,000

REVENUE	Year 1		Year 2		Year 3		Total
	Committed Revenue	Pending/Proposed Revenue	Committed Revenue	Pending/Proposed Revenue	Committed Revenue	Pending/Proposed Revenue	
The Erb Family Foundation Request		\$222,000		\$133,000		\$20,000	\$375,000
							\$0
SUBTOTAL	\$0	\$222,000	\$0	\$133,000	\$0	\$20,000	\$375,000
TOTAL REVENUE	\$222,000		\$133,000		\$20,000		\$375,000

Environmental Consulting & Technology, Inc. Budget

	Year 1	Year 2	Year 3	Total
Task 1. Field Planning & Communications	\$19,000	\$7,000	\$5,000	\$31,000
Task 2. Instream Sampling and Reporting	\$174,000			\$174,000
Task 3. Outfall sampling and reporting		\$109,000	\$10,000	\$119,000
Task 4. Communications Plan	\$6,000	\$4,000		\$10,000
Task 5. Training Program Development and Pilot Training	\$23,000	\$5,000		\$28,000
Task 6. Regional Training		\$8,000	\$5,000	\$13,000
Total	\$222,000	\$133,000	\$20,000	\$375,000

ARC 5 YEAR PLAN PROJECTION FOR OPERATIONAL AND PERMIT SERVICES
10/16/24

Cash Flow	2024	2025	2026	2027	2028
Balance Rollover Estimate	\$ 173,466	\$ 154,038	\$ 98,753	\$ 116,436	\$ 142,888
ARC Recommended Dues (2% annual increase)	\$ 357,420	\$ 364,568	\$ 371,860	\$ 379,297	\$ 386,883
ERB Funding	\$ 222,000	\$ 133,000	\$ 20,000	\$ -	\$ -
Estimated Funds Available	\$ 752,886	\$ 651,606	\$ 490,613	\$ 495,733	\$ 529,771
Operations and Permit Budget Costs	\$ 598,848	\$ 552,853	\$ 374,177	\$ 352,845	\$ 425,038
Year End Balance	\$ 154,038	\$ 98,753	\$ 116,436	\$ 142,888	\$ 104,733

Annual Operations and Permit Services							Entity
		2024	2025	2026	2027	2028	
Organization Committee							
ED1	Executive Director Operational Services	\$ 151,050	\$ 151,050	\$ 151,050	\$ 151,050	\$ 151,050	ED
	ARC Operations - Direct Expenses (web, po box, business fees)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	ARC
Organization Committee Total		\$ 153,050	\$ 153,050	\$ 153,050	\$ 153,050	\$ 153,050	
Finance Committee							
FC1	Accounting/Legal Services	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500	\$ 22,500	ARC
FC2	ARC Insurance	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	ARC
Finance Committee Total		\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	
ARC Operational Services Total		\$ 177,050	\$ 177,050	\$ 177,050	\$ 177,050	\$ 177,050	
Public Education and Involvement Committee							
PIE1	Collaborative PEP/PPP Annual permit activities						
	ED Professional Services	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	ED
	Watershed Monitoring	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	FOTR
	SEMCOG One Water Campaign	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	SEMCOG
	Printing	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	ARC
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activities						
	ED Professional Services	\$ 7,665	\$ 17,160	\$ 11,040	\$ 15,895	\$ 12,545	ED
	Printing	\$ -	\$ 1,160	\$ 500	\$ 1,160	\$ 500	ARC
	GI work days	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	FOTR
	Facebook boosts	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	ARC
	Media support	\$ -	\$ 17,500	\$ -	\$ 21,000	\$ -	Near Perfect
	Billboard campaign	\$ 10,600	\$ -	\$ 14,000	\$ -	\$ -	ARC
PIE Committee Total		\$ 81,255	\$ 100,810	\$ 90,530	\$ 103,045	\$ 78,035	
Technical Committee							
TC1	Collaborative IDEP/TMDL annual permit activities						
	ED Professional Services	\$ 72,750	\$ 72,750	\$ 72,750	\$ 72,750	\$ 72,750	ED
TC2	Collaborative IDEP 5yr permit cycle activities						
	IDEP Effectiveness Reporting	\$ 13,847	\$ -	\$ 13,847	\$ -	\$ 13,847	ED
	IDEP Instream Sampling & ID Priority Outfalls	\$ 31,946	\$ -	\$ -	\$ -	\$ -	ED
	IDEP Screen Priority Outfalls	\$ -	\$ 69,243	\$ -	\$ -	\$ -	ED
TC3	Collaborative TMDL 5yr permit cycle activities						
	Event 1 Data Analysis	\$ -	\$ -	\$ -	\$ -	\$ -	ED
	Event 2 Data Collection	\$ -	\$ -	\$ -	\$ -	\$ 63,706	ED
	Evaluate Effectiveness/Reporting	\$ -	\$ -	\$ -	\$ -	\$ 19,650	ED
TC4	ERB Monitoring & Municipal Training						
	ED Professional Services	\$ 222,000	\$ 133,000	\$ 20,000	\$ -	\$ -	ED
Technical Committee Total		\$ 340,543	\$ 274,993	\$ 106,597	\$ 72,750	\$ 169,953	
Total Amount Requested by All Committees		\$ 598,848	\$ 552,853	\$ 374,177	\$ 352,845	\$ 425,038	\$ 2,303,761

