



FREQUENTLY ASKED QUESTIONS

1. **What is the Neighborhood Beautification Program (NBP)?**

The Neighborhood Beautification Program is a mini grant program designed to fund city registered block clubs or neighborhood associations or non profits or faith based organizations who are partnering with a block club or neighborhood association that repurpose or beautify vacant lots in neighborhoods. Projects fall under three categories: Clean-Up Activities, Community Gardens, and Public Space Activities.

2. **How do I register for the Department of Neighborhoods (DONs) to start a block club?**

HOW TO GET STARTED - Contact your neighborhood District Manager's district office in-person to turn in your block club application form or request an application. Click the link below to obtain instructions.

<https://detroitmi.gov/departments/department-neighborhoods/block-club-program/how-get-started>

3. **Whose information should I provide in the User Information and Organization Information section?**

The information in both the user information and organization information sections should reflect who is filling out the application. This will be the main contact person to whom the Program Administrator or HRD will contact for any questions or issues during the application review process. It will also be the person who will be notified of their grant award status, and who will be awarded.

4. **How do I apply for the NBP Mini-Grants?**

Follow these steps to apply:

Log in or create an account on the online system [here](#).

To start your application, click Apply on the top of the screen. A grant titled "Neighborhood Beautification Mini Grant Program" will appear. Click [Apply](#) to begin your application.

Once you have completed the application, click Submit Form. If you do not click Submit Form, you will not have applied. You will be directed to a confirmation screen upon submitting.

5. **What documents should I present as the Fiscal agents?** Fiscal agents should be prepared to provide the following financial documents for their organization:
- ✓ 501 (c)(3) letter issued by the IRS
 - ✓ A List of the Board of Directors
 - ✓ Annual organization budget for Fiscal Year 2021
 - ✓ An Audit for Fiscal Year 2021 OR a Balance Sheet & Profit and Loss Statement for Fiscal Year 2021.
 - ✓ Certification of Good Standing
 - ✓ Articles of Incorporation
 - ✓ 2021-2022 Michigan Annual Nonprofit Report

6. **I am a nonprofit organization that is acting as a fiscal agent for this grant award, but aside from accepting the grant funds, I will not participate in the project. Do I also need to register with the DONs?**

No, if an organization is functioning solely as the fiscal agent for the grant award and will not participate in any of the programming activities, they do not need to register with the DONs. But the applicant will need to list the fiscal agent on their grant application and be prepared to submit financial documents on their behalf.

7. **My project involves several entities, which entity should be the one to complete the application?**

Although the project involves several entities, the application should be completed and submitted by the organization who owns the lots and will be implementing the project. If the applicant organization is not a non-profit, they must identify an organization with 501c(3) status to act as the fiduciary (aka. fiscal sponsor). The applicant organization will need to collect the required 501c(3) documentation from their fiscal sponsor and upload it within the application.

8. **I am a school/school district. Can I partner with a non-profit in my community?**

Yes, a school or a school district may partner with a non-profit, if the lot is: not located on school grounds, owned by the school, is in the neighboring vicinity, and is used for public activity.

9. **What expenses are eligible?**

Grant funds can be used to cover costs associated with delivering the Neighborhood Beautification Programs (i.e., materials, contractors, supplies, equipment, etc.).

10. **What expenses are not eligible for funding?** Funds awarded through this RFP cannot be used for:

- Conducting lobbying, carrying on propaganda, or otherwise attempting to influence legislation
- Influencing the outcome of any specific election through any means Federal staff time

- Purposes other than charitable, scientific, or educational Budget shortfalls, general support, or endowment funds
- Land acquisition or real estate purchases
- Individual scholarships or fellowships
- Reimbursement purposes (i.e., to cover costs associated with events or activities that have occurred outside of the Grant Term outlined in the Grant Contract)
- Payroll for staff
- Any costs not directly related to the funds requested in the proposal
- Construction related activities, including but not limited to: hoop houses, sheds, or pavilions
- House or structure rehabilitation or improvement
- Water features or water catchment systems, including rain barrel installation
- Any project that requires cement to be poured
- Administrative fees that exceed 10%
- Projects that do not comply with city ordinances

11. Will insurance be provided during the construction of the project, and after the project?

All Awarded Beneficiaries will be required to obtain general liability insurance. Insurance is an eligible expense for the duration of the project.

12. When will the organization receive the land deed to the property?

The Detroit Land Bank expects to deliver the deed to the property in approximately two weeks of receiving the Title Work.

13. Will the City of Detroit, or the Detroit Land Bank take the property back once it is improved?

The property purchased under this program will remain with the organization that has purchased the property. As owners of the property, you have all the rights and responsibilities of property ownership.

14. I operate a 501(c)3, am I eligible to receive funding?

Yes. However, you must partner with a registered Detroit Block Club, or Community Organization.

15. I previously purchased several lots from the Detroit Land Bank, can I apply for funding to improve these lots under this grant program?

Private property is not eligible for funding. However, if you turn over the (deed) ownership of those lots to a registered block club or community organization, the registered block club will be eligible for funding.

16. My home, and the homes of seniors living in my area need improvements to their homes, can these funds be used to improve our private residence or private property?

No. The funding restrictions do not allow for improving private property.

17. If my organization is not a designated 501(c)3, how will we receive our grant funds?

If your organization is not a designated 501(c)3, the funding will go to the fiduciary for disbursement. The 501(c)3 will then issue the grant funds to your organization.

For more information about the NBP, as well as the Notice of Funding Availability, the City's website at <http://www.detroitmi.gov/hrd> from there click: [For Nonprofits and Community Groups](#), and then select Neighborhood Beautification Program.

18. I am a resident, and I would like to transfer the lots from my name to the neighborhood association's name. What are the steps to make a deed transfer?

Steps to transfer Lot from Owner to LLC:

- I. Notary (Not serviced by Wayne County) You may find a notary at any of the following locations: bank, insurance company, credit union, UPS Store, County Clerk or Law office.

- II. Quit Claim Deed (400 Monroe St.)
 - a. Appointment or walk-ins accepted
 - b. \$15/first page \$3 additional pages. If pages exceed \$100 you will have to pay state/county taxes (\$8.60 per every \$1000)

- III. Property Transfer Affidavit (CAYMC Building, 2 Woodward)
 - a. Walk-ins accepted
 - b. No fees if transferred before 45 days from date of quit claim deed

Note: Although it is not required by state law, it is RECOMMENDED that you register your deed.

Location Addresses:

Wayne County Records Division (400 Monroe St. Detroit, MI 48226)
313 224 3561

<https://www.waynecounty.com/elected/deeds/home.aspx>

CAYMC – 1st Floor Suite 130 (2 Woodward) –
313 224 3400

<https://detroitmi.gov/departments/office-chief-financial-officer/ocfo-divisions/office-treasury/property-taxes-information>

19. How do I apply for an L.L.C?

Go to Form: <https://cofs.lara.state.mi.us/corpweb/FilingForms/0801M72.ASPX>

Follow the Instructions on How to Apply for LLC in Michigan Video:

<https://www.youtube.com/watch?v=irmRDRN4t5Q>

20. How do I start a Block club?

[How to Get Started | City of Detroit \(detroitmi.gov\)](#)

For questions, you may also contact:

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