



*Michigan Department of Natural Resources*

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# **2024-25 DTE ENERGY FOUNDATION TREE PLANTING GRANT PROGRAM**

APPLICATION AND INFORMATION PACKET

DEADLINE: OCTOBER 25, 2024



Forest Resources Division

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## GENERAL INFORMATION

Trees provide numerous human, societal and environmental benefits and help improve the quality of life in communities where people live. Notably, they play a crucial role in carbon capture and storage, absorbing carbon dioxide (CO<sub>2</sub>) and releasing oxygen (O<sub>2</sub>) through photosynthesis. The captured carbon is stored in tree roots, trunks, stems, and leaves, and in wood products after harvest. Healthy trees provide the most significant benefits, efficiently removing CO<sub>2</sub> from the atmosphere compared to stressed or poorly growing trees. For example, a newly planted 2-inch caliper oak tree can remove 22 pounds of atmospheric carbon in its first year. (Source: <https://mytree.itreetools.org/>).

The [DTE Energy Foundation](#), in collaboration with the Michigan Department of Natural Resources (DNR) [Urban and Community Forestry \(UCF\) Program](#), and ReLeaf Michigan have supported tree planting initiatives across the state for decades. The DTE Energy Tree Planting grant program began in 1996 as part of DTE Energy's commitment to the U.S. Department of Energy's voluntary greenhouse gas reduction reporting program (Energy Policy Act, 1992, revised 2005). Funding for the grant program is provided annually by the DTE Energy Foundation and is managed jointly by ReLeaf Michigan and the DNR's UCF program.

The purposes of the grant program are:

- promote awareness about the [benefits of trees](#).
- provide education and assistance for [proper tree planting](#), [utility awareness](#) and [tree care](#).
- increase the number and diversity of trees planted in communities within DTE Energy's [service area](#).
- help build community sustainability and resilience to climate change.
- promote community engagement to ensure equal access to the benefits that trees provide and help address [environmental justice](#) and [tree equity](#) issues.

**Competitive cost-share (1:1) reimbursement grants are available for tree planting projects undertaken by municipalities, tribal governments, schools, libraries, and non-profit organizations (501(c)(3)) within DTE Energy's service area.** For the 2024-25 program, up to \$100,000 is available, with a maximum of \$4,000 awarded per project. All projects must be completed by September 1, 2025.

**This is a reimbursement grant program: Grant monies awarded under this program will be paid only upon evidence of completion of approved projects.**

### GRANT PROGRAM TIMELINE

- Accepting grant applications September 20 – October 25, 2024
- Grant applications are due October 25, 2024
- Grant awards will be announced December 2024
- Projects must be completed by September 1, 2025
- Final reimbursement request and supporting documentation must be submitted by September 30, 2025

For additional information, visit the DNR's UCF website at [www.michigan.gov/ucf](http://www.michigan.gov/ucf), or contact Kerry Gray ([GrayK12@michigan.gov](mailto:GrayK12@michigan.gov), 734-691-1806).

## ELIGIBILITY INFORMATION

**IMPORTANT:** Eligible applicants and tree planting sites must be within the service territory of DTE Energy Electric or Gas. For assistance in determining eligibility, please review the DTE Energy [Service Area Map](#) or contact Ezmeralda Zammaron with the DTE Energy Foundation at [ezmeralda.zamarron@dteenergy.com](mailto:ezmeralda.zamarron@dteenergy.com).

### Eligible Applicants

Local units of government (e.g. city, village, township, county), tribal governments, public education institutions and

libraries, and nonprofit organizations\*([501(c)(3)]).

 **Individuals and private businesses are not eligible to apply but may partner with an eligible organization on a proposal.**

**\*Nonprofit Information:** Nonprofit organizations submitting applications must also:

1. Provide a copy of the IRS's letter of determination indicating non-profit status.
2. Provide documented permission from the landowning authority (e.g. city manager etc.) where the project will be performed, **if it is not your own**. Lands owned by non-profit organizations and tribal lands are eligible for use, but applicants must submit a letter from the organization or tribe ensuring that the lands are open to the public for educational purposes.