Alliance of Rouge Communities **Draft 2024 Budget**

ORIGINALLY APPROVED:
AMENDMENTS:

2024 Anticipated Dues from Communities	\$357,420
Erb Funds for ARC activities	\$222,000
Rollover funds from 2023 (estimate) ⁽³⁾	\$173,466
Total ARC Dues Available	\$752,886
2024 ARC Activities Budgeted	\$598,848
2024 estimated balance (estimated 2025 rollover)	\$154,038

TOTAL 2024 ARC FUNDING	\$530,886
TOTAL 2024 OUTSIDE FUNDING	\$9,073,152
TOTAL 2023 FUNDING	\$9,604,038
TOTAL 2023 ACTIVITY COST (Committee & Grants)	\$9,450,000
TOTAL 2023 ESTIMATED BALANCE (ALL SOURCES)	\$154,038

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

Proposed ARC Budget Items		Activity Cost	ARC Dues	Funding Source				Other Source/Match	"Provider" Using Budget (1)
Organization Committee									
OC1	Executive Director Operational Services								
	101-Program	\$ 71,595	\$ 71,595						ED
	102-Management	\$ 64,925	\$ 64,925						ED
	103-Fundraising	\$ 14,530	\$ 14,530						ED
	ARC Operations - Direct Expenses	\$ 2,000	\$ 2,000						ARC
Organization Committee Total		\$ 153,050	\$ 153,050						
Finance Committee									
FC1	Accounting/Legal Services	\$ 22,500	\$ 22,500						Outside vendor
FC2	ARC Insurance	\$ 1,500	\$ 1,500						Outside vendor
Finance Committee Total		\$ 24,000	\$ 24,000						
ARC Operational Services Total		\$ 177,050	\$ 177,050						
Public Education and Involvement Committee									
PIE1	Collaborative PEP/PPP Annual permit activities	\$ 39,840	\$ 39,840						ED
	Watershed Monitoring	\$ 10,000	\$ 10,000						FOTR
	Printing & One Water Campaign	\$ 13,000	\$ 13,000						ARC/SEMCOG
PIE2	Collaborative PEP/PPP -5yr Permit Cycle activities	\$ 7,665	\$ 7,665						ED
	Permit Cycle Support	\$ 10,750	\$ 10,750						ARC/FOTR
PIE3	Media Support	\$ -	\$ -						ED
PIE Committee Total		\$ 81,255	\$ 81,255					\$ -	
Technical Committee									
TC1	Collaborative IDEP/TMDL annual permit activities	\$ 30,050	\$ 30,050						ED
	IDEP Investigation and Training	\$ 42,700	\$ 42,700						ED
TC2	Collaborative IDEP 5yr Permit Cycle activities	\$ 45,793	\$ 45,793						ED
TC4	Erb Monitoring & Municipal Training	\$ 222,000	\$ -					\$222,000	ED
Technical Committee Total		\$ 340,543	\$ 118,543	\$ -	\$ -	\$ -	\$ -	\$ 222,000	
Total Amount Requested by All Committees		\$ 598,848	\$ 376,848	\$ -	\$ -	\$ -	\$ -	\$ 222,000	Erb
Grants (2)		Activity Cost	ARC Match Dues	SPAC or State	USFS	EPA	Wayne County	Other Source/Match	Outside Funding
EPA5	Rouge AOC Seeley Creek Habitat Restoration thru 9/30/24 (total award \$815,000)	\$600,000	\$0			\$600,000			
EPA6 (A&B)	Rouge River AOC Colonial & Venoy Habitat Restoration thru 12/31/24 (total award \$1,834,000)	\$600,000	\$0			\$600,000			
EPA7	Rouge River AOC Habitat Restoration Implementation - Wayne Co. Parkland thru 12/31/23 (total award \$5,116,363)	\$2,237,250	\$0			\$2,237,250			
FS4	USDA FS Reducing Runoff in the Rouge River AOC thru 5/30/25 (total award \$261,780 & inkind match \$65,445)	\$197,402	\$0		\$193,402			\$4,000	FOTR volunteer match
EPA10	Rouge River AOC Habitat Restoration – Wilcox/Phoenix Habitat Implementation thru 12/31/26 (total award \$5,008,595)	\$4,350,000	\$0			\$4,350,000			
EPA11	Rouge River AOC Habitat Restoration – LTU wetland Habitat Implementation (total award \$810,000)	\$650,000	\$0			\$650,000			
EPA12	Rouge River AOC Habitat Restoration - Merriman Hollow Design	\$100,000	\$0			\$100,000			
EPA13	Rouge River AOC Habitat Restoration - Wallaceville Design	\$65,000	\$0			\$65,000			
SPAC12	PAC Support RRAC Facilitation & Monitoring thru 12/31/25 (total award \$154,500)	\$51,500	\$0	\$51,500					
Total Other Grants:		\$8,851,152	\$0	\$51,500	\$193,402	\$8,602,250	\$0	\$4,000	
TOTAL OUTSIDE FUNDING				\$51,500	\$193,402	\$8,602,250	\$0	\$226,000	\$9,073,150

