



CITY OF DETROIT
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF DEVELOPMENT AND GRANTS

COLEMAN A. YOUNG MUNICIPAL CENTER
2 WOODWARD AVENUE, SUITE 1026
DETROIT, MICHIGAN 48226
PHONE: 313 • 628-2158
FAX: 313 • 224 • 0542
WWW.DETROITMI.GOV

March 7, 2022

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to accept a donation of up to 40 trees from the Greening of Detroit for Littlefield Playfield

The Greening of Detroit has awarded up to 40 trees, valued at \$32,000.00, to the City of Detroit General Services Department, for Littlefield Playfield. There is no match requirement for this donation.

The objective of the donation to the department is to make landscape improvements to Littlefield Playfield. The Greening of Detroit will purchase and install up to 40 shade and ornamental trees (1.5" caliper balled and burlap) for Littlefield Playfield, located at 12416 Indiana St., Detroit, MI 48204.

I respectfully ask your approval to accept this donation in accordance with the attached resolution.

Sincerely,
DocuSigned by:
Terri Daniels
4D2BEEE23C8D489...

Terri Daniels
Director of Grants, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Steven Watson
42C91AA10FE84AD...

Office of Budget



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the General Services Department has been awarded a donation of up to 40 trees for Littlefield Playfield, from the Greening of Detroit, valued at \$32,000.00; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED, that the General Services Department is hereby authorized to accept a donation of up to 40 trees for Littlefield Playfield, located at 12416 Indiana St., Detroit, MI 48204.



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

AIM Code LITTLEFIELDPLAY	DPRD Prop # 103	Request tracking # DAF0222-0007
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FORM PURPOSE

This form is for individuals or organizations who wish to donate labor, artwork, or funding to physically improve or enhance a City park or recreation center. The information provided on this form will be used to evaluate the proposed donation to determine if the donation can be accepted by the City. All fields not in *italics* are required.

REQUESTOR INFORMATION

Organization Name: The Greening of Detroit	Contact Name: Fai Foen
Address: 13000 W. McNichols, Detroit, MI 48235	Phone: 3137570788
Email: fai@greeningofdetroit.com	Website: www.greeningofdetroit.com
Preferred contact method: Email	Organization type: Environmental non-profit

DONATION INFORMATION

Park/Rec Facility Name: Littlefield Playfield	Address: 12416 Indiana St, Detroit, MI 48204.
<i>Specific location at the property (if needed for clarity):</i>	
Estimated value (including all costs incurred): \$ 32000	
How is this project funded? We receive government, foundation and corporate support.	
Improvement Type: Please note all Improvements require supporting documentation, see below list with links to the materials.	
<input checked="" type="checkbox"/> Physical Improvement (Select all that apply.) <ul style="list-style-type: none"> <input type="checkbox"/> Structure/Facility (may require BSEED permits) BSEED Permits Link <input type="checkbox"/> Signage (may require BSEED permit) BSEED Permits Link <input type="checkbox"/> Artwork <input checked="" type="checkbox"/> Other <input type="checkbox"/> Maintenance Improvement	
Will this project host an event of more than 25 or more people in the proposed park?	
<input checked="" type="checkbox"/> Yes (requires Events Permit) Events Permit Link <input type="checkbox"/> No	

PROJECT SUMMARY

Please include a brief narrative of the donation.

The Greening of Detroit is offering its full assistance in purchasing and installing up to 40 shade and ornamental trees (1.5" caliper balled and burlap) at Littlefield Playfield, located 12416 Indiana St, Detroit, MI 48204. The costs, approximately \$32,000 are being borne by our group.

[Asset Donation Gift Letter Template Link](#)

[Artwork Gift Letter Template Link](#)

PROJECT DOCUMENTS/SITE PLAN(S)

Please attach the following required documents here: gift letter, site plan, pictures, scope, and specifications, plus maintenance agreement if applicable:



RESPONSIBILITIES

Please specify what the proposed responsibilities would be of the applicant, the City or others that are associated with this project. Your application will be reviewed by City staff from each area, starting with a Landscape Architect to review or help you with design and ensure it meets City safety standards.

