

DBFLF Award Checklist



Detroit Black Farmer Land Fund
Since June 19th, 2020

Accept your award!

- Review and sign official award letter via DocuSign by **Sunday, October 15**
 - Make sure you are aware of any difference between what you requested and what you were awarded.
- Pick up your DBFLF shirt!
 - No shirt? please text your size to Erin Johnson at 734-476-0369
- If you are purchasing land, make sure you have submitted your [community engagement plan!](#)
- Attend Award Orientation on **Tuesday, October 17 from 6-8p**
- Schedule a Consultation [using this link](#) - if you are a new awardee, this is mandatory. For previous awardees, it is not mandatory, but strongly recommended. Additional information will be provided.

Infrastructure Awards

- Do you own the property you are installing infrastructure?
 - Infrastructure cannot be purchased for land that you do not have ownership or site control (agreement with the landowner that spells out what happens to the infrastructure if you no longer garden there).
 - If you were awarded land and infrastructure, begin the land purchase process FIRST!
 - If you have an agreement giving you site control (lease, permission, etc), we must have a copy to release funds to you
- After reviewing your award amount, make any final changes/selections on how you will use your award and submit a [modified budget](#) to detroitblackfarmerlandfund@gmail.com by **AUGUST 1, 2025. If you do not submit by this date, your award will expire.**
 - If you would like help with using the budget worksheet or deciding on how you will use your award email ATTN Gabby OR 2024 INFRASTRUCTURE , detroitblackfarmerlandfund@gmail.com

3 WAYS TO UNLOCK YOUR AWARD

- **WE MAKE PURCHASES FOR YOU!!**
- Be sure to include links to items you would like to purchase and if you are picking up or getting the item delivered. If delivery please include the delivery address (must provide a home address) .

DBFLF WILL PAY FOR CONTRACTORS IMPLEMENTING INFRASTRUCTURAL PROJECTS

- If you are getting services done or have a remaining balance on Contracted work for your farm DBFLF can pay the contractor directly on your behalf. please submit a quote or invoice
- (A W9 is required for payment of \$600 or more.) [W9 FORM](#)
- **WE REIMBURSE YOU**
- You may purchase items yourself totaling your award amount and get reimbursed for purchases made during your award period (09/22/2024 until 08/1/2025)
- You must submit receipts with a invoice requesting reimbursement from “Detroit Black Farmer Land Fund”
- *****Any Dollars received via reimbursement are TAXABLE*****
- (A W9 is required for reimbursement payments of \$600 or more.) [W9 FORM](#)
- After deciding your preferred method of unlocking your award (reimbursement ,direct payment to contractors, buy items online) submit the modified budget ,list of purchase links, receipts AND W9 (for reimbursement or invoices from contractors) to detroitblackfarmerlandfund@gmail.com .
- DBFLF committee member (Gabby) will be in touch if they have questions, to confirm your orders and to inform you of delivery dates and shipping updates until your item is received..

- DBFLF committee member (Gabby) will be updating you on your remaining balance and DBFLF will provide access to the DBFLF awardee portal to upload files and view your remaining award balance.

REIMBURSEMENT METHODS

- Check mailed to Vendor (take up to 3 weeks)
- Pay with Cashapp (\$500 limit, usually 3 -5 days)
- Paypal sent to vendor (include Paypal information or send invoice to detroitblackfarmerlandfund@gmail.com)

Land Awards

- Finalize property you would like to purchase**
 - Think through Site Selection criteria
 - How are neighbours using the land
 - Is there dumping currently
 - How is it zoned (residential will be easier)
 - Vehicle access for making drops
 - Clear site lines
 - Adequate sun
 - Proximity to water source
- Purchase Change of Address.** If, throughout this process, you would like to CHANGE the property from what you requested in your application, please [fill out this form](#). Changes must be approved by the DBFLF committee.
- Soil Test the property.** You can do this yourself or [request one from KGD](#)
 - Note - DBFLF will not release funds for land without a soil test done on your projected growing area. You may continue with your application but before funds are released for purchase you must have completed a soil test
 - Soil tests cover a 30 by 30 area
 - If you are a member of the garden resource program you will get one soil test free
 - DBFLF will pay for up to three additional tests as needed. Any testing you want done on top of that will need to come out of your award amount.
- Finalize Community Engagement Plan.** Be sure you have a community engagement plan on file. If you need help make an appointment!
- Tighten up your plot plan.** Is it realistic? Is it achievable within a project year? Do you have all the funds needed to accomplish the plan? Once you submit this to DLBA, you will be on the hook for this work and they may ask for proof of funds. Schedule time with DBFLF rep to refine your ideas if needed.
- Apply to purchase by August 1, 2024!** If you do not submit an application to purchase by this date, your award will expire.
 - If purchasing in Detroit, check eligibility for DLBA discounted programs first.
 - Enter your home address in the [side lots portal](#) to see what lots are available around you.
 - Enter your home address in the [neighborhood lots portal](#) to see what lots are available around you.
 - If purchasing under an organization/entity name consider Create a Project program. note - all neighborhood lots listed on the [DLBA all I listings map](#) can be purchased through with the create a project discount if your organization qualifies.
 - If you are not eligible for a discounted program, apply directly using the [Detroit Property Application](#)
 - You will need a [plot plan](#), budget and proof of funds. Your award letter can be proof of funds if your project budget is within the award amount. If it exceeds the award

amount you will need to show a bank statement with the balance. If you need support with this process [make an appointment](#)

- Be patient, this process can take time!
- If purchasing in Highland Park or Hamtramck and you do not know the process, email us.
- Sign Purchase Agreement** and make a deposit on the property
 - After you submit your application, it will be reviewed and if approved you will be sent a purchase agreement to sign electronically.
 - You may request a consultation with DBFLF lawyers to review the purchase agreement together
 - DBFLF can wire the deposit directly or reimburse you for the payment. Contact DetroitBlackFarmerLandFund@gmail.com for support with this step.
 - After PA is signed it will go to DLBA board for approval (this can take some time)
- Closing**
 - Before closing you will be asked to make final payment. Work with your appointed person to coordinate this.
 - You will schedule a closing appointment- virtual or in person.
- Record your Deed**
 - DLBA may do this, if so request the property transfer affidavit
 - You have 90 days to record your deed if DLBA does not do it. After this time you can be fined for each day after 90 days that will show on tax bill
- Compliance Period**
 - Send reports/updates on progress per the timeline in your Purchase Agreement
 - Acquire a Change of Use Garden Permit
 - Combine lots first!