TOTAL ARC DUES AVAILABLE	\$752,886
TOTAL ACTIVITIES BUDGETED	\$598,848
Available Unallocated ARC Budget (total income minus total ARC Dues budget)	\$ 154,038

Notes

- (1) ED - Executive Director Services, WC - Wayne County, OC - Oakland County, FOTR - Friends of the Rouge, SEMCOG.
- (2) Dollar amounts may be adjusted throughout the year as they are estimates of what will be spent during the budget year.

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

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2024 WORKPLAN RECOMMENDATION

REQUEST DATE: November 2, 2023

LINE ITEM: OC1 Executive Director Services

COMMITTEE MAKING REQUEST: Organization Committee

BACKGROUND: The ARC is in the process of hiring, through a public RFQ process, an additional 5-year period of Executive Director and Operational & Technical Support Services to the ARC. This budget recommendation allows for a budget to be established for the anticipated 2024 Executive Director Services as the new 5-year contract process is completed.

DESCRIPTION OF ANTICIPATED ACTIVITIES: The Executive Director Staff oversees the day-to-day affairs of the Alliance of Rouge Communities, including fiduciary and budgeting services. The duties for 2024 are summarized below (see Work Order for complete list of activities):

Executive Director Annual Services

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

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

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

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

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

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

BUDGET: The estimated budget for this task is \$153,050 as shown below.

Item	Budget	Responsible Party
101 – Program: Meeting and Technical Support	\$71,595	ED
102 – Management: Administration and Financial Services	\$64,925	ED
103 – Fundraising: Grant Procurement Services	\$14,530	ED
ARC Operational Direct Expenses	\$2,000	ARC
Total	\$153,050.00	

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



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2024 RECOMMENDED WORKPLAN

REQUEST DATE: October 2, 2023

LINE ITEM: FC1 – Accounting and Legal Services

COMMITTEE MAKING REQUEST: Finance Committee

BACKGROUND: The Alliance of Rouge Communities began budgeting for legal and accounting fees in 2010. In 2011 the ARC was designated by the IRS as a 501(c)(3) organization. Because of the federal grants received, the ARC is required to provide a Single Audit if the ARC receives more than \$750,000 in federal funds. The ARC is also responsible for preparing taxes. This line item also provides budget for legal advice regarding contracts or other legal issues that may arise during the year.

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

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

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

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



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2024 RECOMMENDED WORKPLAN

REQUEST DATE: October 2, 2023

LINE ITEM: FC2 - ARC Insurance

COMMITTEE MAKING REQUEST: Finance Committee

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

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

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

BUDGET (including how the amount requested was established): ARC Staff anticipate the cost to be similar to the 2023 insurance cost of \$1,073. The actual 2024 cost is anticipated to be received before the end of the year. ARC staff is recommending a budget of \$1,500 for 2024.

PERSON/AGENCY RESPONSIBLE FOR IMPLEMENTATION: The Executive Director will ensure the insurance coverage does not lapse in 2024.

ARC PIE Committee Budget Comparison
Permit Cycle (5-year) Annual Budgets

10/6/2023

		Current Budget Request					
5-Year Budget		2024	2025	2026	2027	2028	Source
PIE1	Collaborative PEP/PPP annual permit activities	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	\$ 39,840	ED Contract
	Watershed Monitoring	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	FOTR
	Printing and Reporting	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	ARC/SEMCOG
PIE2	Collaborative PEP/PPP 5yr permit cycle activities	\$ 7,665	\$ 17,160	\$ 11,040	\$ 15,895	\$ 12,545	ED Contract
	Permit cycle support	\$ 10,750	\$ 20,810	\$ 16,650	\$ 24,310	\$ 2,650	ARC/FOTR/Near Perfect/Outside vendor
Budget Total		\$ 81,255	\$ 100,810	\$ 90,530	\$ 103,045	\$ 78,035	