Who is responsible for the Planning and Design? CITY APPLICANT OTHER N/A

Explanation:

The Greening of Detroit works closely with the Landscape Design Unit to confirm the location and appropriateness

Who is responsible for Construction (labor/material/permits/insurance)? CITY APPLICANT OTHER N/A

Explanation:

The Greening of Detroit has 32 years of experience of specifying, procuring and planting trees through its community planting model.

What is the timeline of construction/completion for this donation project? (Project must commence within 90 days of application approval, unless extension requested.)

Explanation:

Procurement and volunteer logistics are underway. Site preparation begins two days prior to the event, and completes the day of the planting date listed. Maintenance begins during the first growing season.

Who is responsible for Cleanup, and Restoration if required? CITY APPLICANT OTHER N/A

Explanation:

The Greening of Detroit is responsible for cleanup related to tree planting event.

What are the scheduled Maintenance Requirements for the improvement, and who would be responsible for doing them?

CITY APPLICANT OTHER N/A

Explanation:

The Greening of Detroit provides a 3-year maintenance that includes irrigation, and the first structural pruning of these trees. No warranty is provided, but any trees that die within the first two years can be removed (flush cut) at the request of the Landscape Design Unit. The Parks Development Unit has agreed to provide full removal as needed, as well as tree guards (grey) for installation at planting.

***AFTER CITY REVIEW, THE FORM WILL ROUTE BACK FOR APPLICANT APPROVAL. PLEASE CLICK THE FINISH BUTTON TO SUBMIT.**



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form City Section

This section of the form is for internal City use only.

It is used to review and analyze proposals pending a recommendation to proceed.

Administrative Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Any previous experience with this applicant?

Describe: Yes, Greening of Detroit has a long-standing relationship with the City completing many successful projects.

Park Partnership / Community Group Affiliation? YES NO

Describe: N/A

Does this project require a maintenance agreement or MOU? YES NO

Conditional input: Facilities Recreation

Has the appropriate gift letter, site plan and supplemental materials been provided? YES NO N/A

Other comments:

Greening of Detroit will be doing several tree planting projects this year and has completed several successful tree planting projects since the institution of the new DAF process began.

Administrator Name: Tiffany L. McKinnon

Signature:

DocuSigned by:
Tiffany L. McKinnon
D82A9A7841F847B...

Date: 2/18/2022

Landscape Architect Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Asset Value: 32,000

Asset Life Cycle: 30+ years

Conditions of Approval:
n/a

Landscape Architect Name: Rayshaun Landrum

Signature:

DocuSigned by:
Rayshaun Landrum
04AA44168EB44F7...

Date: 2/21/2022

PDU Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Conditions of Approval:

Please use tree guards

PDU Name: David Sumners

Signature:

DocuSigned by:

370CF3CBB6DE4E8

Date: 2/22/2022

Grounds Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision: Approved

Conditions of Approval:

Please locate trees where riding mowers can completely maneuver around the tree without interfering with existing fence or other items. Confirm tree locations with Landscape Architecture prior to planting.

Grounds Name: Rosemary Edwards

Signature:

DocuSigned by:

632D351DF88D441

Date: 2/25/2022

Facilities Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision:

Conditions of Approval:

Facilities Name:

Signature:

Date:

Recreation Input (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Donation Decision:

Conditions of Approval:

Recreation Name:

Signature:

Date:

APPLICANT CERTIFICATION

By submitting this request, the undersigned certify(ies) as follows:

