



## City of Petersburg, Virginia

### Community Development Block Grant (CDBG)

### Funding Request Application – PY23/FY24

This is an application for Program Year (PY) 2023/Fiscal Year (FY) 2024 City of Petersburg Community Development Block Grant (CDBG) funding for the period July 1, 2023, through June 30, 2024.

Funding may be requested by an agency of local government, incorporated neighborhood organization, or a private non-profit corporation. Incorporation under state law is required.

Neighborhood Organizations and Non-profit corporations submitting proposals for CDBG funds are designated sub-recipients when funds are approved and allocated by the City of Petersburg City Council. As a sub-recipient the Organization or Corporation receiving funding agrees to be responsible for compliance with all related federal regulations related to the use of CDBG funds. Public Notice and Environmental Review requirements will be performed by CDBG Administrative Staff. Prior to the receipt of funding, the sub-recipient must enter into a sub-recipient agreement with the City of Petersburg.

#### Name of Organization:

Name: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Telephone (Office): \_\_\_\_\_ Telephone (Mobile): \_\_\_\_\_

#### Address of Organization:

Street Address: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_

## Proposal Summary:

Project Title: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

CDBG Funding Requested: \$ \_\_\_\_\_

Summary of Project:

### HUD Category of Eligibility:

HUD Category of Eligibility		
Acquisition of Real Property Disposition	Construction of Housing	
Public Facilities and Improvements	Code Enforcement	
Clearance	Special Economic Development Activities	
Public Services	Microenterprise Assistance	
Interim Assistance	Special Activities by CBDOs	
Relocation	Homeownership Assistance	
Loss of Rental Income	Planning and Capacity Building	
Privately-Owned Utilities	Program Administration Costs	
Rehabilitation	Miscellaneous Other Activities	

### HUD National Objective Served (Check all that apply):

HUD National Objective Served (Check all that apply):	
Benefit to low- and moderate- income (LMI) persons	<input type="checkbox"/>
Aid in the prevention or elimination of slums or blight	<input type="checkbox"/>
Meet a need having a particular urgency (referred to as urgent need)	<input type="checkbox"/>

### Project Outcomes and Measures: (No. of Clients to be Served, No. of jobs to be created, No. of housing units, Linear feet of utility lines, No. of shelter beds, etc.)

Outcome	Quantity

**City of Petersburg, Virginia  
Community Development Block Grant (CDBG)**

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**Submission Requirements**

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**Please review the following and provide the requested information.  
Application deadline is March 15, 2023**

1. **Proposal Description:** 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? What was the previous outcome of project implementation? How much do you know about the federal regulations with which you will agree to comply?
3. **National Objective and Category of Eligibility:** provide detailed information regarding the National objective your project will meet, and the Category of Eligibility that describes your project.
4. **Need:** 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.
5. **Duration:** What is the duration of your project? Does it require a one-time request, or do you expect to apply for funding in future years?
6. **Project Budget and Funding:** Provide the proposed project itemized budget, showing all sources and uses of funds that includes the requested CDBG funding. (**Note:** CDBG funding is allocated on a reimbursement basis. Project expenses must be paid then submitted for reimbursement. Funding will cannot exceed an awarded amount.)
7. **Organization Budget and Funding:** Provide the overall organizational budget showing all sources and uses of funds. Identify CDBG funds used over the last five years, by year and corresponding funding amount.

Completed applications may be emailed to [cdbg@petersburg-va.org](mailto:cdbg@petersburg-va.org) or mailed to CDBG Applications, Attn: Yolanda Bullock, 144 N. Sycamore Street, Petersburg, Virginia 23803.

All submitted applications must be postmarked by March 15, 2023.

## Legal and Organizational Information:

Name of Organization: \_\_\_\_\_

### Type of Organization:

Non-profit business	
Charitable Organization	
Church and Religious Organization	
Private Foundation	
Political Organization	
Other Nonprofit (Define):	
Government Organization	

Federal Tax ID Number: \_\_\_\_\_ DUNS Number: \_\_\_\_\_

Attach one copy of each of the following:

1. Articles of Incorporation
2. Mission Statement
3. List of membership of Board of Directors
4. IRS Letter of Tax Exemption
5. Latest Financial Audit
6. Form 990 or IRS Tax Statement for previous three years
7. Prior Year Budget
8. Business License, if applicable.

## Authorization:

\_\_\_\_\_  
Name of Chief Executive Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Date