### **Suspended and Debarred Parties**

In accordance with the Code of Federal Regulation Title 7, Sec. 3016.35, *Subawards to debarred and suspended parties*, the Michigan DNR "must not make any award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." Grantees are required to certify they have not been suspended or debarred by completing the United States Department of Agriculture form AD-1048, *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary*.

### **Limit on Number of Proposals**

Limit of one (1) application per organization per year.


### **Eligible Activities**

**Tree planting is the only eligible activity under this grant program.** All trees must be planted on public property or property open to the public. The following types of tree planting projects are allowed:

- public parks
- public municipal property grounds
- public street rights-of-way
- arboretum/botanical gardens
- schools
- neighborhood common spaces.

**Reimbursement will only be made towards tree purchases.** Delivery, planting labor and site preparation costs are not reimbursable but may be counted towards the required 1:1 match.

**Maximum grant request: \$4,000.**

 **The following activities are not eligible:** tree pruning, tree removal, and establishment of tree nurseries.

## HOW TO APPLY

Submit one electronic copy (.pdf format) **by email** to Kerry Gray at [GrayK12@michigan.gov](mailto:GrayK12@michigan.gov).

**Subject:** DTE Tree Planting Grant Proposal

Applications should contain detailed information for the review committee to consider when rating your proposal. Items to include (as applicable):

1. Project Narrative
2. Budget
3. Tree Planting Information
4. Attachments (e.g. site map, IRS determination, etc.)

\*If you are unable to submit the application form electronically, please contact Kerry Gray at [GrayK12@michigan.gov](mailto:GrayK12@michigan.gov) or 734-691-1806 **no later than 1 week before the application due date** for an alternative method of submission.

### Narrative Information

Include statement of project purpose/need, goals, deliverables, anticipated results, and people involved and responsible for the project implementation. **Applicants may request technical project assistance from ReLeaf Michigan and should include that request in this section.** Details on available assistance can be found [here](#) or by [contacting ReLeaf Michigan](#).

### Budget Information

Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount and type of matching funds (cash, in-kind contributions). **Federal funds may not be used towards required match.** In-kind contributions such as in-house or volunteer labor costs, supplies, equipment usage, donation of goods, services, etc. should be identified and documented in writing.

Volunteer labor should be valued as follows: Adults - **\$32.00/hr.**; Youths (up to age 16) - **\$16.00/hr.** Professional or technical services contributed by persons, or businesses may be valued at commercial/professional rates that are reasonable and customary but must be documented in writing by the provider.

All matching funds must be directly related to the proposed project and have been incurred within the grant period. Acceptable sources of match include:

- salaries/wages and fringes
- contractor/consulting fees
- equipment (purchase, rental or in-kind use)
- supplies (i.e., trees, mulch, stakes, soil, etc.)
- travel (current federal rate)
- shipping/delivery costs
- donations

**Budget Example & Details:**

Applicant’s project budget and details should include information similar to this example:

Project Title: First Street Park Tree Planting  
Total Project Cost: \$10,062  
Requested grant funds: \$4,000  
Matching funds: \$6,062 (anticipated)

	<u>Grant Funds</u>	<u>Local Match</u>
<b>Personnel/fringes</b>		\$1,000
<b>Trees</b>	\$4,000	\$4,050
<b>Supplies</b>		\$500
<b>Volunteer</b>		\$512
<b>Total</b>	<b>\$4,000</b>	<b>\$6,062</b>

**Budget Detail**

Personnel – ~35 hrs. @ \$28/hr;  
Trees- 23, BB trees @ \$350 ea. (DTE: \$4,000 @ \$175 ea., City: \$4,050)  
Supplies – shovels, mulch, stakes etc.  
Volunteer - 11 adult hrs @ \$32/hr, 10 youth hrs @ \$16/hr

Awardees must provide (when requested) project reports. Project records must be available for audit and site visits for up to 3 years. Applicants must comply with all applicable state, federal and local regulations.