1. I/we have the authority to execute this Authorization Form on behalf of myself and the organization named herein;
2. I/we will abide by all rules and policies of the City of Detroit and the General Services Department's Parks and Recreation Division.
3. I/we commit to completing the proposed donation/project within a year of Authorization Form approval. If the project is not complete within a year from approval I/we will reach out to the General Services Department for an approval extension. If an extension is not requested within 30 days of the one year lapse of Authorization Form approval, a new Donation Authorization Form must be submitted, and the process for approval will start over.
4. All of the information submitted in this Authorization Form is true and accurate to the best of my/our knowledge;
5. The purpose of this Authorization Form is to provide the Parks and Recreation Division with enough information about the donation(s) described herein needed for prior approval of the donation(s);
6. I/We will defend, indemnify, save and hold harmless the City of Detroit, its officers, employees, and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by, or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the property, project, or improvements described in this Authorization Form.
7. We acknowledge that all donations are subject to the prior approval by resolution of the Detroit City Council.
8. I/We acknowledge the approved or denied terms of the review donation project as listed below:

Project Conditions required for approval:

PDU - Tree guards required for planting.

Grounds - Please locate trees where riding mowers can completely maneuver around the trees without interfering with existing fences or other items. Confirm tree locations with Landscape Architecture prior to planting.

Landscape Architect - Rayshaun Landrum landrumr@detroitmi.gov

Project Requires City Council approval prior to implementation (submission will be done by GSD/the City).

Project Condition Terms Denied by Applicant

Project Approved Conditions Accepted by Applicant

DocuSigned by:
Fai Foen
E32069E9D7BA4B0

Signature: _____

Print Name: Fai Foen

On behalf of Organization: The Greening of Detroit

Date: 2/25/2022

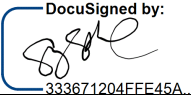
DIRECTOR AUTHORIZATION (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Completed by the City of Detroit.

Donation Decision: Approved

Conditions of Approval:

Director Name: Sandra Stah1

Signature:  DocuSigned by:
333671204FFF45A...

Date: 2/28/2022



40 TREES

GIFT LETTER OF REQUEST
(Attachment to the Asset Improvement Request)

February 14, 2022

Sandra Yu Stahl
Detroit Parks and Recreation Division
115 Erskine St.
Detroit, MI 48201

Dear Sandra:

On behalf of The Greening of Detroit, I am writing to offer our full assistance in purchasing and installing 40 shade and ornamental trees (1.5" caliper balled and burlap) at **Littlefield Playfield**, located at 12416 Indiana St, Detroit, MI 48204. The costs, approximately \$32,000 are being borne by our group.

These improvements will take place on either Saturday, Oct 15, 2022 or Saturday Oct 22, 2022. We are working in partnership with city and community representatives to ensure these improvements are desired.

The Greening of Detroit provides a 3 year maintenance plan that includes irrigation, and the first structural pruning of these trees. No warranty is provided, but any trees that have died within the first two years can be removed (flush cut) at the request of the Landscape Design Unit. The Parks Development Unit, per David Sumner, has also agreed to provide full removal as needed.

Thank you for your time and consideration!

Sincerely,



Fai Foen
Director of Green Infrastructure
The Greening of Detroit
fai@greeningofdetroit.com

COMMENT HISTORY



Please DocuSign: 47_T_PDON-Donation Authorization Form CY22 (ORG3458 - 40 trees Little Playfield)

Sender: Bashar Dimitry

Envelope Id: f38dd0e7-a0f2-4219-81b5-58942cef713f

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Date Sent: 3/6/2022 | 12:29:32 PM

Date Completed: 3/10/2022 | 3:45:01 PM

Private: macklinm@detroitmi.gov, tollivert@detroitmi.gov

Melva Macklin -3/8/2022 | 8:06:09 AM
macklinm@detroitmi.gov

Greening of Detroit has awarded a donation of 40 Trees to the General Services Department. The trees are valued at \$32,000. The objective of the donation to the department is to make landscape improvements to Littlefield Park. There is no match requirement. There is a Donation Authorization Form on file with the amount and details of the donation.