



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF NATURAL RESOURCES
LANSING



M. SCOTT BOWEN
DIRECTOR

December 16, 2024

Patricia West
City of Gladstone Downtown Development Authority
1100 Delta Ave.
Gladstone, MI 49837

Dear Patricia,

Thank you for applying for consideration to the 2024-25 DTE Energy Foundation Tree Planting Grant Program, administered by the Michigan Department of Natural Resources (DNR), Urban Forestry Program. I am pleased to notify you that your project was approved for award in the amount of **\$4,000.00** with an effective period of December 20, 2024 – September 1, 2025. Congratulations!

The Grant Agreement awards package will be sent via email through the State of Michigan's eSignature system to you as the Project Contact identified on the application. **If you are not authorized to sign the grant agreement, please provide me with the name, email address and title** of the authorized signer. The grant agreement package includes:

- Grant Agreement (PR 4167-8E)
- Grant Agreement Attachment 1 (IC 4167-9)
- Department of Agriculture Certification Regarding Drug-Free Workplace (AD-1049)

Public Act 533 of 2004 requires that all vendors and payees enroll for state payments by electronic funds transfer (EFT). On the grant agreement **please verify or provide the City of Gladstone Downtown Development Authority's SIGMA Vendor ID and Address ID numbers and address**. This is the number and address that all payments will be made to through SIGMA, the state's Vendor Payment System. For more information visit the [SIGMA Vendor Self Service webpage](#) and for assistance on obtaining a SIGMA Vendor ID contact (888)734-9749 or email SIGMA-Vendor@Michigan.gov.

Payment will be made upon completion of the grant and may be requested as soon as the project is completed, and all supporting documentation of eligible expenses and match is submitted. Payment must be requested no later than 30 days after the grant expiration date of September 1, 2025.

If the grant agreement is satisfactory, please provide all required signatures and information in the identified areas and submit the package through the State of Michigan eSignature system. After the DNR's countersignature is obtained, the fully executed grant agreement can be downloaded from the eSignature system for your files. Grant reporting forms will be provided separately.

If you have any questions, please contact me at grayk12@michigan.gov or 734-691-1806.

Sincerely,

Kerry Gray, IRA Grant Specialist
DNR, Urban and Community Forestry Program