Working together, restoring the river

ALLIANCE OF ROUGE COMMUNITIES

FINANCE COMMITTEE

2024 RECOMMENDED WORKPLAN

REQUEST DATE: October 2, 2023

LINE ITEM: PIE1, PIE2 & PIE3

COMMITTEE MAKING REQUEST: PIE Committee

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

Table 1. ARC Members Participating in the Collaborative PEP Plan

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

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

DESCRIPTION OF ANTICIPATED ACTIVITIES

PIE1 – 2024 ANNUAL PERMIT ACTIVITIES

BMP0 – PIE Committee Support and PPP (ARC Staff)

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

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

ARC Staff will create at least 24 Facebook posts on topics detailed in the Collaborative PEP annually and document social media statistics. ARC Staff will distribute public education materials to ARC members to display at their facilities. This task will also include copies of print materials and purchase of giveaways like the pet waste containers and fertilizer clips. This includes participation in the One Water Public Education Campaign being led by SEMCOG and GLWA. ARC Staff will develop content and incorporate the Rouge River National Wet Weather Demonstration Project historical reports (825 individual reports) into the ARC's website. ARC Staff will track distribution of materials and views on ARC website and Facebook.

BMP2 – Articles/Ad Graphics (ARC Staff)

ARC Staff will coordinate/distribute new and existing articles and ad graphics. ARC Staff will develop strategies to increase the ARC visitors to the website and Facebook.

BMP3 – Displays & Posters (ARC Staff)

ARC Staff will rotate the ARC displays at 24 ARC member community's facilities or events (2 events in each of the 7 stormwater management areas during the permit). ARC Staff will distribute 500 posters to community organizations like schools, recreation centers and libraries.

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

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

BMP8 – Promotion of and Support for Volunteer Monitoring Activities within the Rouge River Watershed (ARC Staff, FOTR)

The ARC will support two FOTR volunteer monitoring events including the Winter Stone Fly Search and the Spring Bug Hunt. ARC Members will promote the events and/or host monitoring activities in their communities. ARC Staff will assist ARC members with planning and coordinating volunteer monitoring activities and promote them on the ARC's website and Facebook.

PIE2 –2024 PERMIT CYCLE ACTIVITIES**BMP0 – PIE Committee Support (ARC Staff)**

ARC Staff will survey members regarding any local public notice requirements and meet them as appropriate. ARC Staff will invite the public to participate in the implementation and review of the permit which will include advertising it on Facebook and ARC member and partner websites.

BMP1 – Design/Distribute Materials (ARC Direct)

ARC Staff will boost 2 Facebook posts.

BMP2 – Articles/Ad Graphics (ARC Staff)

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

BMP3 – Displays & Posters (ARC Staff)

ARC Staff will rotate the ARC displays at 24 ARC member community's facilities or events (2 events in each of the 7 stormwater management areas during the permit). ARC Staff will distribute 500 posters to community organizations like schools, recreation centers and libraries.

BMP4 - Promote Hotlines and Educate on IDEP (ARC Direct)

ARC Staff will boost 2 Facebook posts.

BMP5 – Distribution of Homeowners Education Materials (ARC Staff)

ARC Staff will develop strategies to distribute the homeowner's brochure through community organizations throughout the ARC member communities.

BMP6 – Workshops & Presentations (ARC Staff)

ARC Staff will develop strategies and begin coordination with community organizations (Rotary Clubs, Kiwanis Clubs, high school clubs, etc.) to present the ARC's stewardship workshop.

BMP9 – Rouge River Watershed Billboard Campaign (ARC Staff, ARC Direct)

ARC Staff will contract with a billboard advertising company and begin planning activities for the billboard campaign which will begin in 2025. Contract and reservation of space on billboards need to be made at least 6 months prior to the planned dates of the campaign.

PIE3 - 2024 MEDIA SUPPORT

Continued from the 2023 budget Near Perfect Media will be used to promote ARC activities, events and restoration projects through TV coverage and news/magazine articles benefiting the ARC's mission and all the ARC member communities. Anticipated tasks include:

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

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

BUDGET: The total budget for this workplan is \$81,255.00 as outlined below. Detail on ARC Staff's budget can be found in the Executive Director's contract.

