DBFLF Award Checklist



Accept your award!

- ☑ Review and sign official agreement via DocuSign by **Thursday , October 30**
  - Let us know if you have not received one.
  - Make sure you are aware of any difference between what you requested and what you were awarded.
- ☑ Pick up your DBFLF shirt!
  - No shirt? No Hoodie? please email your size to Erin Johnson at detroitblackfarmerlandfund@gmail.com
  - Remember every farm gets **only 1 !**
- ☑ Attend Award Orientation on **Monday, October 19 from 6-7:30p**
- ☑ Schedule a Consultation with Keep Growing Detroit Garden Resource Team - if you are a new awardee, this is mandatory for **soil testing a site development.** 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 your site control and 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, 2027. 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 2026 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 (09/30/2026 until 08/1/2027)
- You must submit receipts with an 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 Zelle
- ☐ Paypal sent to vendor (include Paypal information or send invoice to detroitblackfarmerlandfund@gmail.com)

Land Awards

- ☑ **Connect with your Land Consultant !**

- ☑ **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.
- ☐ **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, 2027!** 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 contact your land consultant.
        - Be patient, this process can take time!
    - If purchasing in Highland Park or Hamtramck and you do not know the process, email us.

- ☐ **Soil Test the property.** You can do this yourself DIY instructions 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 (1) soil test free
    - DBFLF will pay for up to (3) additional tests as needed. Any testing you want done on top of that will need to come out of your award amount.
- ☐ **ENGAGE with Community .** Be sure you have a community engagement plan . If you need help make an appointment!
- ☐ **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**

If you need support with this process contact City of Detroit Urban Agriculture Department make an appointment

- Not required for all purchase programs (sidelot, neighborhood lot)
- Send reports/updates on progress per the timeline in your Purchase Agreement
- Acquire a Change of Use Garden Permit

Review of the Required Compliance Process *(Detroit Black Farmer Land Fund)*

- Review Required documentation checklist
    - Send 30/90 day updates to projects@detroitlandbank.org
    - Apply for parcel combination
    - Apply for blight clarence
    - Apply for Permit
    - Request an inspection
    - Request Application of Occupancy and Acceptance

RESOURCES:

OFFICE OF SUSTAINABILITY

City of Detroit Land Based Projects

Land-Based Projects Office Hours

Virtual Office Hours! First Thursdays, 12-1pm.

Office hours are open to the general public to discuss and answer land acquisition and building permit questions related to starting land based projects.

Zoom Meeting Link Here

Sample Plot Plan

A Path to Purchase, Permit, & Design