## TREE PLANTING INFORMATION

This section of the application should describe the procedures for planting trees on the project. **It should be based on an overall vision of sustaining and enhancing the community** as a livable place with an extensive and equitably distributed urban forest that provides many human, societal and environmental benefits.

Tree planting projects should include in the application:

1. [tree selection and species diversity](#)
2. [utility awareness](#)
3. [proper planting technique](#)
4. [commitment to tree maintenance, and care](#)
5. enhancing community canopy cover, including [environmental justice](#) and [tree equity](#)

The following information should be included in the application:

1. total number of trees to be planted
2. size (trunk caliper inches or height in feet)
3. proposed [planting stock type](#) (i.e., balled & burlap, containerized, bare root or seedling)
4. proposed species and quantities of each
5. proposed locations of tree planting (community and site map)
6. [tree planting diagram](#)
7. indication of any potential utility conflicts

Tree planting diversity guidelines recommend that no more than 20% of plantings should be from the same genus of trees (e.g. maple, oak, birch etc.). The table below provides the minimum number of genera suggested based on project size:

Total # of Trees in Planting	Minimum # of Genus
1-8	1
9-15	2
16-30	3
31-40	4
41-50	5
51-100	6
101-200	10

## Tree Species Selection

Native trees are encouraged whenever possible.



The following tree species are **NOT** eligible for reimbursement through this grant program:

- Norway maple (*Acer platanoides* - all varieties and cultivars)
- Blue spruce (*Picea pungens* – all varieties and cultivars)
- Flowering pear (*Pyrus* - all varieties and cultivars)
- Tree Lilac (*Syringa reticulata*)
- Species not recommended for planting as listed on the [DNR's Recommended Trees for Community Plantings](#).

Issues with availability of nursery stock may necessitate changes from proposed species. These **changes must be approved** by the DNR prior to final purchase or reimbursement request to ensure appropriate species diversity.

**MISS DIG MUST BE CALLED AT LEAST THREE (3) DAYS BEFORE BEGINNING ANY PLANTING OR DIGGING PROJECT AT (800) 482-7171 OR 811.**

## Tree Planting Stock Type/Size

The following tree planting stock and maintenance standards of the American National Standards Institute (ANSI) should be followed:

- [Nursery Stock](#) (ANSI Z60.1-2014);
- Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance—Standard Practices (ANSI A300-1995)

Resources and guidelines based on these standards may be found in:

- [How to Prune Trees](#), USDA Forest Service, Northeastern Area, State and Private Forestry (NA-FR-01-95)
- [Tree Planting Diagram](#)
- [Tree Planting Hardiness Zones](#)

**Planting stock selection** should be determined based on species, planting location site conditions (e.g., soils, sunlight, hydrology, etc.) and project goals.

- **Balled and Burlap:** Approximately 1 ½ - 3+ inch diameter, 10-15 feet height. Soil ball diameter 20-27 inches. Tree diameter is measured at 6 inches above ground.
- **Bare Root:** Approximately 1-1¾ inch caliper, 6-10 feet height. Tree caliper is measured at 6 inches above ground.
- **Containerized/Potted (Small - Medium):** Container size class less than #10 with depth 8-14 inches and top diameter 9 -11.5 inches. Trees typically 1-6 feet tall.
- **Containerized/Potted (Large):** Container size class equal or greater than #10 with depth 12-17 inches and top diameter 14.5 and 28.5 inches. Trees typically 6-10 feet tall.
- **Seedlings:** Approx. 8-10 inch in height. Roots should be numerous and fibrous.

Nursery stock **must be** obtained from a nursery grower/dealer certified by the originating state's department of agriculture. Nursery stock obtained from local municipal or other nurseries must meet appropriate standards (*Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931*).

