



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

February 21, 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 70 trees from the Greening of Detroit for Corrigan Park

The Greening of Detroit has awarded up to 70 trees, valued at \$56,000.00, to the City of Detroit General Services Department, for Corrigan Park. There is no match requirement for this donation.

The objective of the donation to the department is to make landscape improvements to Corrigan Park. The Greening of Detroit will purchase and install up to 70 shade and ornamental trees (1.5" caliper balled and burlap) for the park, located 5151 Alter Rd., Detroit, MI 48224.

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 70 trees for Corrigan Park, from the Greening of Detroit, valued at \$56,000.00; 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 70 trees for Corrigan Park.



GENERAL SERVICES DEPARTMENT
**Parks & Recreation
Division**

Donation Authorization Form Applicant Section

AIM Code CORRIGAN

DPRD Prop # 381

Request tracking # DAF0222-0001

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

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

DONATION INFORMATION

Park/Rec Facility Name: Corrigan Park	Address: 14273 E Warren Ave, Detroit, MI 48215
<i>Specific location at the property (if needed for clarity):</i>	
Estimated value (including all costs incurred): \$ 56000	
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. <ul style="list-style-type: none"> <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? <ul style="list-style-type: none"> <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 70 shade and ornamental trees (1.5" caliper balled and burlap) at Corrigan Park, located 5151 Alter Rd, Detroit, MI 48224. The costs, approximately \$56,000 are being borne by our group. These improvements would take place on Thursday, April 21, and Saturday, April 23, 2022.

[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 worked closely with the Landscape Design Unit to confirm the location and appropriateness of trees for this site.

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 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.

***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

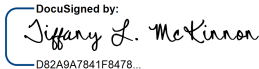
Conditional input: Facilities Recreation

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: 

Date: 2/3/2022

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

Donation Decision: Approved

Asset Value: 56000

Asset Life Cycle: 30+ years

Conditions of Approval:

N/A

Landscape Architect Name: Arianna Zannetti

Signature: 

Date: 2/7/2022

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. Contact Parrk Development if tree guards are needed.

PDU Name: David Sumners

Signature:

DocuSigned by:

370CE3CBB6DE4E8

Date: 2/9/2022

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 lines.

confirm tree locations with Landscape Architect prior to planting.

Grounds Name: Rosemary Edwards

Signature:

DocuSigned by:

632D351DF88D441

Date: 2/11/2022

DS


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 are required. Please contact Park Development if tree guards are needed for this tree planting. (Dave Summers sumnersd@detroitmi.gov)

Grounds - Trees must be located where riding mowers are able to completely maneuver around them. Confirm tree planting locations with Landscape Architect prior to the date(s) of the tree planting. (Arianna Zanetti - zanettia@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: 2/15/2022

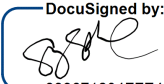
DIRECTOR AUTHORIZATION (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)

Completed by the City of Detroit.

Donation Decision: Approved

Conditions of Approval:

Director Name: Sandra Stah1

Signature: 
333671204FFF45A...

Date: 2/17/2022



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

January 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 up to 70 shade and ornamental trees (1.5" caliper balled and burlap) at **Corrigan Park**, located 14273 E Warren Ave, Detroit, MI 48215. The costs, approximately \$56,000 are being borne by our group.

These improvements would take place on Thursday, April 21 and Saturday, April 23, 2022. We have worked with community and city 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 (DAF) CY22
(ORG3446-70 trees Corrigan Park)

Sender: Bashar Dimitry

Envelope Id: cff526a3-8386-4164-b057-522f111cc0bf

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

Date Sent: 2/21/2022 | 3:03:09 PM

Date Completed: 3/7/2022 | 11:47:50 AM

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

Melva Macklin -2/21/2022 | 4:02:03 PM
macklinm@detroitmi.gov

Greening of Detroit has awarded a donation of 70 Trees to the General Services Department. The trees are valued at \$56,000. The objective of the donation to the department is to make landscape improvements to Corrigan Park. There is no match requirement. There is a Donation Authorization Form on file with the amount and details of the donation.