2024 Budget Allocation

TASK	RESPONSIBLE PARTY	BUDGET
PIE1: 2024 Annual Activities		
BMP 0. Facilitation/Reporting BMP 1. Design/Distribute Materials BMP 2. Articles/Ad Graphics BMP 3. Displays & Posters BMP 4. IDEP Hot Lines BMP 8. Promote Volunteer Monitoring	ARC Staff	\$39,840
BMP 1. Design/Distribute Materials	ARC Direct	\$8,000
BMP 1. Design/Distribute Materials	SEMCOG	\$5,000
BMP 8. Volunteer Monitoring	FOTR	\$10,000
Sub-total PIE1		\$62,840.00
PIE2: 2024 Permit Cycle Activities		
BMP 0. Facilitation/Reporting BMP 2. Article/Ad Graphic BMP 3. Displays & Posters BMP 5. Homeowners Brochure BMP 6. Workshops & Presentations BMP 9. Watershed Billboard Campaign	ARC Staff	\$7,665
BMP 1. Design/Distribute Materials BMP 4. Promote Hotlines and Educate on IDEP BMP 9. Watershed Billboard Campaign	ARC Direct	\$10,750
Sub-total PIE2		\$18,415.00
PIE3: 2024 Media Support	Near Perfect	\$0*
TOTAL 2024 PIE Budget		\$81,255.00

*Retainer was included in 2023 budget

Person/Agency Responsible for Implementation

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

ARC Technical Committee Budget Comparison

Permit Cycle (5-year) Annual Budgets

5-Year Budget		2024	2025	2026	2027	2028	Entity
TC1	Collaborative IDEP/TMDL Annual permit activities	\$ 72,750	\$ 72,750	\$ 72,750	\$ 72,750	\$ 72,750	ED Contract
TC2 Collaborative IDEP 5yr permit cycle activities							
	IDEP Effectiveness Reporting	\$ 13,847		\$ 13,847		\$ 13,847	ED Contract
	IDEP Instream Sampling & ID Priority Outfalls	\$ 31,946					ED Contract
	IDEP Screen Priority Outfalls		\$ 69,243				
TC3 Collaborative TMDI 5yr permit cycle activities							
	Event 2 Data Collection					\$ 63,706	ED Contract
	Evaluate Effectiveness/Reporting					\$ 19,650	ED Contract
TC4	Monitoring & Municipal Training	\$ 222,000	\$ 133,000	\$ 20,000			ED Contract
Budget Total		\$ 340,543	\$ 274,993	\$ 106,597	\$ 72,750	\$ 169,953	



ALLIANCE OF ROUGE COMMUNITIES FINANCE COMMITTEE

2024 Workplan Recommendation

Working together, restoring the river

REQUEST DATE: October 16, 2023

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

COMMITTEE MAKING REQUEST: Technical Committee

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

Table 1. ARC Members Participating in the Collaborative IDEP Plan

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

TC1: Collaborative IDEP/TMDL Annual Permit Activities

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

- IDEP #0. Tech Meetings and Facilitation (not included in the Plan but needed to facilitate implementation of the Plan)
- IDEP #1. Updating GIS maps
- IDEP #3. Investigations
- IDEP #4. IDEP Training
- IDEP #5. Pollution Complaint Tracking
- IDEP #6. ARC Member-Owned Facility Inspections

DESCRIPTION OF ANTICIPATED ACTIVITIES:

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

- Conduct up to two Technical Committee meetings including preparation of agenda and handouts; meeting facilitation; and the distribution of meeting summaries including recommendations for the Executive Committee.
- Develop budget recommendations for the following year's budget and provide supporting documentation.
- Survey members on various topics as necessary including the identification of additional priority areas; and
- Report on topics of interest to the Technical Committee throughout the year.

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

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

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

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

IDEP #6. Inspection of ARC Member-Owned Facilities Dye Testing. Maintain a list of ARC member owned facilities and status of dye tests inspections by requesting updates each year. Prepare guidance for ARC members to perform their own dye tests.

TC2: Collaborative IDEP 5-Year Permit Cycle Activities

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

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

DESCRIPTION OF ANTICIPATED ACTIVITIES:

IDEP #0. Biennial IDEP Effectiveness Reporting. ED staff will provide collaborative plan members with a summary of IDEP work activities and results since the previous biennial report in 2022.

IDEP #2. Instream Sampling and Outfall Prioritization. Conduct instream dry weather sampling for *E. coli* at previously established locations and identify community priority outfalls to be dry weather screened in 2025.

TC3: Collaborative TMDL 5-Year Permit Cycle Activities

(Placeholder – no activity planned in 2024)

TC4: Monitoring and Municipal Training

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

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

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

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

BUDGET (including how the amount requested was established): The estimated total budget for this initiative is \$340,543 as summarized in the table below.

Estimated Budget and Responsible Parties by Activity

TASK	RESPONSIBLE PARTY	AMOUNT
TC1: Annual Activities		
IDEP #0, #1, #5, and #6. Collaborative IDEP/TMDL annual permit activities	ARC Staff	\$30,050
IDEP #3 and #4. Investigation and training		\$42,700
Subtotal TC1		\$72,750
TC2: Permit Cycle Activities		
IDEP Progress Reporting	ARC Staff	\$13,847
IDEP #2. Instream sampling and identify priority outfalls		\$31,946
Subtotal TC2		\$45,793
TC4: Monitoring and Municipal Training		
IDEP sampling and training for employees on implementing MS4 permits	ARC Staff	\$222,000
Total TC Budget		\$340,543

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

WORK ORDER No. FOTR-2024-1 PIE Activities

This Work Order, when approved and signed, supplements the Master Services Agreement effective January 1, 2024, between Friends of the Rouge (CONTRACTOR) and Alliance of Rouge Communities (ARC). Except as modified herein, all requirements of this basic Agreement remain in force.