## Maintenance Plan

All tree planting projects **must** include a 3-year maintenance plan. This maintenance plan should address watering, pruning, damage control/management and other routine and corrective actions. The Michigan



DNR's *Tree Maintenance Guidelines* (IC 4108-1) may be used as a guideline and is available at: [www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1\\_163798\\_7.pdf](http://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf)

## REVIEW AND SELECTION PROCESS

Submitted proposals will be reviewed by a committee of DNR, ReLeaf Michigan and DTE staff who will make a recommendation to support, support with modification or decline each proposal.

Applications will be rated based on the following criteria:

- applicant/project eligibility
- project/program goals and described need
- project quality
- budget accuracy
- past performance (if applicable)
- geographic location of applicant and/or project

Project/program goals include responsiveness to stated Grant Program objectives (see page 1).

Project quality includes completeness of application, project outcomes, short and long-term impacts, cost effectiveness, and proposed methods for continuation or maintenance of project beyond the grant period.

Budget accuracy will consider eligibility of requested funds, adequate match and source, and correct use of listed reimbursement rates for tree purchase.

**\*NOTE** – Additional consideration may be given for:

- First time applicants
- Projects involving volunteers and/or DTE Energy staff in their tree planting activities
- Applicants who have not received a grant through this program within the last year
- Proposals demonstrating awareness and connection to tree equity and environmental justice needs
- Proposals that demonstrate linkage to local tree planting, urban forest, climate or sustainability plans
- Proposals that indicate plans or willingness to promote events and results by engaging local media (e.g. radio, print, television) and/or social media (e.g. Facebook, Twitter, etc.) resources.
- Projects that provide workforce training or employment opportunities, esp. in disadvantaged areas

## GRANT AWARD AND EXECUTION OF CONTRACT

Following the review and award recommendation, each applicant will be notified of their status (award and allocation, or no award).

Every effort is made to review/notify applicants as soon as possible. However, **official notifications typically are not made for up to 2 months after the application closing date.** For status updates, contact Kerry Gray at [GrayK12@michigan.gov](mailto:GrayK12@michigan.gov) or 734-691-1806.

Projects meriting funding, but not at the requested amounts, may be offered reduced awards. Grant recipients will receive grant documents through the State of Michigan's E-Signature System for processing following the initial notification. Approved projects may begin only after all appropriate forms are signed and submitted by the grantee and countersigned by the Michigan Department of Natural Resources. Grant recipients may be required to meet with DNR UCF and/or ReLeaf Michigan staff prior to beginning the grant to review and discuss project plans and activities.

**Grantees who would like [technical project assistance](#) in implementing their project are encouraged to contact ReLeaf Michigan at: [info@releafmichigan.org](mailto:info@releafmichigan.org) or 800.642.7353.**

Recipients must comply with all applicable state and federal regulations and requirements. Grant monies awarded will be paid **ONLY** upon evidence of completion of project and eligibility of expenses. Project must be completed by **September 1, 2025**.

DTE Energy Foundation, DNR and ReLeaf Michigan reserve the right to modify the review and selection criteria and to withhold award of available grant monies at any time.

### Grant Acknowledgments

Projects receiving funds must acknowledge the support of the DTE Energy Foundation, DNR, and ReLeaf Michigan, in any media communication, postings or publications as appropriate.

Additionally, all grant recipients are requested to input their tree planting data using the [DNR's MI Trees online recording tool](#) upon project completion prior to requesting reimbursement. Contact [Kerry Gray](#) (734-691-1806) for assistance

The Michigan Department of Natural Resources (DNR) provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the U.S. Civil Rights Acts of 1964 as amended, 1976 MI PA 453, 1976 MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act, as amended.

If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, PO Box 30028, Lansing MI 48909-7528, or Michigan Department of Civil Rights, Cadillac Place, 3054 West Grand Blvd, Suite 3-600, Detroit, MI 48202, or Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203

For information or assistance on this publication, contact Forest Resources Division, Michigan Department of Natural Resources, PO Box 30452, Lansing MI 48909-7952, Telephone 517-284-5900.

This publication is available in alternative formats upon request.



