



## CITY OF PETERSBURG, VIRGINIA COMMUNITY DEVELOPMENT BLOCK GRANT CDBG APPLICATION

### **Name of Organization:**

**Note:** Funds can be requested by an agency of local government, incorporated neighborhood organization, or a private non-profit corporation. Incorporation under state law is required. Non-profit corporations submitting proposals for the use of CDBG funds are designated sub-recipients when allocated funds by the Petersburg City Council. As a sub-recipient the applicant agrees to be responsible for compliance with all federal regulations related to the use of CDBG funds, except for public notice and environmental review. The applicant must enter into a sub-recipient agreement with the City of Petersburg.

### **Address of Organization:**

City/State:

Zip Code:

Name of Contact Person:

Title:

Address:

City/State

Zip Code:

Telephone:

Daytime:

Evening:

### **Proposal Summary:**

Project Title:

Location/Address:

Amount of CDBG Funds Requested:

Total Number of Clients to be Served:

Other measures of productivity, such as housing units, linear feet of utility lines, shelter beds, etc:

Category of Eligibility, such as rehabilitation, public facilities, etc.:

National Objective Served, must be to serve low income persons: or urgent need, or to reduce or eliminate blight:

Number of jobs to be created, if applicable:

### **Legal and Organizational:**

Type of Incorporation:

Federal Tax ID Number:

DUNS Number:

Attach one copy of each of the following:

- Articles of Incorporation
- Mission Statement
- List of membership of Board of Directors
- IRS Letter of Tax Exemption
- Latest Financial Audit
- Form 990 or IRS Tax Statement for previous three years
- Prior Year Budget
- Business License, if applicable.

### **Authorization:**

Signature of Chief Executive Officer

Date

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Name of Chief Executive Officer

Title

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COMMUNITY DEVELOPMENT BLOCK GRANT  
CDBG APPLICATION**

**Submission Requirements**

**Please review the following and provide the requested information.**

1. Proposal Summary: provide a clear, concise, specific narrative description of your proposed use of CDBG funds. What will you do? Who will do it? Where will you do it? When will you do it? How will you do it? Who will be served by this project? How much in CDBG funds are you requesting? What are your other resources?
2. Capacity: Explain your organization's experience and capacity to undertake the proposed activity. Does your organization have experience with the use of CDBG funds in the past? How much do you know about the federal regulations with which you will agree to comply?
3. Discuss the need your proposed activity will address. What will be accomplished? How many clients will be served? Describe the program objectives and the anticipated outcomes.
4. Is this a one time request or do you expect to apply for these funds on an ongoing annual basis?
5. Provide the proposed project itemized budget, showing all sources and uses of funds. If allocated funds, reimbursement will only be made on a line item basis and line items cannot be exceeded.
6. Provide the overall organizational budget showing all sources and uses of funds. Identify CDBG funds used over the last five years.