PARAGRAPH I--SCOPE OF SERVICES

PIE1 – Annual Permit Activities

BMP8 – Volunteer Monitoring Activities

The CONTRACTOR will perform a Winter Stonefly Search and Spring Bug Hunt which includes the cost for FOTR staff time and supplies to train volunteers, collect the data and develop a report of the findings.

PARAGRAPH II--COMPENSATION

The maximum cost of this fixed cost Work Order is \$10,000.00.

After completion of the Winter Stonefly Search and report, and within 30 days of completion of the Spring Bug Hunt report \$10,000 shall be invoiced.

PIE1 – Volunteer Monitoring	\$10,000.00
-----------------------------	-------------

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed between January 1 and December 31, 2024.

FRIENDS OF THE ROUGE

By _____

Marie McCormick

Title Executive Director

Date _____

ALLIANCE OF ROUGE COMMUNITIES

By _____

Doug Moore

Title Chairperson

Date _____

By _____

John O'Meara

Title Executive Director

Date _____

WORK ORDER No. ECT 2024-1

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

PARAGRAPH I--SCOPE OF SERVICES

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

PARAGRAPH II—COMPENSATION

The maximum cost of this Cost Reimbursable Work Order is \$539,098. The table below summarizes the 2024 services by the primary service categories consistent with the ARC annual budget. The table below provides the anticipated cost break down by service category. Future annual ECT Work Orders will be authorized through the ARC's annual budget process.

Summary of Consultant's Costs

Executive Director Services - 2024	\$151,050.00
MS4 PIE Services - 2024	\$47,505.00
MS4 Tech Services - 2024	\$118,543.00
MS4 ERB services -2024	222,000.00
Total Work Order No. ECT 2024-1	\$539,098.00

PARAGRAPH III--SCHEDULE

The services in this Work Order shall be completed no later than December 31, 2024.

**ENVIRONMENTAL CONSULTING &
TECHNOLOGY, INC. and its AFFILIATES***

ALLIANCE OF ROUGE COMMUNITIES

By _____

Its _____
Date _____

By _____

Title _____
Date _____

WORK ORDER ECT 2024-1 ATTACHMENT A

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

Scope of Services

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

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

EXECUTIVE DIRECTOR ANNUAL OPERATIONAL SERVICES

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

FULL ARC Meetings

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

EXECUTIVE COMMITTEE

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

FINANCE COMMITTEE

- Monitor budget and make recommendations for amendments and provide supporting documentation
- Develop budget recommendations and provide supporting documentation
- Administer the annual budget and work plan

- Hold 2 Finance Committee meetings annually
- Email meeting notices/reminders to Finance Com. Members
- Preparation of agenda and handouts and distribute prior to meeting
- Secure locations for meetings
- Provide meeting facilitation
- Documenting recommendations to move to Executive Committee
- Research costs and quotes for outside services as necessary

OTHER COMMITTEES

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

ADMINISTRATION

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

GRANT OPPORTUNITIES

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

ROUGE ADVOCATE

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

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

MEMBER ASSISTANCE

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

FINANCIAL

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

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

TASK 2.0 MS4 COLLABORATIVE PUBLIC INFORMATION EDUCATION (PIE)

The ARC communities as MS4 permittees have developed Collaborative Public Participation and Public Education plans (PPP and PEP) applicable to 29 permittees plus Wayne County. There are required activities that occur annually and others that occur over the 5-year permit cycle. The full approved PPP and PEP plans are available for review on the ARC website at:

PEP - [Collaborative Public Education Plan \(allianceofroungecommunities.com\)](http://allianceofroungecommunities.com)

PPP - [Collaborative Public Participation Plan \(allianceofroungecommunities.com\)](http://allianceofroungecommunities.com)

ANNUAL PIE SERVICES (PIE1)

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

BMP1 – Design/Distribute Materials

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

- 24 Facebook posts
- Distribute materials to members to display at their facilities
- Document social media followers
- Print materials for distribution by ARC members

BMP2 – Articles/Ad Graphics

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

- Develop 1 new article/1 new ad graphic per year (total of 5 during permit cycle)
- Coordinate/distribute existing articles/ad graphics

BMP3 – Displays & Posters

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

- Support and track deployment of displays to 24 ARC member community events per year.
- Track and distribute posters to ARC members

BMP4 – Promote hotlines and educate on IDEP

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

- Distribute materials with hotline referenced; target is 500 per year
- Track distribution of materials and track views on ARC website and number of posts boosted on Facebook

BMP5 – Development of Homeowner Education Materials

Distribution of “homeowner” materials to promote the importance of pollution prevention and watershed restoration and stewardship

- Track distribution of homeowner education materials
- Track number of views on ARC website and Facebook

BMP6 – Workshops & Presentations

Develop and promote educational workshops and presentations

- Track workshops held, document topics, number of attendees, communities represented and/or type of businesses represented at workshops/presentations.
- Promote on ARC website and Facebook.

