



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 28, 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 Dueweke Park**

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

The objective of the donation to the department is to make landscape improvements to Dueweke Park. The Greening of Detroit will purchase and install up to 40 shade and ornamental trees (1.5" caliper balled and burlap) at Dueweke Park, located 4975 Sheridan St, Detroit, MI 48214.

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

DocuSigned by:  
*Steven Watson*  
42C91AA10FE84AD...

Office of Budget

CC:  
Sajjiah Parker, Assistant Director, Grants



## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the General Services Department has been awarded a donation of up to 40 trees for Dueweke Park, 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 Dueweke Park.



GENERAL SERVICES DEPARTMENT  
**Parks & Recreation  
Division**

## Donation Authorization Form Applicant Section

AIM Code DUEWEKE

DPRD Prop # 409

Request tracking # DAF0222-0006

### 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-profi

### DONATION INFORMATION

Park/Rec Facility Name: Dueweke Park	Address: 4975 Sheridan St, Detroit, MI 48214
<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.	
<p>Improvement Type:</p> <p><b>Please note all Improvements require supporting documentation, see below list with links to the materials.</b></p> <p><input checked="" type="checkbox"/> Physical Improvement (Select all that apply.)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Structure/Facility (may require BSEED permits) <a href="#">BSEED Permits Link</a></p> <p style="padding-left: 20px;"><input type="checkbox"/> Signage (may require BSEED permit) <a href="#">BSEED Permits Link</a></p> <p style="padding-left: 20px;"><input type="checkbox"/> Artwork</p> <p style="padding-left: 20px;"><input checked="" type="checkbox"/> Other</p> <p><input type="checkbox"/> Maintenance Improvement</p>	
<p><b>Will this project host an event of more than 25 or more people in the proposed park?</b></p> <p><input checked="" type="checkbox"/> Yes (requires Events Permit) <a href="#">Events Permit Link</a></p> <p><input type="checkbox"/> No</p>	

### 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 Dueweke Park, located 4975 Sheridan St, Detroit, MI 48214. The costs, approximately \$32,000 are being borne by our group. These improvements would take place on Thursday, May 12, 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 works 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 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

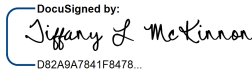
Conditional input:  Facilities  Recreation

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:** 

**Date:** 2/16/2022

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

**Donation Decision:** Approved

Asset Value: 32000

Asset Life Cycle: 50+ years

Conditions of Approval:

N/A

**Landscape Architect Name:** Arianna Zannetti

**Signature:** 

**Date:** 2/16/2022

***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:** 2/16/2022

***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 any other obstacle. Confirm tree locations with Landscape Architect prior to planting.

**Grounds Name:** Rosemary Edwards

**Signature:**

DocuSigned by:  
  
632D351DF88D441

**Date:** 2/18/2022

***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.  
(PDU Contact - Dave Summers - sumnersd@detroitmi.gov)

Grounds - Please locate trees where riding mowers can completely maneuver around the tree without interfering with any other obstacle. Confirm tree locations with Landscape Architect prior to planting.  
(Landscape Architect - 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: 2/18/2022

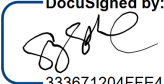
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**DIRECTOR AUTHORIZATION (ALL ATTACHED DOCUMENTATION WILL APPEAR AT THE BOTTOM. PLEASE SCROLL DOWN TO REVIEW.)**

Completed by the City of Detroit.

**Donation Decision:** Approved

Conditions of Approval:

**Director Name:** Sandra Stah1

**Signature:**   
333671204FFF45A...

**Date:** 2/22/2022





DUEWEKE : 65 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 **Dueweke Park**, located at 4975 Sheridan St, Detroit, MI 48214. The costs, approximately \$32,000 are being borne by our group.

These improvements would take place on Thursday, May 12, 2022. We have worked with 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



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Please DocuSign: 47\_T\_PDON-Donation Authorization Form (DAF) CY 2022  
(ORG3453-40 trees Dueweke Park)

**Sender:** Bashar Dimitry

**Envelope Id:** 920a7148-7e88-4eed-9f93-8dd4315426f3

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

**Date Sent:** 2/27/2022 | 12:38:44 PM

**Date Completed:** 3/10/2022 | 2:01:58 PM

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

**Melva Macklin** -2/28/2022 | 4:13:39 PM  
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 Dueweke Park. There is no match requirement. There is a Donation Authorization Form on file with the amount and details of the donation.