# URBAN AND COMMUNITY FORESTRY PROGRAM

## 2024-25 DTE ENERGY FOUNDATION TREE PLANTING PROGRAM GRANT APPLICATION



*This information is required by Authority of Part 5, 1994 PA 451, as amended, in order to be considered for a grant.*

<b>APPLICANT INFORMATION</b>	
Applicant Name (community or organization)	Applicant's Contact Person (First, Last)
Address	E-mail
City, State, ZIP	Telephone
County	SIGMA Vendor Number (if known*)
<p><small>*Will be required if awarded a grant.</small></p> <p>SIGMA Vendor Self Service (VSS): <a href="https://www.michigan.gov/VSSLogin">https://www.michigan.gov/VSSLogin</a> For assistance contact (888) 734-9749 or email <a href="mailto:SIGMA-Vendor@Michigan.gov">SIGMA-Vendor@Michigan.gov</a></p>	
<b>BUDGET INFORMATION</b>	
Grant Amount Requested	\$
Match Amount (1:1 match required)	\$
<b>TOTAL</b>	\$
<b>TYPE OF APPLICANT</b>	
<input type="checkbox"/> Educational Institution or Library <input type="checkbox"/> Local Unit of Government <input type="checkbox"/> Nonprofit <input type="checkbox"/> Tribal Government <input type="checkbox"/> Other (specify): _____	
Project is located within service territory of (check all that apply): <input type="checkbox"/> DTE Electric <input type="checkbox"/> DTE Gas	
Is your community a Tree City USA? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
<p><b><u>Technical project assistance</u> is available from ReLeaf Michigan at no cost. Would your community like to be contacted?</b></p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
<p><b>Applications must be emailed to Kerry Gray at <a href="mailto:GrayK12@michigan.gov">GrayK12@michigan.gov</a> by October 25, 2024</b></p>	

**PROJECT NARRATIVE**

Answer the following questions as concisely as possible in the space provided **OR** attach a maximum of 2 separate pages

A. Describe the purpose(s) of the proposed project (i.e. why is the project being undertaken, what is the need?)

B. Describe specific project goals, expected outcomes and impacts (i.e. what are the accomplishments, who will benefit, etc.)

C. Describe the strategy/timeline for completing this planting. Explain any preplanning involved (i.e. preliminary designs, quotes, estimates, etc.).

D. List the names and responsibilities of individuals and organizations who will be involved with the project. Indicate if Releaf Michigan will or may be requested to provide technical project assistance.

**TREE PLANTING INFORMATION**

Total number of trees to be planted	Size (i.e. caliper inches or height in feet)
Nursery Stock Type (Check all that apply): <input type="checkbox"/> Balled and Burlap <input type="checkbox"/> Bare Root <input type="checkbox"/> Seedlings <input type="checkbox"/> Container ( <i>indicate size and qty each below</i> )	
Container Size: <input type="checkbox"/> Small – Medium (<10 gal) <input type="checkbox"/> Large (>10 gal)	
Proposed tree species to be planted (Applicants are strongly encouraged to use a diversity of tree species. See page 4 for more information):   	
Location of Tree Planting Project (Check all that apply. A basic location/site map and planting diagram <u>must</u> be attached): <input type="checkbox"/> Public Right-of-Way <input type="checkbox"/> Park/Nature Center <input type="checkbox"/> Campus <input type="checkbox"/> Other (describe): _____	
Are there any utilities present on the site of this planting project? <input type="checkbox"/> Yes (Indicate below) <input type="checkbox"/> No	
Utilities Present: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	
If utilities are present, how will this planting avoid conflicts with existing utilities? (e.g. Right tree/right place: <a href="http://www.arborday.org/trees/righttreeandplace/">http://www.arborday.org/trees/righttreeandplace/</a> )   	

**MISS DIG MUST BE CALLED AT LEAST THREE (3) DAYS BEFORE BEGINNING ANY PLANTING OR DIGGING PROJECT AT (800) 482-7171 OR 811.**

**TREE MAINTENANCE PLAN (REQUIRED)**

All planting projects must have a three (3) year maintenance plan in place. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions. **Attach a copy of the tree maintenance plan you intend to use for this tree planting project.**

Indicate below who will be responsible for maintenance activities (i.e., municipal crews, contractors, residents)

\*The DNR's *Tree Maintenance Guidelines* (IC4108-1) may be used at a minimum if applicant does not have their own.