BMP7 – Promote & Support Volunteer Activities

- Promote Rouge River volunteer activities on ARC website and Facebook page
- Track/document ARC member communities hosting/sponsoring workdays

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

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

5-YEAR PERMIT CYCLE PIE SUPPORT SERVICES (PIE2)

- DURING PERMIT CYCLE
 - Survey members regarding any local public notice requirements and meet them as appropriate
 - Invite the public to participate in the implementation and periodic review of the permit at least 2 times during the permit cycle by advertising it on the ARC website and cooperating partners websites
 - Conduct a public awareness survey during the permit cycle and compare to previous survey results to evaluate changes in public awareness/behavior and modify Collaborative PEP to address ineffective implementation
 - Prepare progress reports of the Collaborative PE Plan every 2 years for inclusion in permittees' progress reports to EGLE.

BMP1 – Design/Distribute Materials

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

- Create at least 2 new brochures/materials including one to educate contractors likely to contribute pollutants to stormwater runoff.

BMP2 – Articles/Ad Graphics

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

- Track articles/ad graphics with title, topic and date distribute to ARC PEP participants
- List articles/ad graphics promoted to ARC's website and Facebook posts
- Track ARC's website traffic and Facebook views.

BMP3 – Displays & Posters

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

- Create two (2) static displays.
- Rotation of displays (new or existing) to result in a minimum of two (2) events in each of the seven (7) stormwater management areas.
- Distribute 500 posters to community organizations like schools, recreation centers or libraries.

BMP4 – Promote hotlines and educate on IDEP

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

- Boost 10 Facebook posts on reporting illegal dumping, illicit discharges or the environmental hotline

BMP5 – Development of Homeowner Education Materials

Distribution of “homeowner” materials to promote the importance of pollution prevention and watershed restoration and stewardship

- 3 distribution events minimum
- Distribute 500 copies of brochure or giveaways.

BMP6 – Workshops & Presentations

Develop and promote educational workshops and presentations

- Plan topics, coordinate content and present 4 workshops/presentations

BMP7 – Promote & Support Volunteer Activities

- Sponsor 4 workdays (1 per year for 4 years)

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

- Support 10 volunteer monitoring events

BMP9 – Rouge River Billboard Campaign

- Develop three (3) billboard messages
- Billboard campaign will be conducted two (2) of the five (5) years of the permit cycle with at least one billboard message appearing in each subwatershed during the permit cycle.
- Reach reports from the media companies will be obtained.
- Report for ARC communities of where billboards were shown.

2024 MEDIA SUPPORT (PIE3)

Continued from the 2023 budget Near Perfect Media will be used to promote ARC activities, events and restoration projects through TV coverage and news/magazine articles benefiting the ARC’s mission and all the ARC member communities. Anticipated tasks include:

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

TASK 3.0 MS4 COLLABORATIVE TECHNICAL (TC) SERVICES

The ARC communities as MS4 permittees have developed Collaborative IDEP and TMDL plans that are applicable to 29 permittees plus Wayne County. There are required activities that occur annually and others that occur over the 5-year permit cycle. The approved IDEP and draft TMDL plans are available for review on the ARC website at:

IDEP - [Collaborative IDEP \(allianceofrougecommunities.com\)](http://allianceofrougecommunities.com)

TMDL - [Collaborative TMDL \(allianceofrougecommunities.com\)](http://allianceofrougecommunities.com)

ANNUAL TECH SERVICES (TC1)

0 – Technical Committee Support

- Hold 2 Technical Committee meetings annually

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

COLLABORATIVE IDEP*

IDEP1 – Mapping of Storm Sewer Systems

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

IDEP3– IDEP Advanced Investigations

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

IDEP4 – IDEP Training

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

IDEP5 – Pollution Complaint Response

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

IDEP6 – Inspection of ARC Member-Owned Facilities (Dye Testing)

- Maintain a list of ARC member owned facilities and status of dye test inspections by requesting updates by July 30th each year.

