

**ALLIANCE FOR ROUGE COMMUNITIES**  
**POLICY FOR MEASURING IN-KIND CONTRIBUTIONS OF COUNTIES**  
*Adopted by the Alliance of Rouge Communities on December 12, 2007*

Article III Assessment of Costs to Members provides: based on the in-kind contributions currently provided by the member counties (Wayne, Oakland and Washtenaw), the counties will not be assessed to support the budget of the ARC.

In determining whether or not assessment will be made to the Counties, the following policy is established for determining the level of in-kind contributions.

1. Definition - In-kind Contributions

- a. In-Kind Contributions shall be measured as an account of a member County's time, expenses and materials contributed to ARC and/or Rouge River Watershed activities.

2. In-kind Contributions include:

- a. County staff participating in watershed management, educational or other conferences that specifically benefit of the ARC and/or Rouge River Watershed activities.
- b. County staff contributing to ARC Committee Activities
- c. Time and materials employed by County staff exclusive of County permit required activities for ARC or Rouge River watershed activities including but not limited to ARC meeting participation, routine information requests, program development, direct assistance to communities, watershed events, investigating and elimination of illicit connections, environmental education, River Day activities .
- d. Any material and supplies provided by Counties that further interests of the ARC and/or Rouge River Watershed activities including lab analysis, printed material, transportation, signage, and Mapping.
- e. Other related activities such as studying problems, planning and implementation of activities designed to address surface water quality or water flow issues within the Rouge River watershed.

3. Calculation of In-Kind Contributions

The following factors shall be used in calculating In-Kind Contributions of Member Counties:

- a. Direct Labor (includes amount paid to employee as well as a mark up for recovery of non-productive benefits – such as vacation, holidays, etc).
- b. Customary Fringe benefits and indirect costs as allowed by:

- i. Generally Accepted Accounting Practices (GAAP)
- ii. US EPA Grant Regulations,
- iii. Allocations consistent with County specific approved cost allocation plans (or equivalent).
- c. Services and/or Materials/Goods purchased that benefit the ARC.
- d. County Internal Service Fund charges for direct services benefiting the ARC (e.g. printing services from the County print shop).

If it is determined that counties will be assessed dues, the maximum assessment total in any year to all members shall not exceed 12 % of the combined total assessment for the fiscal year for all other Primary Members. The 12% assessment limitation will be determined based upon the total amount assessed the other primary members in the adopted annual ARC budget for a given fiscal year and not the subsequent actual assessment paid. In the event that the total assessment to the counties determined on or before August of any given year for the following fiscal year exceeds 12% of the total for all other primary members subsequently approved in the ARC budget for the same fiscal year the total amount assessed to the counties will be reduced such that the total does not exceed 12 % of that Assessed all other primary members.

The 12% assessment will be prorated to each county based the drainage area within the watershed excluding Detroit.

4. If a county seeks a waiver of the assessment , the requesting county will provide an accounting of their In-Kind contribution to the ARC Finance Committee showing previous year's in-kind contributions and Budget Year's anticipated in kind contributions to the ARC or Rouge River Watershed activities . The report will include a summary of the costs and a narrative describing how the costs benefited the ARC mission. The ARC Treasurer will make a recommendation to the ARC Executive Committee for their determination and approval.