Please visit: [https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1\\_163798\\_7.pdf](https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf)

**BUDGET INFORMATION**

A budget chart must be included (see sample budget on pg. 4). **Budget detail must specify total project costs, grant amount requested and matching funds.** Grant amount request can be no more than 50% of the total project costs. Budgets must identify matching funds (cash, value of in-kind contributions etc.). Matching funds may not be federal monies and must be directly related to proposed project.

In-kind contributions include in-house or volunteer labor costs, donated goods and services, etc. Volunteer labor/services should be valued as: **Adults** at \$32.00/hour, **Youths** up to age 16 at \$16.00/hour. Professional or technical services contributed by consultants, businesses or companies may be estimated at commercial/professional rates that are reasonable and customary but must be documented in writing.

Acceptable sources of match include:

- Labor (in-house, volunteer, contract)
- Program Administration
- Equipment (rented, in-house, purchased)
- Supplies (e.g. tools, mulch, topsoil, etc.)
- Facility Rental Fees
- Travel
- Shipping/Delivery
- Donations

**EXAMPLE BUDGET CHART** (attach separate budget sheet as needed)

Project Title		Total Project Cost	
		\$	
EXPENSES:	REQUESTED GRANT FUNDS:	MATCHING FUNDS:	BUDGET EXPLANATION
Personnel/Fringe	\$	\$	
Overhead	\$	\$	
Volunteer	\$	\$	
Trees	\$	\$	
Travel	\$	\$	
Equipment	\$	\$	
Supplies	\$	\$	
Contractual Services	\$	\$	
Other	\$	\$	
<b>TOTAL</b>	\$	\$	

Are you the landowner where project will occur?  
 Yes  No, If not, written permission must be obtained and provided before starting.

\*Nonprofit organizations: Did you attach a copy of IRS determination letter indicating nonprofit status?  
 Yes  No

Are you currently debarred/suspended from participation in Federal Assistance Programs? (See page. 2)  
 Yes  No

**CERTIFICATION**

*As designated representative of above-named Applicant, I hereby agree to implement this project according to the application and to abide by the provisions of the DTE Energy Foundation Tree Planting Grant Program, including compliance with all applicable federal and state laws and regulations.*

Applicant's Designated Representative (please print)	Applicant's Designated Representative Signature	Date

**Applications must be received by email to Kerry Gray at [GrayK12@michigan.gov](mailto:GrayK12@michigan.gov) by October 25, 2024.**

## APPLICATION CHECKLIST

Use the following checklist to ensure that your grant application is complete.

- Did you provide the **required contact information** and **answer all questions** on application?
- Did you include **copies of any quotes or bids** you received for the project? *(not required)*
- Have you **verified budget figures** and correctly calculated the **required matching funds**?
- Did you include a **site or location map** where the anticipated planting project will take place?
- Did you include a **tree planting diagram**?  
[http://www.michigan.gov/documents/TreePlanting\\_25769\\_7.pdf](http://www.michigan.gov/documents/TreePlanting_25769_7.pdf)
- Did you include a **tree maintenance plan**?  
[https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1\\_163798\\_7.pdf](https://www.michigan.gov/documents/TreeMaintenanceGuidelineIC4108-1_163798_7.pdf)
- Have you obtained **written approval from landowner**? *(if applicable)*
- Are there any **letters of support** that you would like to include? *(not required)*
- Have you attached a copy of your **IRS Letter of Determination**? *(nonprofit organizations only)*
- Have you **signed and dated the application**?

For questions and additional information, contact Kerry Gray, Urban and Community Forestry Grant Specialist at [GrayK12@michigan.gov](mailto:GrayK12@michigan.gov) or 734-691-1806.