IDEP7 – Work Group

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

5-YEAR PERMIT CYCLE TECH SUPPORT SERVICES (TC2)

COLLABORATIVE IDEP*

IDEP0 – Evaluate & Report

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

IDEP2 – Outfall Prioritization and Dry Weather Screening

- Identify the priority outfalls for cities and villages to screen by October 30, 2024. A minimum of 20% of a community's outfalls need to be prioritized.
- Establish laboratory agreement/pricing for cities and villages to deliver dry weather screening samples for *E.coli* analysis (Assume 400 outfalls will be screened and 160 (40%) will have dry weather flow to be delivered to the lab). Dry weather screening by cities and villages to be complete by December 30, 2025.
- Analyze the data and categorize the outfalls (A – D) within 60 days of receiving the data.
- Develop the list of Category A & B outfalls and the proposed Advanced Investigation Work Plan for implementation in 2026-2028.

IDEP3– IDEP Advanced Investigations

- Implement Advanced Investigations (May 2026 – October 2028) on the new list of Category A & B outfalls as developed from the 2024 prioritization and the 2025 dry weather screening.

5-YEAR PERMIT CYCLE TECH SUPPORT SERVICES (TC3)**COLLABORATIVE TMDL***

- Event 1: *E.coli* – Cities and villages sample priority outfalls (see IDEP #2) with discharge; May – October 2025.
- Event 1 data analysis summary; January 2026.
- Event 2: *E.coli* – Priority outfalls that required advanced investigations (Category A and B outfalls) plus Category C and select Category D outfalls for a minimum of 100 outfalls to be visited for sample collection by ARC staff; May – October 2028.
- Event 2: Suspended Solids – the 28 sites previously sampled in 2022 will be resampled by ARC staff; May – October 2028
- Event 2: Dissolved Oxygen – If Johnson Creek remains on the TMDL list, ARC staff will implement continuous dissolved oxygen sampling again at the 7 Mile Johnson Creek crossing east of Sheldon Road for two months June - September 2028.
- Develop Event 2 data analysis (*E.coli*, suspended solids, and dissolved oxygen) summary.
- Prepare TMDL Monitoring Report by December 30, 2028

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

ERB MONITORING & MUNICIPAL TRAINING (TC4)

The ARC has been awarded a grant by the ERB Foundation. Tasks in the grant that will be implemented in 2024 include:

- Planning & Communications
- Instream Sampling and Reporting
- Training Program Development

ESTIMATED BUDGET

ARC Executive Director and Technical Services Estimated 2024 Budget		ED 101 -Meeting and Technical Support		ED 102 - Admin/Financial		ED 103 - Grants		PIE1 Annual		PIE2 Permit		TC1 Annual		TC2 Permit		TC4 ERB		Totals	
	Rates	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
Sr Principal Staff	\$250	40	\$10,000	2	\$500	16	\$4,000		\$0		\$0		\$0		\$0		\$0	58	\$14,500
Principal Staff	\$215		\$0		\$0	8	\$1,720		\$0		\$0		\$0		\$0		\$0	8	\$1,720
Sr. Level Staff	\$190	172	\$32,680	4	\$760	20	\$3,800	24	\$4,560		\$0	50	\$9,500	20	\$3,800	70	\$13,300	360	\$68,400
Mid-Level Staff	\$155	100	\$15,500		\$0	16	\$2,480		\$0		\$0	300	\$46,500	190	\$29,450	500	\$77,500	1106	\$171,430
Jr-Level Staff	\$115	100	\$11,500	460	\$52,900	20	\$2,300	204	\$23,460	45	\$5,175	87	\$10,005	65	\$7,475	100	\$11,500	1081	\$124,315
Project Coordinator	\$90	16	\$1,440	119	\$10,710		\$0	116	\$10,440	11	\$990	16	\$1,440	15	\$1,350	20	\$1,800	313	\$28,170
Technician	\$85		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Administrative Support	\$60		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	0	\$0
Labor Totals		428	\$71,120	585	\$64,870	80	\$14,300	344	\$38,460	56	\$6,165	453	\$67,445	290	\$42,075	690	\$104,100	2926	\$408,535
Expenses			\$475		\$55		\$230		\$1,380		\$1,500		\$3,280		\$478		\$27,040		\$34,438
Sub/Lab Services													\$2,025		\$3,240		\$90,860		\$96,125
TOTAL COST			\$ 71,595		\$ 64,925		\$ 14,530		\$ 39,840		\$ 7,665		\$ 72,750		\$ 45,793		\$ 222,000		\$ 442,973
		Executive Director Services Total \$ 151,050						PIE Services Total \$ 47,505				Technical Services Total \$ 118,543				rb Total \$ 222,000		\$ 539,098	

New or Replaced Sign Locations

Signs installed in 2023

Legend 79

- 2023 Sign locations
- LOWER 1
- LOWER 2
- MAIN 1-2
- MAIN 3-4
- MIDDLE 1
- MIDDLE 3
- UPPER

Google Earth

10 mi

